



# Union Summer Presented by TD 2023 —

Food Vendor Information Package

**Union**

# What's Inside—

We hope you join us this summer! Inside this package you will find the information required to be a successful vendor at Union Summer—presented by TD, a key downtown Toronto market experience right in front of Union Station, Canada's busiest travel hub!

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## About Union—

Union Station is transforming into one of the world's most engaging civic destinations. Located at 65 Front Street West, Union Summer—Presented by TD takes place outdoors on the front plaza on the north side of the station. Union serves not only as a transit hub for commuters using the GO trains, buses, the UP Express, VIA Rail and the TTC subway system but Union strives to be the most compelling culinary, retail and cultural destinations in the city. Union is a place to discover your new favourite food item, explore local and national retailers or catch a performance from one of Toronto's most talented artists. With a robust year-round programming schedule, visitors can enjoy free public art, DJ's, live music, dance and more!

### Our Promise —

To connect you with the spirit of the city by bringing the best of Toronto under one roof.

1. Union is about bringing Toronto together. From national brands to independent start-ups, acclaimed artists to emerging talent, locals to tourists – Union is where our city happens.
2. At Union, everything – food, shopping, and events – is considered programming. Union is committed to innovative initiatives, unexpected partnerships, and maintaining a constant dialogue with our city.
3. A mixed-use facility unlike any other, Union will be a balance of substance and spectacle – a showcase for culture, commerce and history.
4. Union is a space where local residents, commuters and tourists all feel a sense of belonging– a vital component of neighbourhood life and a lens through which to experience Toronto's cultural richness.

Union Summer is Presented by TD Bank. This collaboration affords TD with a marquis brand and real estate opportunity which bring many benefits to the daily users of the station. This includes free Wi-Fi access, customized seating amenities, ATM's and phone charging stations and key events including Union Summer and Winter of which they have naming rights.



## About Union Summer—

In 2015, the first Union Summer event opened as a showcase food market, offering the “best of Toronto” featuring unique and fresh menu options from local Toronto restaurants, bakeries and more. Union Summer returned the next year with title sponsor TD Bank and earned the title of the longest running outdoor market in Canada.

Union Summer—Presented by TD returned in 2018 with 10 food vendors, a craft-beer bar, gorgeous greenery, shaded seating for over 200 people, and a stage that had free live daily performances for 50 consecutive days. The 2019 festival included 8 food vendors, a sponsored bar and daily programming for 65 consecutive days! Local office workers, tourists and travelers have come to expect the Union Summer-Presented by TD experience. It was not unusual to find line ups around the market perimeter waiting for vendors to open each day. Unfortunately, we were not able to run Union Summer in 2020 and 2021 due to COVID – but were able to celebrate our fifth anniversary in 2022! Positive feedback was overwhelming as many people celebrated the return of our market festival. The festival ran for 63 days consecutively, featuring 121 performances with attendance of over 100,000 guests. Combined sales for vendors came in around 1mil with 23.7mil media impressions for the event as a whole.

We are thrilled to be bringing this food festival back on the plaza for summer 2023. This year, we are splitting the run of the festival into two vendor blocks. This means that the first half of the festival will feature 4 food vendors, then we will do a turnover and feature 4 new food vendors for the second half. This will provide more opportunities for vendors and keep things new and exciting for our visitors. Each block of food vendors will be live for four weeks.





# Union Summer—Presented by TD

Monday June 26—Sunday August 27 2023

Union Summer-Presented by TD is an experience that welcomes everyone to enjoy the oasis at the gateway to the city. 2023's experience will include an incredible line-up of food vendors, ongoing daily free programming and events all curated to bring the best of Toronto's talent, culture and spirit to life. As the retail developer that manages the culinary, cultural and retail experience at Union, the market is part of our commitment to the City of Toronto, the building owner to turn Union into a unique destination.

Key elements of the market will include:

- Curated independent, best-in-category food vendors
- Licensed outdoor lounge, featuring products from our exclusive alcohol sponsor, including local, craft and import beers, RTD, seltzers and more.
- Plentiful lounge spaces and an outdoor garden designed to feel like an oasis in the city
- A mix of live musicians and community artist performances
- Themed Saturday night concert performances by renowned artists
- Bespoke menu items from local food creators
- Seating capacity of approximately 250 people

