

SURREY FUSION FESTIVAL

FOOD · MUSIC · CULTURE

PRESENTED BY  coastcapital[®]
SAVINGS

CULTURAL PAVILION APPLICATION

EVENT DATES: JULY 20 & 21, 2019
EVENT TIME: 11:00 AM – 10:00 PM

Sheenam Kaler, Special Events Coordinator
City of Surrey - Special Events
13450 104th Avenue
Surrey BC V3T 1V8
Email: skaler@surrey.ca
Phone: 604-591-4203

DEADLINE FOR PAVILION APPLICATIONS: APRIL 12, 2019

January 10, 2018

Re: Surrey Fusion Festival Pavilion Application

Dear Interested Pavilion Organizers,

The City of Surrey is very excited to be hosting the 12th annual Surrey Fusion Festival. Surrey's Fusion Festival is truly the ultimate celebration of music, food & culture.

This celebration of Canadian culture brings together many distinct cultural heritages represented by ethnic groups and cultural organizations within our community. Surrey's Fusion Festival features various cultural pavilions representing the music, food, clothing and dance of the many cultures and is a true example of our diverse national backgrounds coming together in the spirit of harmony.

Surrey's Fusion Festival has attracted over 100,000 people since its inception in 2008. In 2019, we will continue to produce a compelling artistic live event, which highlights the diversity of our community and showcases our collective talent. The involvement of community cultural organizations is key to the success of the event. Each year, we have more and more pavilions wanting to participate in this great event.

Performance stages will be erected to feature highlighted performers representing the participating pavilions, together with professional recording artists and renowned Canadian performers.

The City of Surrey will continue to provide a community liaison staff person to ensure that local ethnic clubs, service groups and community associations are prominently involved and equally recognized.

We look forward to supporting our local community groups at this year's Fusion Festival and will welcome the opportunity to meet with your group to confirm details of your participation.

Sincerely,

Sheenam Kaler
Fusion Festival Pavilion Coordinator
604-591-4203
Email: skaler@surrey.ca

GENERAL PAVILION APPLICATION INFORMATION

Please complete all of these forms before returning your application. The following items **MUST** be submitted by **Friday, April 12, 2019 @ 12 noon**

- Application to Participate
- Pavilion Contact Information
- Pavilion Set-Up Information
- Equipment Rental Request
- Participation Fees (Check off which one you will be participating in):
 - (Highly Recommended) Cultural Art & Cultural Food:** The Registration fee is **\$800.00** for a **cultural art and food** tent plus any additional costs as per extra rentals.
 - Cultural Art (20x20 tent):** The Registration fee is **\$400** for a **cultural arts tent ONLY** plus any additional costs as per extra rentals.
 - Cultural Food (10x20 tent):** The Registration fee is **\$600** for a **cultural food tent ONLY** plus any additional costs as per extra rentals.

Please make cheques payable to: "City of Surrey". **Cheques are to be submitted with the application.**

- Certificate of Incorporation (if applicable for incorporated or registered not-for-profit societies or associations)
- Country biography and a photo (JPG) that best represents the country you are representing at Fusion Festival. For groups that are returning, please review your existing bio and photo on the event website (www.surrey.ca/fusionfestival) and let us know if you are ok with it or send updated information. Please email this to skaler@surrey.ca.

Fusion Festival's goal is to deliver a collection of exciting and innovative pavilions representing a specific country of origin. Therefore we highly recommend all pavilions meet two of the three criteria listed below:

1. CULTURAL FOOD
2. CULTURAL ENTERTAINMENT
3. CULTURAL ARTS & CRAFTS

We anticipate that there will be room to host approximately 50 pavilions, plus exhibitors with an average size of 20' x 30' per pavilion. If there are more applications than available space, at Holland Park, the priority will be given to applications as follows:

- The ethno-cultural groups who have participated as a cultural pavilion at last year's Fusion Festival
- The Pavilion application was received before the April 12th, 2019 deadline, in order of receiving
- The ethno-cultural group is in good standing with Fusion Festival Organizing Committee (FFOC)

Please note that there can only be one pavilion per country of origin. Although the size of the pavilions may vary, the FFOC will not entertain having two separate pavilions that represent the same country or region. The City does encourage groups to work together to be inclusive where possible.

Participation fee also includes electrical hook-ups and service, water service, inclusion in the souvenir guide, and all marketing expenses directly relating to the operation of the festival. Any applications received after April 12th, 2019 will be subject to a late application fee of \$100. This late application fee must be received with your application.

