



# Event Vendor Terms & Conditions

Keep these Terms & Conditions for your records

## 1. Vendor Categories

### 1.1 Food Vendors

- 1.1.1 All food vendors must comply with Niagara Region Public Health Department regulations and must complete and return the “Application Form for Special Event Food Vendors” which will be sent to accepted applicants by the event staff.
- 1.1.2 Food vendors must provide:
  - a. their own 50 cup coffee urn to comply with the Public Health regulations for hot water;
  - b. electrical extension cord (see Section 3.1 Hydro)
  - c. preparation and serving tables/counter tops
  - d. portable fire extinguisher
  - e. hand washing container and disinfectant
  - f. covered trash container and plastic liner
  - g. grease mats
- 1.1.3 Food vendors must dispose of all grease waste off site.
- 1.1.4 Food vendors are responsible for providing their own ice, if required.
- 1.1.5 Food vendors using propane must provide TSSA certification to the event organizers. Regulations can be seen at [www.tssa.org](http://www.tssa.org) or call 1-877-682-8772.
- 1.1.6 All vendors may be subject to on-site inspections throughout the event by Pelham Fire Services, TSSA and Niagara Region Public Health. All required documentation, including a current Fire Suppression System Inspection Certificate and the Mobile Food Service Inspection Certificate, are to be available on site for review. If you are found to be in violation of any of the regulations, you will be closed and required to leave the event without any refund. Fines may also apply.
- 1.1.7 **NO GLASS BOTTLES/CONTAINERS ARE PERMITTED IN THE PARK.**

## 2. Fees & Payment:

FEES	
	Price
<b>General Retail - per space</b>	
Pelham Business	\$75.00
Outside Pelham Business	\$100.00
<b>Food Vendor – per space</b>	
Pelham Business	100.00
Outside Pelham Business	125.00
Hydro Required	\$10.00
<b>HST IS APPLICABLE TO ABOVE FEES</b>	13%
<b>PARTICIPANT/VENDOR INSURANCE (NON-FOOD VENDORS ONLY)</b>	\$38.05

Payment must be made in full by the date indicated on the invoice, or prior to the start of the event or you will not be permitted to attend the event. Cheques to be made payable to: “**The Town of Pelham**”. An NSF charge will be applied for any returned cheques

Payment may be made by cash (never by mail), cheque, money order, or debit. The applicable fees will be determined by the information submitted in the Vendor Application.

### **3. Site Location**

Vendors will be located in Harold Black Park. Vendor sites will be assigned by the event management based on the requirements indicated on the Vendor Application. No guarantee of location will be made.

Changes to the location may be made at the sole discretion of the event management. Each location is restricted to the applicant to whom it was assigned. The vendor may not assign its space or permit any other applicant, person, firm or organization to use any part of such space without the express written permission of the event management.

### **4. Site Information**

All participants must supply their own tents, extension cords and furniture for the event.

#### **3.1 Code Requirements**

All tents and units must be well maintained and conform to current fire, safety, building requirements and health standards.

Tents must be erected a minimum of 3m (9ft 10in) from buildings. For inquiries regarding building code requirements contact 905 892-2607, ext. 323.

Each vendor must comply with all local fire requirements. For inquiries regarding fire requirements contact 905 892-2607, ext. 201.

#### **3.2 Hydro**

Hydro is available at a limited number of sites. Sites with hydro will only be assigned to those participants who indicate in the Vendor Application that hydro is required. All electrical cords should be in excellent condition, with no damage to them, or electrical tape repaired damage, and should be of an appropriate size for the distance and the load being plugged in to them.

Eg:

-50 feet or less with any load under 1200 watts or 11 amps, not less than 16 awg

-up to 100 feet, 600 watts or 5 amps or less, not less than 16 awg

-50 feet or less with a load of up to 1650 watts or 15 amps not less than 14 awg

-up to 100 feet, 800 watts or 7 amps or less, not less than 14 awg

-over 50 feet and 15 amps or 100 feet and 7 amps should be a #12 awg

This is just a guideline that keeps within the safe operating parameters of flexible cords.

#### **3.3 Animals**

Animals are permitted in the event area but must be kept on a leash and any waste removed immediately, in accordance with Town of Pelham Dog Control By-law No. 97-2010.

### **5. Set Up**

Set up will be between 12:00 pm and 2:00 pm

### **6. Hours of Operation**

Vendors are requested to remain in the park until at least 9:00 pm, unless other arrangements have been made.

**7. Booth Content**

This event is a family event and the event management reserves the right to prohibit the display and/or distribution of materials it alone deems illegal, obscene or otherwise offensive.

Food vendors may only sell food items and cannot sell merchandise. Non-food vendors may only sell merchandise and cannot sell or give away food or beverage items. Any items on display that were not listed on your application and were not approved are prohibited and will result in your immediate removal from the event. Random checks will be done throughout the duration of the festival.

**8. Insurance**

Each vendor must be covered by a liability insurance policy in the amount of \$2 million and provide the Town of Pelham with a Certificate of Insurance naming the "Town of Pelham" as an additional insured with 30 days' notice of cancellation or non-renewal.

**9. Security**

Vendors are responsible for the security of their individual sites. The Town of Pelham is not responsible for any loss or damage to the site.

**10. Cancellation Policy**

2 weeks written notice must be given prior to the event day; a refund will be given less an administration fee. No refunds will be given after the two week deadline

**11. Other Situations**

Other situations, not conforming to the above criteria will receive individual consideration by Event Management.