

**Spruce Grove Canada Day and Street Performers Festival
2010 VENDOR APPLICATION FORM**

Please include a \$200 deposit cheque, payable to The City of Spruce Grove and dated June 1, 2010, with your application. Deposit cheque will be returned if Vendor application is not successful OR when Vendor fees are settled after the festival.

Company Name: _____

Contact Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Fax: _____

Phone: _____ Cell Phone: _____

Email: _____

Please Check One:

For Profit Business _____ (Vendor fee is 15% of on-site sales)

Not For Profit/Service Group _____ (No vendor fee will be charged if proof of status is provided)

Please Check your preferred method of payment for vendor fees if your application is accepted:

Cash at the end of each night _____

Cash/cheque at the end of the night on July 1 _____

Cheque or credit card within 10 days after the festival _____

Not Applicable _____

Please provide some general information about your company. Number of years in business, number of employees, products sold, etc...

Please list exactly the products that you would be selling on our site and the corresponding prices of each.

Important: All canned and bottled cold beverages sold on site must be exclusively Pepsi products. Once approved this list may not be deviated from.

What are the height, width and length of your booth/mobile unit: _____

Please include a photo or diagram of your booth/mobile unit with your application. Once stall size is approved no additional space will be given.

How long will it take you to set up and dismantle your booth/area? _____

Please check your preferred set up time if your application is accepted:

Wednesday, June 30 between 1 p.m. & 4 p.m. _____

Thursday, July 1 between 7 a.m. & 8 a.m. _____

** Please note that if more set up time is needed it must be negotiated with the Vendor Coordinator and Technical Director before the festival. Unless negotiated in advance, vendors who arrive early will not be allowed on site until the designated times, and vendors who arrive late will not be allowed on site at all.

Do you require a power hook-up? _____ How many 15 amp outlets do you require? _____

Once approved, no additional power will be given. Please note that a vendor's need for power may affect the location of their stall on site. All vendor power will be turned off at 12:01 a.m. on July 2.

Please circle the electrical receptacle that you require:

		15 Ampere	20 Ampere	30 Ampere	50 Ampere
125V	Non-Locking				
	Locking				
125/250V	Non-Locking				
	Locking				

Do you require a potable water hook-up? _____

Please note that a vendor's need for water will affect the location of their stall on site and there are a limited number of stalls with access to water.

There is NO grey-water disposal on site.

Please circle all times that your booth will be open for business for during the festival if your application is accepted:

Wednesday June 30

5 - 6 p.m.

6 - 7 p.m.

7 - 8 p.m.

8 - 9p.m.

Thursday, July 1

9 - 10 a.m.

10 - 11 a.m.

11 a.m. - noon

noon - 1 p.m.

1 - 2 p.m.

2 - 3 p.m.

3 - 4 p.m.

Thursday, July 1 cont'd

4 - 5 p.m.

5 - 6 p.m.

6 - 7 p.m.

7 - 8 p.m.

8 - 9 p.m.

9 - 10 p.m.

10 - 11 p.m.

Please check your preferred tear down time if your application is accepted:

Thursday, July 1 between 11 p.m. & 1 a.m. _____

Friday, July 2 between 8 a.m. & 11 a.m. _____

NEW APPLICANTS ONLY: Provide a list of three other events that you have previously worked along with reference names and phone numbers or email addresses.

1. _____
2. _____
3. _____

ALL APPLICANTS: Please read the following points below and sign on the next page to indicate that, IF chosen to be a Vendor at the Spruce Grove Canada Day and Street Performers Festival, you understand and agree to all of them. Any failure to follow the Festival rules will render your vendor application null and void.

1. Food Vendors must provide proof of General Liability Insurance and proper Capital Health documentation to the Vendor Coordinator (Contact Carol Alloway at 780-962-7509) by June 11, 2010.
2. All Vendors must supply ALL equipment needed for their activity, including: tables, chairs, tents, tent weights, extension cords, supplies, cash floats, signage, staff, etc. **The wind can be very strong. Sufficient weight (sandbags, concrete blocks, etc). for tents and merchandise are required.**
3. All Vendors must leave their site in the same condition in which it is found. Failure to do so will result in their deposit cheque being cashed.
4. Tents and vehicles must be able to set up on a school running track. All precautions must be taken to preserve the quality of the sports field and to return it to its original state
5. All Vendors must ensure that their units are equipped with proper safety equipment (first-aid kit, ABC fire extinguisher).
6. All canned and bottled cold beverages sold on site must be exclusively Pepsi products. A complete Pepsi product list will be provided to all successful vendor applicants.
7. The Festival is a no-smoking venue. Smoking is not allowed at stalls or anywhere on the grounds. There will be a designated smoking area.
8. No pets are allowed on site.
9. In an effort to become more environmentally-friendly, the Festival has instituted a no-styrofoam policy. Vendors must use biodegradable or paper plates and cups on site only.
10. A Vendor's damage deposit cheque will only be cashed they break their contract with the Festival or if the Festival incurs extra cost directly because of them (site clean-up, vehicle towing, etc.)
11. NO vehicles may be driven on site when the general public is on the site for ANY reason. Vendors may walk or carry their products or supplies to their designated stall location while the site is open to the public. However Festival staff will NOT be able to assist with bringing product or supplies on or off site in any way.
12. Level of sound at Vendor stall must be kept to a minimum. Small CD players at low volume and quiet generators are allowed.
13. No vendor may sell weapons, fake weapons, anything with gun-powder in it or anything with inappropriate language on it.
14. Any derogatory or inappropriate language directed towards any Festival staff or volunteer by any vendor staff or representative will not be tolerated.

Other Important Information for potential Vendors to be aware of:

1. Vendor stall location is at the discretion of the Technical Director. Once it has been set, it will not be changed.
2. Security will be provided on-site DURING THE OVERNIGHT HOURS (11:00 p.m. to 8:00 a.m.) from Wednesday, June 30 at 11 p.m. to Friday, July 2 at 8 a.m.
3. The Festival will do its best to ensure that there is as little overlap in product as possible and that similar products are spaced apart. **Product exclusivity, however, is not guaranteed.**
4. Vendors may purchase 25-lb bags of ice for \$7.00 each from the Festival on June 30 between the hours of 4 p.m. and 8 p.m. and on July 1 between the hours of 9 a.m. and 10 p.m. Ice will be stored at a designated location on-site and may be picked up from that location. Vendors who have ordered ice will be given contact information for the Festival staff members responsible for ice on June 30 and July 1. Vendors are responsible for transporting their own ice to their stall. To get an idea of the quantity we will need, vendors are asked to submit their ice orders by June 4.

Name of Authorized Representative Signature Date

Important 2010 Festival Deadlines:

Friday, May 14 - Vendor Applications, product lists, photos/diagrams, power/water requirements and deposit cheques due.

Friday, May 21 - Successful Vendor Applicants will be contacted on or before this date.

Friday, June 4 - Ice Orders due

Friday, June 11 - Capital Health and Insurance documentation for food vendors due.

Please send this application and all other required material to the City of Spruce Grove by May 14, 2010 in one of 4 ways:

By Fax: 780-962-0616 (Attn: Vendor Coordinator)

By Email: kgibson@sprucegrove.org

By Mail: 315 Jespersen Ave, Spruce Grove, AB, T7X 3E8 (Attn: Vendor Coordinator)

In Person: At the Horizon Stage Box Office in Spruce Grove City Hall, 315 Jespersen Ave, Spruce Grove (open Mon to Fri, 9:30 a.m. – 5 p.m.)