



Summer Fest Downtown Oshawa Food Truck Application

The annual Summer Fest Downtown Oshawa Festival will take place on Saturday 6 July 2019. Set up starts at 8:15 am and everything must be ready to begin at 11:00 am. Event runs from 11 am to 9 pm.

Location: Metcalfe St Oshawa Ontario

BY COMPLETING THE ATTACHED FOOD TRUCK APPLICATION, YOU ARE AGREEING TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS PERTAINING TO THIS EVENT.

There are a maximum of 7 food trucks at this event

The organizers of Summer Fest Downtown Oshawa reserve the rights to rescind, refuse or cancel this agreement for any breach of the below outlined show policies

- As per the City of Oshawa's food truck by-law, **“vendors are permitted to participate in special events if they hold a valid City of Oshawa mobile.motorized RV license and have written consent of the event organizer to participate”**
- If you do not possess a valid motor/mobilized RV license, you will be required to obtain one in order to participate. A **“temporary license (valid for up to 5 consecutive days) at a reduced fee of \$170”** can be obtained through the City of Oshawa.
- By registering for our shows you are committing to have your booth open for the entirety of our show hours. This is to ensure that every shopper, no matter what time they come, is provided with the same atmosphere and experience.
- Your reservation is ONLY considered secured once we have received FULL PAYMENT and you have filled out this registration form, health form, **including** proof on insurance.
- **You will not sell water, soda or any drinks.**
- You agree to promote the event through your social media and other events you attend
- Due to the associated costs and schedules with planning an event like this that are required ahead of the event date, there will be NO REFUNDS.
- Sales of products/services must take place within the boundaries of your booth – no walk around sales or promoting will be permitted
- There is no cash machine on site
- All vendors are required to complete the Fire Safety Check included in this application
- You must provide a certificate of insurance indicating \$2 million liability insurance naming the City of Oshawa, Rotary Club of Oshawa and the Downtown Oshawa BIA as additional insurer

Attached is the vendor sign up sheet. Should you have any questions, contact us at summerfest@downtownoshawa.ca or via phone 905-576-7606.

21 Simcoe St S
Oshawa, ON L1H 4G1
905-576-7606



**Summer Fest Downtown Oshawa
Vendor application**

Business Name:		
Contact Name:		
Address:		
City/Town:		Postal Code:
Phone Number:		
Email:		
Vendor description:		

APPLICATION IS COMPLETE ONCE PAYMENT AND CERTIFICATE OF INSURANCE HAS BEEN RECEIVED AND CONFIRMED.

I have commercial insurance for my business

Vendor Fee:

BIA member: \$400 cash
Non member: \$500 cash

Note: Tent, tables, and chairs are NOT provided. THIS IS AN OUTDOOR EVENT. Set up from 8:15 am to 10:45 am and take down required by 10:00 pm

PLEASE FORWARD WITH YOUR APPLICATION:

- (1) Please make cheque payable to Downtown Oshawa Board of Management
- (2) Contact summerfest@downtownoshawa.ca or phone 905-576-7606 for more information
- (3) Cheques can be mailed to Downtown Oshawa BIA, 21 Simcoe St S, Oshawa ON, L1H 4G1

By signing, I understand that my contact information will be sent to the City of Oshawa Licensing.

Date: _____ Signature _____



Fire Safety check

This section must be completed and returned with the application.

Contact Name: _____

Business Name: _____

Address: _____

As a vendor are you preparing any food on site? Yes___ No___
If yes, continue completing the form below.

If no, are you using any source of heat? Yes___ No___
If yes, continue completing the form below.

If no to the above questions, you are not required to complete the rest of this form.

If you are preparing food, what is your source for heating or cooling that will be used?

Will you have a fire extinguisher on site? Yes___ No___

Will you have a source of water at your booth? Yes___ No___

Do you have a tent? Yes___ No___

If yes is your tent fire retardant? Yes___ No___

You are required to provide the following information:

- diagram of set ups (including appliances, tables, etc.)
- propane certificate if applicable
- picture of fire extinguisher and maintenance records (needs to be within 365 days of last inspection)
- Fire suppression paperwork if applicable (dated within 6 months)
- TSSA paperwork (food trucks that use propane)
- Photograph of food truck