## Example Programming Schedule

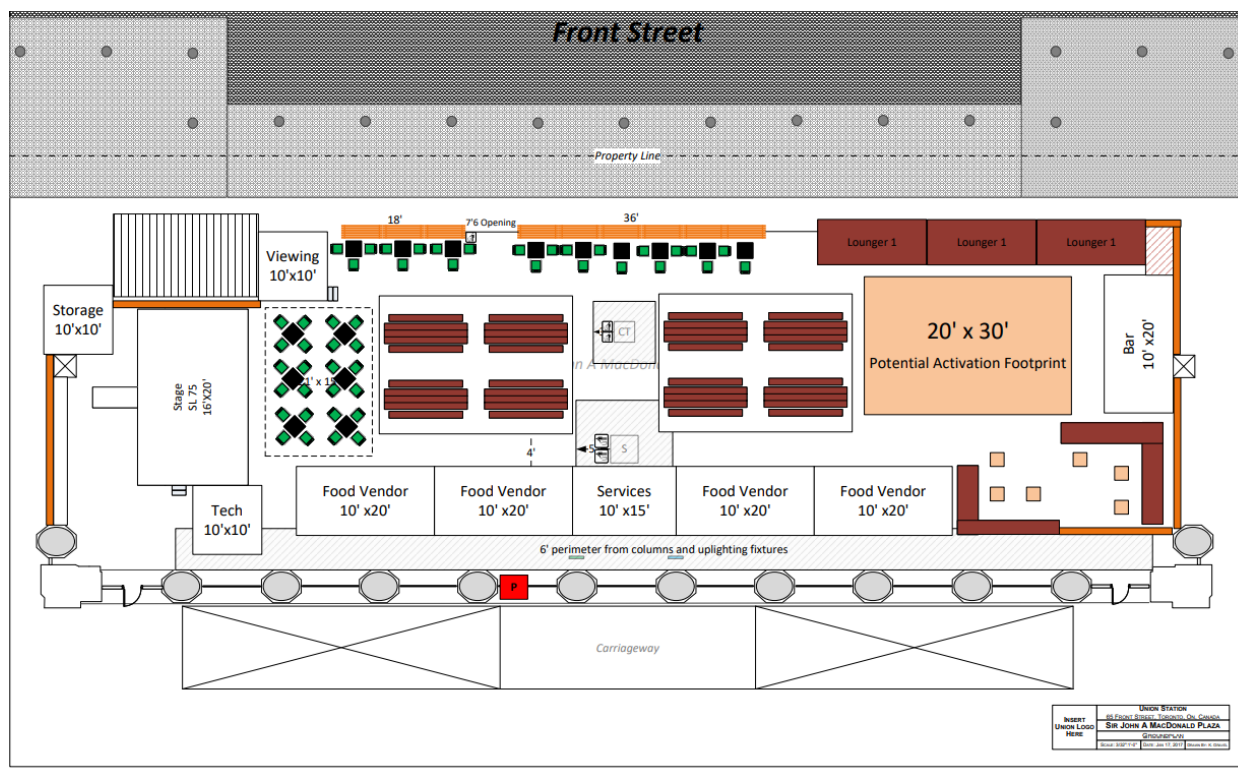
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Lunch	Blues DJ	TD Music Tuesdays	DJ	Emerging Artist Showcase	DJ	Classical	New Orleans
Evening	Monday Blues	Games Night	Movie Night	Salsa & Cuban Beats	Soul Sessions	Night Market/Block Party	Global Music

## Union Summer-Presented by TD Tentative Operating Hours for 2023:

- Sunday—Tuesday: 11am – 7pm
- Wednesday—Friday: 11am – 9pm
- Saturday: 11am – 10pm

# Previous Layout

\*Please note this was the 2022 layout and the 2023 layout is subject to change during planning stages based on City of Toronto review. Changes will be communicated to vendors.



## Vendor Key Dates & Schedule

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January 20	Vendor Applications open
March 1	Vendor Application Closes
March 15	Vendor Selection Complete – vendors contacted
April 4	TPH Special Events Temporary Food Vendor Package Due
April 12	Contracts distributed for Union Summer 2022,
April 28	Contracts Signed, Payment + Security deposit due
May 1	Proposed refined menu and price list due, logos & equipment list due
May 12	Vendor media + social assets required
May 15	Vendor Operating Handbook Distributed
June 23 – 25	Load-In; vendor schedule will be provided closer to date with individual time slots
June 25	Friends & Family Test Night
June 26	<b>Opening Day of Union Summer 2022</b>
	<b>Vendor Block 1 – June 26 – Jul 23</b>
	<b>Swap – July 24 – 28</b>
	<b>Vendor Block 2 – July 29 – Aug 27</b>
August 27	<b>Last day of Union Summer</b>
August 28-30,	Load-Out: vendor schedule will be provided closer to date with individual time slots

Dates are subject to change. Any changes will be promptly communicated with all vendors.