*Please note - City of Surrey is providing general comprehensive liability insurance for this event but is not responsible for any lost or stolen items. It is recommended that pavilions also carry their own liability insurance.

Mandatory Meeting for Pavilion Representative:

General Pavilion Meeting (with all cultures)- **Wednesday, June 5, 2019 @ 5:30pm-7pm @ City Hall Council Chambers**

Pavilion Set-Up:

Friday, July 19th- 11am-8pm (All Pavilion Set-up including full kitchen set-up **MUST** be done on Friday)

Saturday, July 20th- 8am-11pm (**Event Day**)- Food Deliveries **ONLY**

Submit Applications to Sheenam Kaler:

Email: skaler@surrey.ca

Mailing Address: City of Surrey, Special Events
 Attn: Sheenam Kaler
 13450 104th Avenue
 Surrey, BC V3T 1V8

PAVILION ELIGIBILITY

The applicant must meet the requirements for "Pavilion Eligibility" as defined by the Fusion Festival Organizing Committee (FFOC).

- a. The principal operation, and/or activity, must be based within the City of Surrey and surrounding area.
- b. For the purposes of this application, "good standing" shall refer to the cultural group meeting the minimal criteria for hosting a pavilion, having a good working relationship with the FFOC, and not being in arrears of any financial agreements with the FFOC.

- c. The applicant should be registered under The British Columbia Societies Act as a not-for-profit society. All applications will be reviewed by the FFOC. Past pavilion operators, in “good standing” with the FFOC, will be given first right of refusal for operating a cultural pavilion at the event.
- d. The applicant’s pavilion operations must reflect the culture and heritage of an identifiable ethno-cultural group of which they are a part. Ethno-cultural groups may have a maximum footprint the size of two pavilions (20’ x 40’) depending on space availability. Historical pavilions with larger footprints will be “grandfathered” and be permitted to remain at their previous footprint size.
- e. For the purposes of this application, an ethno-cultural group is defined as: *“A group which differs significantly from other groups in some, or all of such cultural components as language, food, dance, dress, music, arts & crafts, and relates to a specific country of origin”.*

If the number of applications exceeds the amount of space on site, the FFOC reserves the right to limit the size of a cultural pavilion and has final approval of all pavilion footprints and locations.

The decision of eligibility, based on the aforementioned definition and the attached application, will be at the sole discretion of FFOC.

1. APPLICATION TO PARTICIPATE

Name of Pavilion: _____

Name of Ethno-Cultural Association: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Date Association Established (if applicable): _____

Number of Association Members (if applicable): _____

Is the Association registered as a not-for-profit organization?

- Yes (If yes, please attach a “letter of status”)
- No

Society Registration or GST/HST Number (if applicable) _____

If your group is a registered society, please attach a copy of your society’s Certificate of Incorporation.

Are the activities of your association conducted within in Surrey? **Yes** _____ **No** _____

2. PAVILION CONTACT INFORMATION

Pavilion Chairperson: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Food Services Director: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

*Personal information is collected for the purposes of processing your application to participate as a “Cultural pavilion” at Surrey Fusion Festival. The City of Surrey is collecting this information under s.26(c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection of personal information, please contact: The Manager of Special Events, 13450 104th Avenue, Surrey, BC, 604-591-4598.

3. PAVILION SET-UP INFORMATION

Arts & Crafts Area – Will you be setting up an arts & craft area inside your 20’ x 20’ tent? If so, what artifacts or crafts do you expect to feature. Will they be available for sale and what are the approximate price ranges?

Food Sampling Area – Menu (see page 12 “food sales commission” for guidelines):

Maximum Menu Items: 7, Maximum Price: \$10 (10 food tickets)

MENU ITEM:	PRICE:
Optional (Soda/Water)	\$2 (pricing is mandatory)

4. EQUIPMENT RENTAL REQUEST

Tent & Infrastructure Fees: Pavilion fees in 2019 are being subsidized by the City of Surrey for a standard two tent set-up for each cultural association. This would include one cultural merchandising tent and one cultural food tent. Beyond the two standard tent set-up, additional tents and set up requirements will be charged to the pavilion operator at a full cost recovery. The cost summary for additional tents is provided below.

