

## **2022 Canal Days Marine Heritage Festival - Vendor Application**

### **Process**

1. Vendor Application: **MUST** be completed and submitted by **Friday, March 25, 2022** (by 4:30 pm EST) and **MUST** include a 50% deposit payment. Applicants requesting more than one (1) vendor stand location **MUST** submit an application for each separate location/site being requested. **NO EXCEPTIONS.**
2. Notification of Acceptance: you will be notified of your application status by **Friday, April 29, 2022.** This will include your letter of acceptance.
3. Approved vendors: **MUST** include final payment with certificate of insurance that **MUST** be received by **Friday, June 17, 2022.** Otherwise your application will be invalid.

**NOTE:** All deposits are non-refundable once accepted and or withdrawn

### **Criteria – Policies and Procedures**

- Methods of payment are accepted by: cheque, money order and/or credit card payment (Visa and MasterCard). All cheques must be made payable to: **City of Port Colborne.** NSF cheques will be charged a \$25.00 fee.
- All vendors **MUST** have their own awning/tent coverage, lengthy extension cords and any other equipment for the festival. All materials and equipment **MUST** be well maintained, presentable and conform to current fire, building and health code requirements.
- All food vendors shall have not less than one 2A:10BC extinguisher.
- All cooking vendors using grease or creating grease laden vapors shall not have less than one 40BC or alternatively one Type K extinguisher in combination with 2A:10BC.
- Vendor sites will be assigned at the sole discretion of the vendor coordinator. No on-site relocation.
- Vendors are required to provide a detailed list of their products and or menu.
- The vendor coordinator reserves the right to make changes and modifications, and designate specific vendors as sole proprietor for specific products.
- All Mobile Food Service Equipment shall have a current TSSA annual inspection certificate.

### **Vendor Requirements**

The following information **MUST** be included in your application to be considered:

1. All necessary communication details and reference page.
2. Description and photos of your vendor set-up including products listed for sale and pricing.
3. A Lottery License **MUST** be attached if money is being received for a chance to win a prize and shall comply with the AGCO gaming regulations.
4. The signed contract – authorizing you to bind the completed vending applications form.
5. The completed certification form. Please refer to attachment “A” for details.
6. Certificate of Insurance with \$2 Million Insurance Policy naming the City of Port Colborne and the St Lawrence Seaway Management Corporation additional insured.
7. Deposit of 50% minimum.

**NOTE:** Acceptance as a vendor in previous Canal Days Marine Heritage Festival is not to be considered as a guarantee of entry/participation in this year's festival. The Festival does not guarantee approved returning vendors that they will be provided with the same location as in previous years.

### **Hours of Operation:**

Friday July 29, 2022	12:00 Noon – 11:00 PM
Saturday July 30, 2022	10:00 AM – 11:00 PM
Sunday July 31, 2022	10:00 AM – 11:00 PM
Monday August 1, 2022	10:00 AM – 5:00 PM

## **Application Contract**

***Applicant MUST read and understand carefully***

1. The application for participation **must** be received by 4:30 pm EST on **Friday, March 25, 2022** with the 50% deposit. Submission of a vendor application does not guarantee that the vendor will be offered an opportunity to participate at the festival.
2. To submit a vendor application, the vendor must be in good standing, must not have violated any rules or regulations, must not have been previously banned from an event and must have paid all fees. The City may restrict the number and type of vendors and may select vendors who best meet the needs of the event as determined by the event coordinator. The City may require all food vendors to participate in a "credit" system for a limited number of tickets to accommodate our corporate sponsors. The City will pay for all meals included in the credit system within two weeks of the conclusion of the festival.
3. All menus and products are subject to pre-approval by the City of Port Colborne, event coordinator prior to the event.
4. Food vendors may only sell food items and cannot sell merchandise; likewise retail vendors may only sell merchandise and cannot sell food items; and for the sale of tickets for any and all items involving a chance to win, must obtain a lottery license.
5. Vendors must install all equipment and prepare their assigned site on Friday, July 29, 2022 by **11:00 am**. Vendors are required to open and close according to the hours of operation as listed above. Closing early is not permitted.
6. All vendor sites will be **pre-assigned** with **NO** on-site **relocation** requests. There is no guarantee of any vendor location for returning vendors. Preference may be given to vendors who have an excellent history of service and who adhere to the application guidelines.
7. Vendors are required to provide their own commercial awning/tent/vendor booth and flooring, electrical extension cords, hoses, duct tape etc. as applicable. All awnings/tents and vendor stations being used by vendors must be well maintained and comply with current fire, WSIB, CSA, TSSA, building codes and Niagara Regional Public health standards. These requirements must be included with the application. Please refer to attachment "A" for completion of certification form.
8. Food vendors may only dump grey water in appropriate containers that will be provided at the festival site. Grey water must be free and clear of any foreign objects (i.e. solid food items, packaging, etc.).
9. Cancellation of an application will only be accepted before 4:30 p.m. on **Friday, April 22, 2022**. Any cancellation after this time will not be eligible for a refund. Refunds will not be given for any reason after this time.
10. Each vendor must provide proof of insurance and a COI with \$2 Million Insurance Policy and provide the City of Port Colborne with a certificate of insurance naming the City of Port Colborne and the St. Lawrence Seaway Management Corporation as additional insured to the commercial liability rider of the vendor's policy by **Friday, June 17, 2022**.
11. The vendor hereby releases and discharges the Canal Days Marine Heritage Festival, the City of Port Colborne, its employees and its volunteers from any claim or demand for any loss, damage, injury or liability resulting from participation in the Canal Days Marine Heritage Festival. The vendor further agrees to indemnify and hold harmless the Canal Days Marine Heritage Festival, the City of Port Colborne and its employees and volunteers from any such claim or demand. The City of Port Colborne is not responsible for theft or damage of the possessions of vendors.
12. **ALL garbage generated by you and or your staff MUST be placed in a bag in your own container. The use of festival provided containers is NOT permitted. You will be removed from the festival if you move and or take a festival container. Staff will collect bagged garbage each night.**

