

Non-Profit Vendor Application



Welcome, from the Grande Prairie Highland Games Association!

We are looking for a variety of vendors for this exciting event. This is a great opportunity to gain local exposure and to get involved within the community. Please be aware that vendors will be accepted on a first come, first served basis. While not required, decorating, merchandise, etc. that fits into our Scottish/Celtic/Medieval theme would be appreciated.

The following information applies:

<p style="text-align: center;"><u>Date:</u> June 13, 2020</p>	<p style="text-align: center;"><u>Location:</u> Montrose Cultural Centre (Field) 9839 103 Ave, Grande Prairie, AB T8V 6M7</p>
<p style="text-align: center;"><u>Vendor Status</u></p> <p><input type="checkbox"/> Non-Profit <input type="checkbox"/> Educational/Community</p>	<p style="text-align: center;"><u>Security</u></p> <p style="text-align: center;">Available Friday, June 12, 2020 & Saturday June 13th, 2020 (evening only)</p>
<p style="text-align: center;"><u>Tents</u></p> <p>Must be provided by vendors. (No City of GP permits are required for tents under 108 sq. ft.)</p>	<p style="text-align: center;"><u>Space for Vendors</u></p> <p style="text-align: center;">Approx. 12 x 12 (Includes a table and two chairs. Does not include tent or larger space).</p>

If you are interested in participating, or have any questions, please do not hesitate to contact me by phone at (780) 532-8209 / (780) 518-7012 or by email at: KoalaKreations@hotmail.com. **If you do not wish to be included on the GP Highland Games Vendor list for future events, please send me an email, asking to be removed from our list.**

Thank you for taking the time to consider our offer and we hope that you will join us in making this year's Highland Games a memorable event.

Sincerely,

Sydney Fletcher (B.Ed.)
Vendor Coordinator
Grande Prairie Highland Games Association

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Information:

Business Name: _____

Contact Name: _____ E-mail: _____

Mailing Address: _____ PC: _____

Business Phone: _____ After Hours Phone: _____

Application Check-List:

In order to participate in our event, each Vendor needs to fulfil certain requirements.

ALL ITEMS ON THE FOLLOWING LIST MUST BE CHECKED BEFORE YOUR APPLICATION WILL BE ACCEPTED.

- ❑ Complete and mail the vendor application **(before May 1st deadline).**
- ❑ Provide tent specifications and fire rating (if using a tent). Refer to City of GP link for specific requirements. Note: Tents 108 sq. ft. or less **do not require a permit. If using a larger tent, you must submit specs to GPHGA as we order all permits for oversize tents.**
- ❑ Allow inspection by GP Fire Department/Inspection Services (upon request).
- ❑ Note: City of GP Business Licence requirements are covered by the GPHGA Special Events Licence.

TO BE COMPLETED BY GRANDE PRAIRIE HIGHLAND GAMES VENDOR ORGANIZERS

- Vendor Application Received.
- All Conditions complied with by **May 1st, 2020**
- Conditions not complied with prior to **May 1st, 2020** – application denied

Date: _____ GPHGA Vendor coordinator authorization/approval: _____

Please answer the following questions to help us find the best vendor location for you.

1. Will you be bringing: (please check)
 - ❑ Generators (must be supplied by vendor/QUIET VARIETY ONLY!)
 - ❑ Tent (must be supplied by vendor)
 - ❑ Other: _____

2. If you will be using a tent, how do you plan to secure it (supplied by vendor)?
 - ❑ Pegs (Please request irrigation map to ensure no damage is done to irrigation system)
 - ❑ Sandbags
 - ❑ Other: _____



3. Please be aware that vehicle restrictions on turf may dictate assigned location. Please provide vehicle/trailer description:

Grande Prairie Highland Games Non-Profit Vendor Goals

Applicants must identify all items given away, including pamphlets, brochures etc.

