

Sapperton Day street festival 2018



Food Vendor Information & Application

LOCATION: 400 Block of E. Columbia St., New Westminster, BC

DATE: Sunday, June 10th, 2018

EVENT HOURS/SELLING TIME: 11am - 5pm

STREET CLOSURES: 9am

VENDOR SETUP: 9am - 11am

EVENT ENDS: 5pm

TEAR DOWN: 5pm - 6pm

STREET RE-OPENS: 6pm

The 16th Annual Sapperton Day Street Festival is a celebration that brings over 15,000 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!

Proceeds from the Festival day are **donated** to the **Royal Columbian Hospital Foundation**.

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.

The Sapperton Day Street Festival reserves the right to limit, curtail, or refuse any participant activity, display space, merchandise or service.

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Guidelines & Limitations continued

Please Note: that promotion or marketing of associate businesses during the Festival is strictly prohibited in order to honor sponsors & other participating businesses. The Festival is not responsible for any lost, stolen or damaged inventory, equipment 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 its own pancake breakfast, hot dog, pop & water sales to raise money. Food vendors are restricted to selling food and beverage related products.

Please note: that Event Sponsors may stipulate restrictions requiring food vendors to restrict sales and promotions to specific brands. ie: Coke, Dasani etc... Information on Sponsor restrictions will be available, please contact us closer to the event date.

* Food Vendors must be self sufficient, water and power not provided.

* All sales must be processed through an approved cash register.

* You are required to have a minimum of a **Five (5) million dollar liability insurance policy** and must provide the event organizers with a rider co-naming the Sapperton Business Association and City of New Westminster.

* **All applicants must comply with Fraser Health Regulations and the NWFD requirements.**

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

Sponsorships & Vendor Fees:

<p>Food Vendors are defined as: Individuals & businesses marketing ready to eat products or beverages</p> <p>- Hot dog, pop, water, or pancake sales are not permitted.</p>	<p>INSURANCE COVERAGE MANDATORY, minimum 5 million liability.</p> <p>Must be self sufficient, power not supplied</p>	<p>All Fraser Health Regulations Apply</p> <p>http://www.fraserhealth.ca/your_environment/food_safety</p>	<p>Cost: 20% of day sales, \$250 minimum.</p> <p>Collected at end of the event.</p>
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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

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Date: _____

Business or Organization Name: _____

Contact Name & Title: _____

Phone #'s: _____

Email: _____

Participation Fees:

- Food Vendor 20% of day sales (\$250 minimum)

Provide a brief description of your booth, trailer 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:

***** Payment Deadline May 10th, 2018 *****

Please fax to 604-525-4892 or email application to guy.ciprian@shopsapperton.com for approval.

On approval - please submit a rider of your insurance certificate co-naming the Sapperton Business Association & the City of New Westminster in the policy.

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.