



Food Vendor Application

Returning Vendor? Y / N
Year last attended? _____
I have read and agree to all
Terms & Conditions? Y / N

Company Name: _____ Contact Person: _____

Mailing Address: _____

City: _____ Postal Code: _____

Email: _____ Phone: _____

Please attach an itemized list of items being sold. The Event Coordinator will contact you in advance of the event day regarding approval of your application. The organizing committee reserves the right to limit the number of vendors and / or deny approval for any products or services deemed not suitable for this event. Priority may be given to returning vendors.

The Party in the Park Food Fair operates Friday nights from 5:30-9:30pm.

Set-up time is 4:15-5:15pm.

Please indicate which evenings you are committing to:

___ July 7 ___ July 14 ___ July 21 ___ July 28

<u>BOOTH SIZE</u> Full operating length	<u>EARLY BIRD</u> All 4 Dates	<u>EARLY BIRD</u> Per Date	<u>AFTER APRIL 28th</u> All 4 Dates	<u>AFTER APRIL 28th</u> Per Date
Up to 10'	\$60 ea	\$65 ea	\$65 ea	\$70 ea
Up to 20'	\$90 ea	\$100 ea	\$100 ea	\$110 ea
Up to 30'	\$110 ea	\$120 ea	\$120 ea	\$130 ea

Please note vendor fees are per evening. Early Bird Deadline: April 28, 2016

Booth size is the total length you require to set up and operate, including hitch, generator, etc.

Limited power (110v) (RSVP in advance) will be provided at a cost of \$5.00 per evening.

If you wish to bring your own generator, some restrictions apply. Please refer to Terms & Conditions for guidelines.

Booth Size: _____ Number of Dates _____ X Price \$ _____ (power add \$5 per night) = \$ _____

Payment must be made within 2 weeks of application being received. If payment is not received within the timeframe your application will not move forward. Payment must be paid in full for each date specified.

If you are booking for all 4 dates, you must pay for all 4 dates before your application will be approved.

Please refer to the Terms & Conditions document for the cancellation policy.

All food vendors must apply for a Temporary Food Premises permit at least two weeks prior to event start date. This requirement also includes mobile units that have existing certification. Contact Fraser Health Authority directly at (604) 702-4956 and fax forms to (604) 702-4951. Level 1 Food Safe certificate is also required.

Food vendors preparing product on-site are required to have a tested and approved fire extinguisher each night.

By signing this application, I agree to the Terms & Conditions, and that the Downtown BIA reserves the right to assign a vending location at their discretion.

Signature: _____ Date: _____

Please return this application to the Downtown Chilliwack BIA.

Drop off or mail in to:

201-46093 Yale Road, Chilliwack, BC V2P 2L8

Email: info@downtownchilliwack.com

For information, contact us at (604) 792-4576



party in the park!

JULY 2017

Food Fair Terms & Conditions

The Food Fair at Party in the Park 2017 will be located in the parking lot area between Mill Street and Young Road. This area does give a bit more flexibility for power as well as space for vehicles to maneuver. A limited number of 110v power outlets will be available.

In 2015, there were a number of complaints about loud generators in the Food Fair area. Unfortunately, with limited power options, generators are unavoidable. We do, however, ask that anyone bringing generators please be mindful of the noise level of their machine. Any generator deemed to be too loud and interfering with the event may be asked to shut down.

PAYMENT TERMS...

- Payment must be made within 2 weeks of application being received. If payment is not received within the timeframe your application will not move forward. Payment must be paid in full for each date specified. If you are booking for all 4 dates, you must pay for all 4 dates before being approved.
- Payment is accepted by cheque or cash only. Cheques must be made payable to Downtown Chilliwack BIA and sent to 201-46093 Yale Road, Chilliwack, BC, V2P 6B4.
- Receipts will be issued upon payment. Receipts will be emailed to the address provided.
- The Early Bird rate applies when payment is received prior to the date specified, not the date your application is sent in. The Early Bird rates are set as an incentive to book in advance and are only honored when paying before the date listed.

CONFIRMATION...

- We will endeavor to send you an email confirming your place in the event within 48 hours of your application being received by us. If your application is received during the Early Bird period, we will email you confirmation within 48 hours after the Early Bird dates finishes.
- If you have not received an email confirmation within this time please contact us at events@downtownchilliwack.com or 604-792-4576
- Please note we will not process the booking without being provided with a valid email address from you. Event information, confirmation and reminders will be sent to this address.

CANCELLATION...

