



REGINA CANADA DAY

July 1, 2017

# VENDOR APPLICATION

*For use by retail, food, crafts and non-profit organizations.*

**Applications are now being accepted for vendors to participate in Regina's Canada Day celebrations. The event runs from noon until approximately 11 p.m.**

## CONTACT INFORMATION – PLEASE PRINT

Date of Application: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name and Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

## PRODUCT/SERVICE INFORMATION including size of space needed below

Food/Beverage       Retail       Non Profit(sales)       Non Profit (info/activity)       Crafts

Provide a description of your organization or business operations and provide a list of your products or services. Attach a separate sheet if necessary:

• Food/Beverage Vendor Fee: \$900      • Retail: \$650      • Crafter Fee: \$200      • Non Profit (sales) Fee: \$200

Set up night before:  yes \$50 charge. Please include with your fees.

Fee Payable to **Regina Canada Day Committee** at time of application.

**A copy of Food Vendor Permit and Insurance must accompany application. Failure to provide this information**



**\*\*\*\*PLEASE READ THE VENDOR AGREEMENT ATTACHED\*\*\*\***

<b>Signature Applicant</b>	<b>Date of Application</b>

*\*\*signature acknowledges you have read and are in agreement with the vendor agreement\*\**

**July 1st Canada Day in Wascana Park**

**Mail Completed application form with cheque to:  
Regina Canada Day Committee, P.O. Box 881, Regina, Saskatchewan, S4P 3B1**

**Further information email:** [site@reginacanadaday.ca](mailto:site@reginacanadaday.ca)

**DISCLAIMER: THE REGINA CANADA DAY COMMITTEE SHALL NOT BE LIABLE FOR ANY INJURY, INCLUDING DEATH, TO ANY PERSON, OR FOR LOSS OR DAMAGES TO THE PROPERTY OF THE VENDOR OR OF ANYONE ELSE, OCCASSIONED BY OR IN ANY WAY ATTRIBUTABLE TO THE REGINA CANADA DAY COMMITTEE AS A RESULT OF ANY ACTIVITY STAGED DURING REGINA CANADA DAY CELEBRATIONS**



## Regina Canada Day Vendor Agreement

### VENDOR SELECTION

Vendors for the Regina Canada Day Celebration are selected based on their application submission. Submission of the application does not guarantee acceptance. Vendors will be contacted to confirm their participation in the celebration, or otherwise.

**Application Deadline: June 15, 2017**

### FEES

Vendor fees for 2017 will be:

- Food/Beverage Vendor Fee: \$900
- Retailer Fee: \$650
- Crafter Fee: \$200
- Non Profit (sales) Fee: \$200

These fees are based on a single lot/space.

Food Vendor Single size: 15x25

Craft and Retailer: 15x15

Non Profit: 15x15

Additional space will be subject to additional fees.

Payment must be received with the application form.

In the event the Vendor fails to i) attend the Canada Day celebration event ii) cancel prior to June 1, regardless of cause the Vendor fee will NOT be returned.

**Cancellation prior to June 1 will be subject to \$100 fee.**

This event will occur rain or shine – there shall be no refund due to weather related causes.

### BOOTH RESTRICTIONS AND SAFETY

Vendor booths must be portable and equipped with all required appliances and safety devices. Regina Canada Day committee does not supply any additional equipment.

Food vendors must provide a copy of the Regina Qu'Appelle food permit, attached to your application form.

### VENDOR GUIDELINES

Sites will be allocated to all vendors based on receipt of application to the Regina Canada Day Committee.

All booths must be set up between 7 – 9 a.m. of event. All vehicles **MUST** be removed from the site unless otherwise indicated. Failure to be set up by 9 a.m. may result in refusal to enter the site. Early set up is available beginning at 5 p.m. and ending at 9 p.m. A \$50 fee will be charged for overnight security.

Food vendors are allowed **one (1)** vehicle only on your site. Operations, security and park management will only allow permitted vehicles on the allocated site. Permits will be provided. Parking will be provided for vendor's vehicles. A maximum of 2 parking permits will be provided. Food vendors located on the grass must ensure their tires are on plywood.

There is absolutely not to be any sort of weapons, toy guns, or any type of war and toys that promote violence for sale.

All booths are to be dismantled and removed by 11:30 p.m.. All garbage is to be removed from your site. At the end of the night the site should look as it did when you arrived.

Vendors are expected to keep their site clean and assist with ensuring the best possible experience for participants.



## Regina Canada Day Vendor Agreement

Booths providing food products are subject to inspection by Regina Qu'Appelle Health District. If a vendor is not in compliance with RQHD requirements you may be asked to leave.

Vendors are responsible for all licensing and permits.

### **GROUND MAINTENANCE**

Vendors must i) maintain the grounds in a high state of cleanliness including timely pick up and removal off site of any garbage and waste; and ii) ensure there is no damage to the grounds. Vendors may be responsible to reimburse Regina Canada Day Committee for the costs of any repairs or cleaning arising out of the Vendor's use of the site.

### **INSURANCE**

Retail and Food Vendors must provide a proof of insurance with your application form. The proof of insurance must evidence the Vendor carries public liability and property damage insurance with respect to the Regina Canada Day Celebration. Limit of Liability must be at minimum \$2,000,000 bodily injury and property damage and must name Regina Canada Day Committee as an additional insured.

Where the Vendor brings a licensed vehicle onsite from which their operations take place, the Vendor shall provide Regina Canada Day Committee with proof of insurance evidencing automobile liability insurance for a minimum of \$2,000,000 Third Party Liability.