



## Summer Fest Downtown Oshawa Vendor Application

The annual Summer Fest Downtown Oshawa Festival will take place on Saturday 6 July 2019. Set up starts at 8:30 am and everything must be ready to begin at 11:00 am. Event runs from 11 am to 9 pm. **Tables and chairs will not be provided.**

**Location: Memorial Park Oshawa**

**BY COMPLETING THE ATTACHED VENDOR APPLICATION, YOU ARE AGREEING TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS PERTAINING TO THIS VENDOR SALE.**

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

- 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
- You must supply your own table and chairs
- Your booth is **ONLY** considered secured once we have received **FULL PAYMENT** and you have filled out this registration form completely, including proof on insurance
- If you have purchased a space, you may not sell or promote any other product other than your own business related products/services
- 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
- **You will not sell any water, soda or any drinks**
- There is no cash machine on site
- All vendors are required to complete the Fire Safety Check included in this application
- All food vendors must have produced their product in a Health board approved kitchen and will need to complete the Durham Health form
- 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](mailto:Summerfest@downtownoshawa.ca) or via phone 905-576-7606.



Summer Fest Downtown Oshawa
Vendor application

Form with fields: 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
I require commercial insurance for this event.

Vendor Fee: 10 x 10 space for both food and merchandise
BIA member: \$75 cash and \$25 (retail value) in prizes
Artisan: \$150 cash plus \$25 (retail value) in prizes (\$125 if before 1 June)
Non member: \$200 cash, \$50 (retail value) in prizes (\$175 if before 1 June)

Note: Tent, tables, and chairs are NOT provided. THIS IS AN OUTDOOR EVENT. Set up from 8:30 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