- Party in the Park is an outdoor event that runs the risk of interference or cancellation due to poor weather conditions. If the BIA must cancel an event, our liability in the event of cancellation is limited to a 50% refund of the cancelled event day only.
- We will not refund any travel, hotel or loss of product costs associated with the cancellation of an event.
- If you must cancel a date, all cancellations must be made in writing and sent to info@downtownchilliwack.com

The charge for cancelling your booking is:

- Before June 15th - You will receive a full refund.
- June 15th onwards - You will receive 50% refund if cancelling a minimum 7 days before event date.
- All cancellations less than 7 days from the event will not be entitled to a refund.
- Refunds will be processed within two weeks after the final event date.
- The BIA accepts no liability, beyond the 50% refund mentioned above, if an event is cancelled or postponed for reasons beyond reasonable control resulting from an act of nature, governmental regulation, fire, war, terrorist activity or civil commotion.

TRANSFERS...

- If you are unable to attend an event, you can transfer your place to another vendor, if approved by Event Coordinator. Places can be transferred at any time up to and including the day of the event. Please note an additional charge may be applicable if the new attendee is not entitled to the same rate.

BIA BUSINESSES...

- BIA members will be offered a discounted rate on booth space. (Balance to be paid by the BIA)
- BIA members will be placed in their booth location according to the discretion of the organizers.
- BIA merchants must sell/promote the product that is being offered in their BIA store to be eligible to receive the discounted rate.
- All BIA members are entitled to the BIA booth rates and will have priority in the application process until May 12th 2017.
- After May 12th 2017 BIA applications will have no priority in the application process.

FOOD VENDOR APPLICATION REQUIREMENTS / CONDITIONS

- Please provide accurate dimensions (including hitch) of your truck/trailer/set-up along with photographs.
- Please provide a menu or list of items sold.
- All food vendors must apply for a Temporary Food Premises permit at least two weeks prior to event start date. This requirement also includes mobile units that have existing certification. Contact Fraser Health Authority directly at (604) 702-4956 and fax forms to (604) 702-4951.
- Level 1 Food Safe certificate is required. Food vendors preparing product on-site are required to have a tested and approved fire extinguisher each night.
- The organizing committee reserves the right to limit the number of vendors and / or deny approval for any products or services deemed not suitable for this event.

VENDOR RESPONSIBILITY

- Each Vendor shall adhere to the requirements of both health department and fire department where applicable, as well as all applicable laws and bylaws.
- Limited power options will be provided. Vendors providing their own acknowledge that the BIA accepts no liability if personal equipment is lost, stolen or broken while attending the event.
- All generators must be within your booth space and must operate at a reasonable noise level. Generators deemed too loud and interfering with the event may be asked to shut down.
- Each Vendor is responsible for providing and removing any and all equipment and supplies. (Including all products and equipment: tents, tables, chairs, legal scales, signs, price cards, boxes, bags and garbage) Please note that the BIA does not supply any equipment to vendors.
- Each Vendor is responsible to keep their area clean, and be aware of the waste disposal options in the area for customer garbage. Vendors provide their own broom and dustpan for cleaning up and must take their garbage home with them.
- Vendors selling meat, dairy, eggs and prepared foods must follow the health guidelines.
- Only Certified Organic products may be sold as Organic and a current certificate must be displayed on the stall and also be on file with the Coordinator.
- Vendors selling edible prepared product must display their product on tables or shelves at least eight inches off the ground.
- Vendors are responsible to collect and remit necessary taxes and must have their business name displayed at their stand.
- Be a good neighbor! Vendors must stay within their approved booth space and be considerate of the booths and businesses around them.

FIRE REGULATIONS FOR FOOD VENDORS

- No folding tables can be used to hold barbeques or appliances, and plastic tables cannot be used without a proper heatproof platform.
- All cooking must be done at the back of your space away from the public but within your allotted booth space.
- All cords must use a power bar with a breaker system and must be covered to prevent tripping.
- All vendors cooking on site must have a fire extinguisher.

GENERAL...

- The Event Coordinator, in partnership with the organizing committee, is in charge of allotting market stalls, including size and location.
- All vendors will pre-pay fees in accordance with their respective application form.
- Food Fair hours of operation will be 5:30pm to 9:30pm, July 7, 14, 21 & 28, 2017.
- Vendors must arrive at least 30 minutes before opening and adhere to instructions given in terms of entry time and location.
- All vehicle traffic must act in accordance with road closures and emergency procedures.
- Absolutely no take down of Food Fair vendors will be permitted prior to 9:30pm. Early departure from the Food Fair may result in future restrictions into the event, and your dismissal from future events.
- All vendors must vacate from the Food Fair site by 10:30pm.
- No vendor is permitted to hand out product or information around the Party grounds, other than the booth space provided.
- The Event Coordinator, in partnership with the organizing committee and the BIA, reserve the right to ask for the removal of items that are deemed not suitable for this community event.
- The Event Coordinator, in partnership with the organizing committee, reserves the right to relocate vendors.
- In the case of any vendor dispute, the decision of the Downtown Chilliwack BIA, the governing body of the Food Fair is final.