Item	Cost	Quantity	Total
Pavilion Participation Fee (\$800 -Cultural arts & food tent; \$400 -Cultural art tent ONLY, \$600 -Cultural food tent ONLY)		1	
20' x 20' Cultural Arts Tent with necessary sidewalls	Included in fee	1	-
10' x 20' Tent for food service with sidewalls	Included in fee	1	-
Hot & Cold Water Sink Hook-up	Included in fee	1	-
Grey Water	Included in fee	1	-
Power (4 x 15 amp circuits)	Included in fee	1	-
Customized Country Signage	Included in fee	2	-
Table – 8'	Included in fee	6	-
Chairs	Included in fee	12	-
Flooring	Included in fee	200 sqft	-
Light	Included in fee	2 lights	-
Additional Items			
20' x 20' Tent	\$400		
10' x 20' Tent	\$300		
Table – 8'	\$15		
Table – 6'	\$15		
Chair	\$3		
Anchor	\$30		
Flooring	\$1 per square foot		
Light	\$50		
Fry Shacks (must rent if deep-frying)	\$220		
TOTAL COST			
Additional Power to be determined based on cultural group's needs. FFOC reserves the right to limit the size of a cultural pavilion and has final approval of all pavilion footprints and locations.			
For Rental of: ½ size pop fridge, single door fridges, triple door fridges, prep fridge, chest freezer, please contact: Robbie Roe @ 604-657-7764			

***PLEASE NOTE:** You, as the Pavilion Representative, must provide a fully charged and inspected 40BC dry chemical extinguisher in your food tent. Please ensure you check the expiry date on the extinguisher.

I have read and agree to the attached terms of agreement. I shall hold harmless the City of Surrey from any and all legal actions which may arise as a result of any closure of all or part of the festival.

Print Name

X _____
Signature

Date

TERMS OF AGREEMENT

Ethno-cultural associations hosting a pavilion must abide by all the following rules and regulations as set forth by the Fusion Festival Organizing Committee (FFOC). FFOC reserves the right to close down any pavilion, or any portion of a pavilion’s operation if that pavilion does not abide by these rules and regulations. Future participation in Surrey’s Fusion Festival is dependent upon compliance with all rules and regulations. All decisions made by FFOC are final.

1. PAVILION MANAGEMENT

1.0. Pavilion Chairperson: In order to ensure your pavilion fulfills all festival requirements, one person must be designated as the “Pavilion Chair”. The Chair is ultimately responsible for all activities, and has final approval for all arrangements made for your pavilion.

1.1. Commercial Venture Policy: No commercial venture may operate independently, or be advertised in any way as part of any pavilion during Surrey’s Fusion Festival without the prior written approval of FFOC. If any pavilion permits a commercial venture to advertise for, or publicize their company, products, or services, that pavilion is breaking the terms of their contract with FFOC. If a pavilion wants to bring in a restaurant to operate the food area of their pavilion, this is acceptable but must be disclosed to FFOC and any signage must reflect the international host pavilion and not just the restaurant.

Pavilions are permitted to purchase supplies, and/or services from commercial organizations in order to operate; however, there can be NO advertising or promotion for said commercial organization on the festival site, without permission from the FFOC.

- a. The City of Surrey is arranging all festival sponsorships and as such, pavilions are not allowed to feature commercial sponsorships or corporate signage
- b. The sale of goods originating from pavilions must be 100% culturally authentic that is, they must directly relate to, or be representative of the culture of that pavilion. No generic products (i.e. “Tupperware”), or foods more closely associated with fairs (i.e. “mini-

donuts”) are permitted for sale by any pavilion unless a case can be made regarding their cultural authenticity.

- c. Surrey’s Fusion Festival program will list specific information from each pavilion. Each pavilion is responsible to provide a description of their activities to the FFOC for the program. The FFOC reserves the right to edit the description for content and space purposes.
- d. All food items sold should be restricted to sample size portions, to allow audience members to sample as many food items as possible.
- e. There will be ticket booths to sell food coupons. **No food items may be sold for cash at any pavilion booths.** Only official Fusion Food coupons purchased from ticket sales kiosks may be exchanged for food items. Pavilion operators observed selling food for cash could face immediate closure of their pavilion by FFOC as well as being prohibited from participating at future events.
- f. Unless officially sanctioned by the FFOC, no independent commercial vendors will be permitted to operate on-site during the event. A commercial vendor that provides a direct service not otherwise found on the festival site, or that is contracted as an “official festival sponsor or supplier,” and which DOES NOT compete with goods provided by the pavilions, may be permitted to sell, promote, or distribute goods, and/or services at the sole discretion of FFOC.
- g. Corporate Partners and Sponsors of Surrey’s Fusion Festival may be permitted to distribute, promote or sell goods or services as per negotiated and signed agreements at the sole discretion of FFOC.

Should the FFOC determine that a particular good or menu item is not culturally relative to a specific pavilion, the FFOC reserves the right to remove that good or menu item from the pavilion for the duration of the festival, and/or impose penalties if deemed necessary.

