



# 2019 FOOD VENDOR APPLICATION

Saturday June 15, 2019 – 10 am to 6pm



**PLEASE PRINT CLEARLY – All information is required.**

Business name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email (required): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Please items for sale: \_\_\_\_\_

\_\_\_\_\_

Dimensions of your food cart or vehicle: \_\_\_\_\_ X \_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_

## FOOD VENDORS

- Set up starts at 8:30 am, event begins at 10:00am. We ask all booths be set up by 9:30am. Streets will be closed and vehicles will not be allowed to move from 9:30am to 6:00pm.
- All food vendors are responsible for providing and maintaining their own trash and recycling receptacles. No equipment will be provided.
- All generators must be clean and quiet.

**REGISTRATION DEADLINE: May 31<sup>st</sup>, 2019**

\$350 – before May 15<sup>th</sup>

\$400 – after May 15<sup>th</sup>

Please make cheques payable to Main Street Events Inc. Return this form and payment to the office 23 11<sup>th</sup> St. W, Prince Albert, SK, S6V 3A8. E-transfers can be sent to [discover@princealbertdowntown.ca](mailto:discover@princealbertdowntown.ca)

## LIABILITY WAIVER

By signing below, the applicant hereby acknowledges that he/she is a qualified independent, insured vendor or rep of a non-profit/charitable, have read the attached Rules & Guidelines and:

- Assumes all responsibility and risk associated with all conditions, acts of God, hazards and potential dangers associated with running their booth whether they are known or unknown.
- Releases, indemnifies and holds harmless the Downtown Street Fair Committee, Main Street Events, Prince Albert Downtown Business Improvement District, City of Prince Albert and their agents and assignees from all loss, injury, damage or liability to persons or property sustained by reason of the presence of the vendor before, during and after the Downtown Street Fair.
- I fully understand that, should I choose to cancel my participation in the 2019 Downtown Street Fair, I will not be issued a refund.
- I hereby acknowledge that I am eligible to participate in the 2019 Downtown Street Fair event and have read and agree to comply with the established rules of this event. I further understand that the Committee may revoke such authorization at any time for violation of these rules or other actions which do not conform to Board policy.

\_\_\_\_\_  
Vendor's printed name

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

## Rules and Guidelines

### **SAFETY AND LIABILITY**

Please set up your display judiciously and operate safely. The Prince Albert Downtown Business Improvement District (PADBID), Main Street Events Inc., Downtown Street Fair Committee, City of Prince Albert and their agents and assignees can not be held liable for any loss, injury, damage or liability to persons or property sustained by reason of the presence of the vendor before, during and after the Downtown Street Fair.

### **SET UP AND TAKE DOWN**

- Vendors will be provided with their booth space at least one week before the event. No adjustments are allowed unless extreme circumstances. Please note any requests with respect to location on application form when submitted.
- Set-up will begin as early as 8:30 a.m. on the day of the event. All vehicles must be removed from the event area by 9:30 a.m. Streets will be closed at 9:30am until 6:00pm. **No movement of vehicles will be allowed to move in these areas during these times, with the exception of emergency vehicles. Please plan accordingly.**
- **All vendors should be set up and fully operational at least 15 minutes prior to the start of the fair.** (10:00 am)
- Take down and general clean-up will take place between 6:00 p.m. and 7:00 p.m. All participants are required to stay on site until 6:00 pm.
- **Food vendors must provide size of booth needed or will be given at 10x10 space**
- **Please pay special attention in setting up tables and displays next to the street curb.** It is recommended that you leave approx. 1.5 metre clear set back from the street curb to avoid injuries from people slipping off the curb onto the street while browsing at your displays.
- Anyone setting up on sidewalks shall allow pedestrian traffic to be mobile by leaving sufficient space for pedestrians, strollers and wheelchair access.
- A minimum of 2 metre clear space shall be maintained around the circumference of fire hydrants.

### **OTHER**

- Be prepared for any type of weather, event goes on rain or shine!
- Public washrooms are located at the Gateway Mall, Museum, 14<sup>th</sup> Street and in Memorial Square.
- **There will be zero tolerance for trash on the street.** It is part of the strategy of a rejuvenated downtown to be clean and safe.
- Overfilled trash containers, messy picnic tables or messy streets are unacceptable and should be cleaned up immediately.
- It is the responsibility of all operators, vendors, participants and member of the general public to keep on top of all clean-up duties. Everyone is to make a special effort. **Food vendors must supply own trash receptacles.**
- Street Fair volunteers will be wearing safety vests to identify themselves and the PADBID office will be staffed all day.
- The PADBID office is located at 23 11<sup>th</sup> St. W. If any issues arise that you are not prepared to deal with please contact the office at (306) 763-1802
- Registration deadlines will be final, unless a drop out occurs where a last-minute vendor can be accommodated.