

Sapperton Day

STREET FESTIVAL 2013

Food Vendor Information & Application

LOCATION: 400 Block of E. Columbia St., New Westminster, BC (by Royal Columbian Hospital)
DATE: Sunday June 9th, 2013
STREET CLOSES: 9am
EVENT ENDS: 5pm
STREET RE-OPENS: 6pm
EVENT HOURS/SELLING TIME: 11am - 5pm
VENDOR SETUP: 9am - 11am
TEAR DOWN: 5pm - 6pm
*** Note extended hours for set up & selling - to be confirmed one month prior to event

The 11th Annual Sapperton Day Street Festival is a celebration that brings over 13,000 visitors into Sapperton showcasing its vibrant shops, services, restaurants, community organizations & home based businesses. We shut down East Columbia St. from Braid Street all the way to Sherbrooke St. and the community is filled with music, entertainers, contests, food, information booths, prize draws, vendors, so much more!

All proceeds from the Festival day are donated to the **Royal Columbian Hospital Foundation**. This year's event will raise funds for critically needed equipment, research and innovation at Royal Columbian Hospital to ensure the best medical standards for the future. We invite you to participate in our wonderful community event that **raises thousands of dollars for the Royal Columbian Hospital Foundation** each year.

Guidelines & Limitations: **The Sapperton Day Street Festival is an outdoor event - rain or shine. There are no refunds.**

The Festival has a policy of "first paid, seller accepted" in regards to identical product brands being sold at the Festival. Be sure to send in your form & payment ASAP.

All participants are asked to be on the street before the street closes at 9am. Set up & take down times as stated at the top of this sheet. **Set up & take down times are enforced.**

Site maps & parking passes allowing you to enter the festival site will be sent via email two days before the event. All vehicles on the street should be to assist in set up only - your car must be moved before 11am. Parking will not be allowed on the street during the festival unless as part of a pre-approved display. We suggest that you arrive early to unload items on the sidewalk near your designated area before street closure in order to park your car elsewhere. Parking is available in neighbouring streets, please watch for enforced parking regulations.

It is not possible for festival organizers to guarantee any particular location or stage sightlines.

Vendors are asked to remember this is a family event & are not to sell, display or advertise any improper, offensive or illegal products or services. Market Place Vendors may not perform or sell beverages and/or ready-to-eat food items.

The Sapperton Day Street Festival reserves the right to limit, curtail, or refuse any participant activity, display space, merchandise or service. Note that promotion or marketing of associate businesses during the Festival is strictly prohibited in order to honour sponsors & other participating businesses.

The Festival is not responsible for any lost, stolen or damaged inventory or items used to promote your business/ organization during the Festival.

Food Vendor Restrictions: As stated above the Sapperton Day Street Festival is also a fund raiser for the Royal Columbian Hospital Foundation. As such the event features a pancake breakfast, hot dog, soda & water sales to raise money. No food vendor is to sell those products on the street unless pre-approved & collecting for RCHF.

Please note that Event Sponsors may require food vendors to restrict sales and promotions to a specific brand. ie: Pepsi. Information on Sponsor restrictions is available, please contact us.

Food Vendors must be self sufficient, power not provided. **Insurance coverage is mandatory & all applicants must comply with Fraser Health Regulations.**

http://www.fraserhealth.ca/your_environment/food_safety/

Sponsorships & Vendor Fees:

Food Vendors are defined as: Individuals & businesses marketing ready to eat products or beverages - Hot dog, pop, water, or pancake sales are not permitted.	INSURANCE COVERAGE MANDATORY Must be self sufficient - power not supplied	All Fraser Health Regulations Apply http://www.fraserhealth.ca/your_environment/food_safety/	cost \$250 plus 20% of days sales (less deposit)
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Payment Deadline April 30th, 2013 - See application for mailing address.

Agreement:

By signing the application form, you are agreeing that you have read and agree to the vendor guidelines and limitations outlined above for the Sapperton Days Street Festival.

We thank you for your interest & look forward to receiving your application. If you have any questions or concerns please contact:

Sapperton Days Street Festival
Guy Ciprian
Event Manager
604-341-1496
guy.ciprian@shopsapperton.com

Sapperton Day

STREET FESTIVAL 2013

Food Vendor Application - Please Print Clearly

Date: _____

Business or Organization Name: _____

Contact Name & Title: _____

Phone #: _____

Email : _____

Payment Deadline: April 30th, 2013

Cash or Cheque payments only, make cheques out to Sapperton Merchants Association

Food Vendor

\$250 (non-refundable) + 20% of days sales (less deposit)

Description of your booth or display area: The Sapperton Day Street Festival reserves the right to limit changes made to the description of your vendor booth including but not limited to: merchandise or services sold or promoted, Vendor attending, food offered during Festival.

List 3 Past Events with Contact Numbers:

Signature: _____

By signing the application form, you are agreeing that you have read and agree to the vendor guidelines and limitations outlined on previous pages for the Sapperton Day Street Festival.

Please fax application for approval to 604-525-4892 or email guy.ciprian@shopsapperton.com prior to deadline: April 30th. Application should be submitted along with copy of insurance certificate co-naming the Sapperton Business Association & the City of New Westminster in the policy.