These regulations are imposed and enforced to ensure the safety of the general public, contractors, participating pavilions and volunteers.

All participating community groups and exhibitors will be asked to enter into a “Pavilion Agreement” between the FFOC and local group. This agreement will govern the settlement of all food sales commissions due to the local groups, and will outline all regulations regarding park use. The Fusion Festival Organizing Committee is responsible for the operation of the festival, and will make any decisions pertaining to placement of pavilions, park usage and public access to the venue.

If, in the opinion of the FFOC, conditions exist as a result of weather or other factors that may create potential hazards to the safety of the public, contractors, participants, or volunteers, it shall be at the sole discretion of the FFOC to close down an offending pavilion or pavilions, or even the entire festival if deemed necessary.

Under no circumstances is the pavilion space, once payment is received by the City of Surrey, to be re-sold, sublet, or rented out to a third party by the Ethno-Cultural Association.

2. PAVILION SET-UP

- 2.0. Electricity/Power:** A maximum of 100 amps/120 volts or 50 amps/240 volts is available at each pavilion site. Please note that a power bar does not increase the power to your pavilion. Pavilions should therefore plan food services, entertainment, and other requirements around this available power. Any use of additional generators is prohibited.
- 2.1. Water supply:** A double tub sink, single tub hand wash sink, 200 gallon grey water tank, water heater and all potable water lines will be provided by the FFOC, as required by Fraser Health.
- 2.2. Appliances:** All such appliances used at the festival must be CSA approved and examined by a certified gas fitter who can attest to their safety.
- 2.3. Propane Tanks:** All propane tanks must be stored in propane cages supplied in service corridors. All empty tanks must be placed in cages and removed from the site at end of the day. Please mark your tanks with your name and country. Also please bring a lock and chain for the propane tanks.
- 2.4. First Aid Kits:** You must have one approved first aid kit, visibly displayed in each pavilion.
- 2.5. Fire Extinguishers:** A fully charged and inspected 40BC dry chemical extinguisher is required in each pavilion. A K-series fire extinguisher, for grease fires is located at the red fire station in service corridor. The red fire station also houses an emergency air horn and emergency contact instructions.
- 2.6. Waste Water:** All collected waste water is to be stored in grey water tanks provided by FFOC. Waste water is not to be drained onto the ground, please be environmentally conscious about the amount of water you use. No food product or grease is to be dumped in these tanks.
- 2.7. Deep Fry Grease:** Recycling barrels are provided in service corridors to capture used fry fat. PLEASE RECYCLE and do not leave used grease in the kitchen area. **Please note there will be a \$200 penalty for any grease/oil that gets drained in the sink/grey water tank.**
- 2.8. Waste Disposal:** Each pavilion is responsible for cleaning up its site. Any damage to the assigned site will be charged to the pavilion. Waste must be collected and piled neatly at the curb in front of your pavilion for pick up. Cardboard boxes MUST be folded flat for easy disposal. The site must be left clean, free of debris and in the same condition as prior to its occupation. Failure to do so will result in a fine.
- 2.9. Tent Setup:** Tents may not be moved, or in any way be tampered with unless permission is obtained from the FFOC. **Display materials cannot be pinned or taped to the tent walls.** You must use a frame or wire to support promotional materials. All food sales, tents, displays, out of booth busking, etc. must be approved by the FFOC and applicable regulatory authorities, and must be fully contained within the site provided. Pavilions are not permitted to expand out of their allotted space. You are not permitted to sell merchandise in front of specific pavilions without prior consent from the FFOC. No spikes or poles shall be driven into the ground without prior approval from the FFOC. This is to prevent any damage to underground power or water systems.

2.10. Tent Décor: Each pavilion is required to remove or discard all décor & other items such as; pamphlets, brochures, tent decorations etc. from the tent. Nothing should be left behind that belongs to the cultural group.

3.0. Flooring: Each pavilion is responsible for washing/cleaning the floor installed in the food service tent, prior to the end of the event.

3. FOOD & BEVERAGE

Preparation and Handling: The preparation and handling of all food and beverage products must comply with Fraser Health Authority regulations. ALL PAVILIONS MUST ENSURE THAT THE FOOD SERVICES DIRECTOR AND FOOD HANDLERS HAVE FOOD SAFE DESIGNATIONS AND ARE AWARE OF ALL REGULATIONS GOVERNING SAFE FOOD SERVICE TO THE PUBLIC.

