

Food Vendor Application



Welcome, from the Grande Prairie Highland Games Association!

We are seeking a wide variety of food vendors for our annual 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 serve basis depending on availability. While not required, decorating, merchandise, etc. that fits into our Scottish/Celtic/Medieval theme would be appreciated.

We are also looking for vendors who are willing / able to serve breakfast items as we have a large number of volunteers, dancers and their families on site early in the morning. In the past, we have sold meat pies, provided by the Scottish Shop in Calgary. However, we require a vendor to heat and serve them. If this is something you would be willing to do, please contact the Volunteer Coordinator ASAP!

This year, the following options are available:

<u>Date:</u> June 10, 2023	<u>Location:</u> Montrose Cultural Centre Field 9839 103 Ave, Grande Prairie, AB T8V 6M7
<u>Vendor Status</u> <input type="checkbox"/> Secondary Food (baked goods, etc.) - \$75 <input type="checkbox"/> Main Food (meals, fast food, etc.) - \$125	<u>Security</u> Available Friday, June 9, 2023 - and Saturday, June 10, 2023 EVENING ONLY!!
<u>Tents</u> Must be provided by vendors. (No City of GP permits are required for tents <i>under</i> 108 sq. ft.)	<u>Space for Vendors</u> <input type="checkbox"/> 12 x 12 (Includes a table and two chairs. Does not include tent or larger space.)

If you are interested in participating, or have any questions, please do not hesitate to contact us by email at gphighlandgames@gmail.com Thank you for taking the time to consider our offer and we hope that you will join us in making this year's Grande Prairie Highland Games, a day to remember.

Sincerely,

Grande Prairie Highland Games Association
gphighlandgames@gmail.com

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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 exciting event, each Vendor needs to meet certain requirements.

All items on the following list must be checked for your application to be accepted:

	Complete and mail the vendor application with fee (before May 1st deadline). All cheques must be made out to: <i>The Grande Prairie Highland Games Association</i>
	Meet all health regulations (complete AHS temporary food vendor application and mail it with your vendor application). Refer to AHS link for application. (Or display/provide upon request, a copy of your AHS temporary food vendor license).
	Proof of insurance. EVERY VENDOR MUST display/provide upon request, a copy of their Liability Insurance. Without proof of insurance, you will not be permitted to set up on the Montrose Cultural Centre grounds.
	Provide tent specifications and fire rating (if using a tent). Refer to City of GP link for specific requirements.
	Allow inspection by GP Fire Department/Inspection Services (upon request).
	Provide a copy of your City of GP Business Licence

TO BE COMPLETED BY GRANDE PRAIRIE HIGHLAND GAMES VENDOR ORGANIZERS

- Vendor Application and payment Received.
- All Conditions complied with by **May 1st, 2023**.
- Conditions not complied with prior to **May 1st, 2023** – 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)

<input type="checkbox"/>	Food Truck or Trailer
<input type="checkbox"/>	Generators (must be supplied by vendor/QUIET VARIETY ONLY!)
<input type="checkbox"/>	Tent (must be supplied by vendor)
<input type="checkbox"/>	Other:

2. If you will be using a tent, how do you plan to secure it (supplied by vendor)?

<input type="checkbox"/>	Pegs
<input type="checkbox"/>	Sandbags

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	Other:
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3. Please aware that vehicle restrictions on the field may dictate assigned location. Please provide vehicle/trailer description: _____

Temporary Food Vendor General Conditions and Instructions

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

	These conditions, instructions and specifications refer to the operation of a commercial vendor on the grounds of Montrose Cultural Centre, City of Grande Prairie, for June 10, 2023 .
	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 licences and permits including, copies of the Temporary Food Establishment Permit/ Application and 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.
	Failure to provide proof of licences, etc. by June 10, 2023 (event day) will result in cancellation of the application.
	Although the Montrose Cultural Centre grounds will be patrolled evenings on June 9 and 10, vendors accept responsibility for all lost or stolen merchandise or equipment. Vendors also accept all responsibility, liability and costs for any damage to their booth
	The vendor(s) shall comply with any and all regulations as determined by the Occupational Health & Safety Act and any other safety regulations as determined by the City.
	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.
	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
	The vendor(s) are to supply a menu, listing what is being sold. The GPHGA is expecting a wide variety of food products to be available for the Highland Games celebrations and food vendors will be selected with this in mind
	Under no circumstances will alcohol, smoking products or sunflower seeds be available from vendors.

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	No permanent structures or fixtures will be permitted. Temporary structures such as tents are allowed. (<i>See City of GP link for tent specs.</i> 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. Alberta Health Services: Special Event Vendor (individuals who wish to sell food / personal services etc. at a special event):

Info Package - <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf>

Application – <https://www.albertahealthservices.ca/frm-19882.pdf>

Food Safety Basics Training

https://coursesites.com/?sig=FBxM2IEv2wv/c6ZDkUgXk/sOwp4=&courseId=80917_1×tamp=1546547371&inviteId=BB%3FBB_zy8NbXZII6Be286zNH9dKuFDg8Q%2BatS3IMkrdsFAQ/4tUG%2B4ivX5IA%3D%3D#invitation-student

2. Tent and Fire Requirements/Permits can be found on the City of Grande Prairie's Website:
<http://www.cityofgp.com/>

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General Vendor Information:

1. Vendor Check in/Setup: Friday, June 9, 2023 from 4 pm – 8 pm and Saturday, June 10, 2023 from 7 – 8am. 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 will be 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 (unless otherwise directed by the Vendor Coordinator). They will be located on the cement concourse near the south side of the Montrose Cultural Centre (assigned on a “first come first served basis”).
6. **Non- profit, secondary food and commercial vendors (no power)** will drive through the parking lot and look for signs, indicating “Vendor access”. There will be volunteers on hand to direct you.
7. Vendors will be located along the west and north sides of the field. Vendors will receive allocation 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, so we can apply for City of Grande Prairie tent permits if necessary.
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 10, 2023 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 and sell work from the categories in which you were 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.