

Non Profit Vendor Application



Welcome, from the Grande Prairie Highland Games Association!

We are looking for a variety of vendors to supply snack type foods and wares 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 theme would be appreciated.

The following information applies:

<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"/> Non-Profit <input type="checkbox"/> Educational/Community	<u>Security</u> Available Friday, June 9, 2023 & Saturday June 10, 2023 (evening only)
<u>Tents</u> Must be provided by vendors. (No City of GP permits are required for tents under 108 sq. ft.)	<u>Space for Vendors</u> Approx. 12 x 12 (larger space is negotiable) *Includes a table and two chairs

If you are interested in participating, or have any questions, please do not hesitate to contact us by email gphighlandgames@gmail.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 one!

Sincerely,

Grande Prairie Highland Games Association
gphighlandgames@gmail.com

Non Profit Vendor Application 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).
	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).
	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, 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)

	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
	Sandbags
	Other:

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

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

Reason for being at the Highland Games:

Items to be given away:

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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 make available to the Grande Prairie Highland Games Association upon request, copies of all <u>applicable</u> insurance, licences and permits including a copy of the City of Grande Prairie Business Licence (if you have one). <u>The GPHGA special event permit covers vendors who do not have their own.</u>
	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 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
	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. (<u>See City of GP link for tent specs.</u> 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: _____

Vendor Links:

1. **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.