3.0. Menu items: Only items submitted for prior approval by Fraser Health may be sold at pavilions. Items added at the last minute will **not** be permitted, so please plan your menu carefully. If a pavilion is found to be selling a food item that was not previously approved, they will be asked to remove it from their kitchens.

3.1. Beverages: Aside from culturally authentic beverages (e.g. Fijian Kava, Indian Lassi, etc.), all soft drinks, juice, and bottled water sold during the festival will be sold at a price established by the FFOC.

3.2. Ice: Ice can be purchased at our commissary area onsite.

3.3. Ice Cream: All ice cream products sold at the Festival must be purchased from the official ice cream supplier to Surrey's Fusion Festival. Exceptions will be made only in circumstances where the official supplier cannot provide a culturally authentic item to a pavilion. If a pavilion intends to sell a particular ice cream dish, it must be included on the menu submitted for publication in our souvenir program.

3.4. Glass containers: Unless prior approval is secured from the FFOC, no beverages may be sold in glass containers.

3.5. Bio-degradable Plates and Containers: Bio-degradable plates, containers and cutlery **MUST** be used to serve food.

3.6. Recycling/Compost/Waste: The City of Surrey has an extensive garbage and recycling plan in place and will have a team of cleaners monitoring onsite waste bins and garbage onsite.

4. MISCELLANEOUS

4.0. Demonstrations: No political or religious printed material, activities or promotions will be tolerated. Surrey's Fusion Festival is a CULTURAL celebration. Endorsements or demonstrations which are political or religious in nature will result in the closure of the offending pavilion.

4.1. Games of Chance: No lotteries, gambling, or games of chance are allowed at the festival. Free draws for prizes are permitted, so long as no purchase is required.

4.2. Flags: Cultural Pavilion national flags will be officially recognized during the Flag Procession as part of the official ceremonies for the Fusion Festival.

At each Cultural Pavilion, posters or signage which includes a national flag may be displayed so long as it is **INSIDE** the 20' x 20' Cultural arts tent. Additional National flags outside of your pavilion will not be allowed.

4.3. Maps: Only maps relating to a specific pavilions country may be displayed within that pavilion.

4.4. Photographs, Video Footage, and Audio Recordings: The FFOC reserves the right to use any of the above properties to market and promote the festival without recourse liability. Said images and/or recordings may also be used on the festival website, television or radio spots, or in published literature in future years.

4.5. Vehicle passes: All vehicles, including detachable trailers, must have valid vehicle passes. Failure to display a vehicle pass may result in that vehicle being ticketed and towed.

4.6. Inappropriate Merchandise: Surrey Fusion Festival is a family oriented event and as such inappropriate merchandise or actions will not be tolerated.

4.7. Food Sales Commissions: All food being served on site will be sold via food coupons ONLY, which must be purchased from Surrey's Fusion Festival Ticket Kiosks. A total commission of 20% will be deducted from all food coupon sales, and participating pavilions will receive 80% of the gross revenue for all coupons redeemed by each pavilion. **Failure to sell food via food tickets ONLY and collect any cash for the food or ticket re-sale, will lead to the closure of the pavilion.**

- a. All food items sold should be sample size portions, to allow audience members to sample as many food items as possible
- b. Food items should be priced in \$1 increments with the range of \$2 to \$10. Please note there must be a good variation of pricing between this range with a max of (2) items priced at \$10. The FFOC will be reviewing the pricing to make sure it is reasonable.
- c. All menu items must relate to the ethnicity of the host pavilion.
- d. There will be a site price established for water and soda beverages.
- e. A cash reconciliation schedule will be provided closer for the event date.

4.8. Merchandise Sales: Please note that cultural pavilions are permitted to sell merchandise intended for use or consumption outside of the event grounds. This could include but not limited to arts, crafts, merchandise, books, and dried packaged foods.

All revenue generated from the sale of merchandise is the property of the pavilion operators. Please note that the FFOC may choose to prohibit merchandise intended for sale if:

- a. It is deemed not culturally authentic at the pavilion where it is for sale
- b. A food or beverage product that can be consumed on site
- c. Inappropriate merchandise for a family event
- d. Appears to be counterfeit or in breach of licensing and copyright regulations
- e. Not appropriate for sale at the event site at the discretion of the FFOC

The FFOC wants your cultural pavilion to be economically successful. Please do not put the FFOC in a position where your goods may be prohibited for the duration of the event because they are not appropriate for sale.

If you are concerned that a product you wish to sell may not be appropriate, please contact the FFOC for review and approval of the product.

**Is there a way we can help you market your pavilion through your cultural contacts and channels?
Please describe:**

WE LOOK FORWARD TO WORKING WITH YOU!