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 Detach and submit bottom portion of page 2, all of page 3 & 4

***By signing this application for participation, I hereby agree to all the conditions set forth in its entirety (including those contained in the entire application), which are hereby incorporated herein.***

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Applicant's Name Printed**

\_\_\_\_\_  
**Date      Year/Month/Day**

\_\_\_\_\_  
**Staff Signature**

## 2022 CDMHF Vendor Application/Contract

(Check all that apply)

☐ Community Organization ☐ Artisan Vendor ☐ Retail Vendor ☐ Food Vendor

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

Contact Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

☐ Cheque certified (payable to: **City of Port Colborne**) (NSF fees are \$25.00 per returned cheque)

☐ Money Order

☐ Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_

☐ Visa ☐ MasterCard

Name on Card: \_\_\_\_\_

Total vendor Fee: \$ \_\_\_\_\_ Deposit 50%: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Include HST in above payment/HST # 106984107

By signing this application, I hereby agree that I have read and understand the City of Port Colborne rules and regulations of the 2022 Canal Days Marine Heritage Festival as outlined in this application form, and agree to abide by the rules and regulations contained herein and that may be introduced from time to time throughout the Festival hours of operation. I will be in compliance with all regulatory codes and provisions as administered by Fire, Building, Regional Public Health, TSSA and provincially and local and by those of the Festival's Committee.

\_\_\_\_\_  
**Applicant's Signature (legally entitled to bind as the vendor)**

\_\_\_\_\_  
**Date Year/Month/Day**

**Description of items:** attach additional information if required.


Contract Type <b>Section A</b>	10x10	10x20	10x30	10X40
Food Vendor - Full Menu Self-contained	\$1600 +HST =\$1808 50%=\$904	\$2100 +HST =\$2373 50%=\$1186.50	\$2600 +HST =\$2938 50%=\$1469	\$3100 +HST =\$3503 50%=\$1751.50
Food Vendor – Full Menu - Non self- contained (Hydro & Water needed)	\$1900 +HST =\$2147 50%=\$1073.50	\$2400 +HST \$2712 50%=\$1356	\$2900 +HST \$3277 50%=\$1638.50	\$3400 +HST \$3842 50%=\$1921
Food Vendor – Liquids and Specialty Products -Self-contained	\$1100 +HST =\$1243 50%=\$621.50	\$1600 +HST =\$1808 50%=\$904	\$2100 +HST =\$2373 50%=\$1186.50	\$2600 +HST =\$2938 50%=\$1469
Food Vendor – Liquids and Specialty Products - Non self-contained (Hydro & Water needed)	\$1350 +HST =\$1525.50 50%=\$762.75	\$1900 +HST =\$2147 50%=\$1073.50	\$2400 +HST \$2712 50%=\$1356	\$2900 +HST \$3277 50%=\$1638.50
Retail Vendor - Commercial	\$1100 +HST =\$1243 50%=\$621.50	\$1600 +HST =\$1808 50%=\$904	\$2100 +HST =\$2373 50%=\$1186.50	\$2600 +HST =\$2938 50%=\$1469
Retail Vendor - Artisan (unique or handmade)	\$850 +HST =\$960.05 50%=\$480.25	\$1200 +HST =\$1356 50%=\$678	\$1550 +HST =\$1751.50 50%=\$875.75	\$1900 +HST =\$2147 50%=\$1073.5
Community Groups & Organizations	\$200 +HST =\$226 50%=\$113	\$300 +HST =\$339 50%=\$169.50	\$400 +HST =\$452 50%=\$226	\$500 +HST =\$565 50%=\$282.50

## **Facility Requirements**

Total length of unit (include tongue) \_\_\_\_\_

Do you require running water? Yes\_\_\_\_\_ No\_\_\_\_\_ Hydro? Yes\_\_\_\_\_ No\_\_\_\_\_ \*\*Not Available at all sites

**NOTE: If you answer no and arrive at the festival needing hydro and water, you will be unable to set-up, as not all sites have utilities available. A "Self-Contained Unit" is defined as a unit (not a tent) that has been inspected and pre-approved by the Fire Department and Public Health Department, to sell specified products. The unit must be portable and equipped with all required appliances, services and water supply).**

If you do not require hydro, please specify how your unit is powered:

Generator (type): \_\_\_\_\_ Gas: \_\_\_\_\_ Diesel: \_\_\_\_\_ Decibels: \_\_\_\_\_

- ❖ The electrical system on the festival grounds has a finite capacity/3-phase power is not available.

**Return application and related material to:**  
City of Port Colborne  
Attn: Luke Rowe, Event Coordinator  
66 Charlotte Street, Port Colborne, Ontario L3K 3C8  
Email: [lukerowe@portcolborne.ca](mailto:lukerowe@portcolborne.ca)