Reason for Being at the Highland Games:

Items Given Away:

Vendor General Conditions and Instructions

I hereby have read and understand the following (please check off each box):

- These conditions, instructions and specifications refer to the operation of a non-profit/community vendor on the grounds of Montrose Cultural Centre, City of Grande Prairie, for **June 13th 2020**.
- The vendor(s) are responsible for providing all equipment required for the operation their wares, including tents, garbage cans, and power sources (extension cords), if necessary.
- The vendor(s) must provide to the Grande Prairie Highland Games Association, copies of all applicable insurance, licences and permits including a copy of the City of Grande Prairie Business Licence (if you have one). **The GPHGA special event permit covers vendors who do not have their own.**
- While the Montrose Cultural Centre grounds will be patrolled at night on June 12th and 13th, Vendors accept responsibility for all lost or stolen merchandise or equipment. Vendor accepts all responsibility, liability and costs for any damage to booth.
- The vendor(s) shall indemnify and save harmless the Grande Prairie Highland Games Association and the City of Grande Prairie from and against all claims, losses, costs, damages, suits, proceedings or actions arising out of or related to the vendor(s)' activities in executing the work, including any omissions, improper acts or delays in executing the work.

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- The vendor(s) will actively promote the goods that he/she is offering, while presenting the Grande Prairie Highland Games and the Montrose Cultural Centre in a positive manner.
- Under no circumstances will alcohol, smoking products or sunflower seeds be available from vendors.
- No permanent structures or fixtures will be permitted. Temporary structures such as tents are allowed. (*See City of GP link for tent specs.* Vendor must provide specs and fire rating if using a tent. Vendor fees cover the cost of tent permits for tents larger than 108 sq. ft.)
- No vehicles are permitted on the turf areas** without permission of the Vendor Coordinator.
- Vendors shall be responsible for cost of repairing any damage caused by vendors or agents to park fixtures or facilities including irrigation equipment and turf.
- Sites for concession booths are assigned and **NON NEGOTIABLE!**

Applicant Signature: _____ Date: _____

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Vendor Links:

1. City of Grande Prairie (Tent Requirements):

<http://www.cityofgp.com/index.aspx?page=2698>

2. Grande Prairie Fire Department See PDF on GPHGA website.

General Vendor Information:

1. Vendor Check in/Setup: Friday, June 12th from 4 pm – 8 pm and Saturday, June 13th from 7 – 8 am. Vendors must check in with the Vendor Coordinator prior to setup.
2. Where possible, vendors will be allowed to park on the field, behind their booths.
3. No vehicles allowed on the field after 8 am on Saturday for safety reasons (NO EXCEPTIONS!)
4. Our new venue is the Montrose Cultural Centre Field, and access will be from the West. (Entrance from 101st Street between the Centre for Creative Arts and the RCMP station.)
5. *Main Food vendors (power)* will enter on the cement road near the building and will be located on the cement concourse (south side of building). Assigned on a “first come first served basis”.
6. *Non-profit, secondary food and commercial vendors (no power)* should drive through the south parking lot and look for signs, indicating “Vendor access”. Volunteers will direct you.
7. Vendors will be located along the west and north sides of the field (facing east/south) and receive a location on a first come first served basis!
8. Generators are permissible *only if they run quietly and do not disturb the event!!*
9. If you are using a tent, specifications and fire rating must be provided with your application. For tents larger than 108 sq. ft., we must apply for a City of Grande Prairie tent permit (or you must provide a copy with your own with the GPHGA application).
10. **Absolutely NO pets are allowed on the field!!**
11. An ATM will be onsite.
12. Please be a good neighbor and set up relatively close to each other, so there is room for everyone.
13. Products, booth decorations, and signs that conform to the Scottish/Celtic theme are preferred but not required.
14. No campers, RVs, or the like are allowed in the Vendor Area.
15. Vendors/Exhibitors must attend the Festival in its entirety. This means all day Saturday, from 8:00 a.m. – 4:30 (5:00) p.m. Booths may not open late or close early unless the weather proves inclement or the events/are finished.
16. All displays MUST be designed, constructed, and operated in good taste. This is a family friendly festival. No obscene items will be allowed.
17. Vendor pack up time is Saturday, June 13th, 2020 at 4:30 / 5:00 p.m. Vendor Coordinator will advise you directly if early pack up is necessary due to inclement weather.
18. Vendors/Exhibitors may only show/sell work from the categories in which they are accepted.
19. Cancellation Policy: **Booth fees are non-refundable. Minimum 48 hours cancellation notice is required.** Failure to provide cancellation notification may result in removal from the vendor list for future events.

If your application is accepted, your consent to all rules of the Grande Prairie Highland Games Association is implied.