# Key Vendor Information

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## General Information

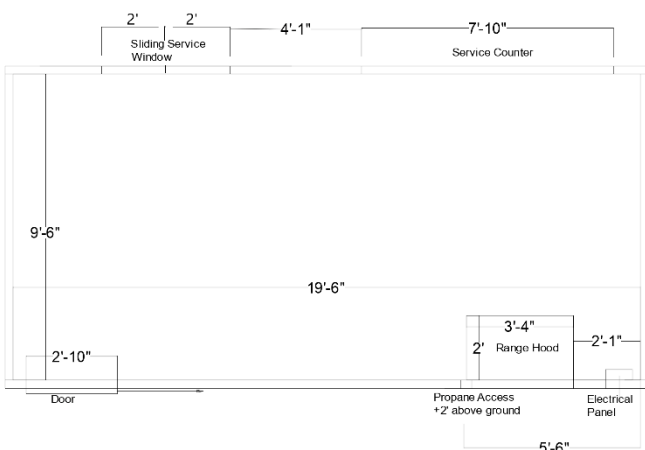
- Vendors are required to be open and to operate every day of Union Summer—Presented by TD during all aforementioned operational hours.
- Vendors are required to be onsite for opening at least 1 hour prior to market hours and may be onsite up to two hours after public closure for cleaning & their close.
- Vendors are always required to have staff with a Food Handler's Certificate holder onsite
- Vendors are required to submit proposed menu by May 5, 2023 to the Union team. We are looking forward to your unique items and will support you with promoting these via media and social outreach. Any changes to your menu must be submitted to the Union team for approval.
- Each vendor is expected to maintain regular daily cleanliness schedules at their booth. The market is subject to Toronto Public Health inspections at any time.
- Vendors are responsible for ensuring their equipment is TSSA certified, including paying certification fees.
- Union will provide a garbage drop point for vendors to offload daily waste. Clear garbage bags are a requirement and the vendor will need to supply their own. Bags may not weigh more than 25lbs. – they will not be disposed of if they are overweight and will become the responsibility of the vendor. Vendors will need to provide their own garbage receptacle within their booth.
- Deliveries & restocking may occur during Union-allotted delivery times – a schedule will be shared by the Union team in advance.
- Site will operate according to weather conditions. Inclement weather, including lightning, thunder, high winds and heavy rain, may be cause for early closure of the Market and will be made at the discretion of the Union Summer Site Supervisor. An inclement weather plan will be provided in advance.



## Booth Information

- Booths are approximately 10'x20' self-contained units, which will match the aesthetic of our patio oasis, and include wood and metal elements.
- Booths come equipped with:
  - One handwashing station
  - Three 15A circuits of electricity
  - Interior lighting is provided within the container for night-time operations
  - 4 Anti-fatigue mats
  - Vendor's title sign. Note: there will be a production fee for this sign.
- Vendors will be required to supply:
  - All required TSSA approved connections/cables and cooking equipment
  - Storage/prep furnishings
  - Menu boards
  - Fire extinguisher(s) - If you are cooking with grease you are required to provide a Class K extinguisher. Union station will provide a regular Class ABC extinguisher.
  - POS system

## Booth Layout



## Costs & Fees

Below, we have outlined costs for operating as a vendor onsite, as well as some expected additional fees to consider. \*Please note, costs may vary slightly due to market trends

<b>Occupancy Fee (Rent)</b> Paid in one installment Included in rent: <ul style="list-style-type: none"> <li>- WiFi for POS systems</li> <li>- Electricity</li> <li>- Handwashing station</li> <li>- Water</li> <li>- Grey Water/Grease removal</li> <li>- Refrigerated storage (shared with other vendors)</li> <li>- 3 x Anti-slip and anti-fatigue mats*</li> </ul>	10% gross revenue
<b>Security Deposit</b> Required at signing. Held for duration of event in case of issues onsite with cleanliness, damage, incidentals. Deposit will be returned upon passing final booth and site inspection after the event closes.	\$5,000
<b>Propane</b> Propane must be purchased from Union Summer staff onsite.	\$50/tank

Additional costs to consider:

- Vendors will be required to provide their own Certificate of Insurance from load-in to offsite time period.
- Equipment requiring propane must be TSSA inspected and approved, which may include purchasing properly rated tubes as well as a certification fee. Union has no control over TSSA certification fees.

\*additional mats may be purchased through the Union Event Team



# Contact Information

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As you consider joining, we are here to support you and answer any further questions!

## Programming

Syma Shah  
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## Vendor Coordination

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## Marketing

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## Event Logistics

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## Event Sponsorship

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## PROMOTION

Union will be supporting your presence at Union Summer—Presented by TD through a robust marketing outreach program including media and influencer outreach and ongoing social support throughout the market. A marketing kit will be provided to vendors after a contract is signed.

Follow us on @torontounion and [www.torontounion.ca](http://www.torontounion.ca) for more information on upcoming events.