

2023 Event Vendor Terms & Conditions

Event Day: July 1

1. Vendor Categories

Pelham Business: Business premises must be located within Pelham boundaries

Out of Town Business: Business premises located outside of the Pelham boundaries

1.1 Food Vendors

1.1.1 All food vendors must comply with Niagara Region Public Health Department regulations, and current COVID-19 regulations.

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 may only dump grey water in appropriate containers which will be provided at the event site. Grey water must be free of any foreign objects *food, packaging, etc.*

1.1.4 Food vendors must dispose of all grease waste off site.

1.1.5 Food vendors are responsible for providing their own ice, if required.

1.1.6 Food vendors using propane must provide TSSA certification to the event organizers. Regulations can be seen at www.tssa.org or call 1-877-682-8772.

1.1.7 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.

1.1.8 Food vendors are encouraged to use compostable and/ or recyclable service items; serving dishes, utensils, cups, etc.

1.1.9 **NO GLASS BOTTLES/CONTAINERS ARE PERMITTED IN THE PARK.**

2. Fees & Payment:

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, debit, or credit. The applicable fees will be determined by the information submitted in the Vendor Application.

Fees:

General Retail - Pelham Business - \$75 (per space)

General Retail – Outside Pelham Business - \$100 (per space)

Food Vendor – Pelham Business - \$100 (per space)

Food Vendor – Outside Pelham Business - \$125 (per space)

Hydro Requirements:

No Hydro Requirements - \$0.00

Hydro Requirements - \$10.00

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** be **self contained** and provide their own shelter, tent weights, tables, chairs, furniture etc. Vendors are responsible for providing their own lighting, extension cords and cord covers where required. Battery operated lighting options are encouraged.

Alcohol based hand sanitizer is required to be at each vendors location for their and public use. Vendors are responsible for providing.

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.

4.1 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.

4.2 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.

5. Set Up

Set up will be between 1:00 pm and 2:45 pm in order to be open for business at 3:00 pm. Vendors will be permitted to drive into the event area to unload and must remove vehicles immediately thereafter. **No vehicles will be permitted to enter the event space after 2:30 pm.**

6. Hours of Operation

Vendors are requested to be set up and ready for 3:00 pm and remain in the park until at least 9:30 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.

All fees and proof of insurance must be provided prior to the event.

9. Garbage

Food Vendors must leave their sites as they found them, clear of all garbage. Failure to do so may result in the Town of Pelham retaining the \$50.00 deposit which will help offset the clean-up costs incurred by the Market. The Green Zone in the Market area will be maintained by the Town of Pelham on a continuous basis; Vendors utilizing the green zone must break down all items and sort items prior to disposing them.

10. Other Situations

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