

Caledon Day

Caledon's premier all ages event

Saturday, June 16, 2018

Town Hall Campus, Caledon East



www.caledon.ca/caledonday | @caledonday | #caledonday

FREE ADMISSION

Vendor Application

Deadline: Friday, May 18, 2018

Organization/company name:

Contact name:

E-mail address:

Daytime phone:

Alternate phone:

Street address:

Town/City:

Postal code:

Vendor type:

- Food
 Product
 Service

Please provide a list of products or services being offered along with unit prices. Attach a separate sheet if required.

Payment Information

- Cash
 Cheque

Cheque Number:

Please make your cheque payable to "Town of Caledon" and mail it and your completed application to:

- Visa
 Mastercard

Please complete the Credit Card Authorization Form on page 3 and attach it to this application.

Town of Caledon
 attn: Caledon Day
 6311 Old Church Road
 Caledon ON L7C 1J6

Vendors: 1. Select your space

Product or Service Vendor*	Food Vendors	Tents (Caledon Day)
Non-profit: 10' x 10' (100 sq. ft.) \$100	1. Select day: JUN 15 JUN 16 Both days	Tents must be secured by weights. Four (4) weights are needed to secure a standard 10' x 10' tent.
Commercial: 10' x 10' (100 sq. ft.) \$150	2. Select space: (sqft) 1-day rate 2-day rate	YES, I wish to purchase weights at \$5.00 per weight.
Commercial: 10' x 20' (200 sq. ft.) \$250	Tent 100 \$350 \$650	
Commercial: 10' x 20' (200 sq. ft.) \$250	Food Truck 200 \$500 \$800	
Commercial: 20' x 25' (500 sq. ft.) \$500	Food Truck 500 \$750 \$1,000	SUB-TOTAL: Weights (\$)

* Caledon Day only (Saturday, June 16, 2018)

Other Information

- Are you a mobile vendor (truck or trailer)? Yes No
 Electricity may not be available. Will you be bringing a generator? Yes No

OFFICE USE ONLY

Date received: _____
 Payment type: _____

Payment processed: _____
 Date receipt sent: _____

CALEDON DAY 2018
VENDOR TERMS AND CONDITIONS

1. The Vendor must provide a valid Certificate of Insurance with a minimum of \$2,000,000 Commercial General Liability and adding The Corporation of the Town of Caledon (hereinafter referred to as “the Town”) as an additional insured. This certificate must be provided to the Town no later than June 1st.
2. The vendor agrees to contain his/her presentation to within the contracted space only (hereinafter referred to as “the Space”).
3. The Town reserves the right to alter or change the Space assigned to a Vendor.
4. The Space contracted by the Vendor may not be sublet without the prior written permission of the Town. Failure to comply with this provision may lead to immediate termination of the Contract.
5. All vendors must be set up for the Saturday event by 1:30pm and remain on site until 8:00pm at the minimum.
6. All electrical wiring and outlets shall be at the Vendor’s expense. All operating electrical equipment used in the exhibit must have ESA field inspection approval and propane appliances must have a valid TSSA field inspection approval.
7. All food trucks/trailers must be Food Safety certified through the Region of Peel or other government bodies.
8. Any Vendor offering food items must review the Region of Peel Health regulations regarding Food Vendors at Special Events. Please visit <http://www.peelregion.ca/health/enviroNew/food/events.htm> for more information. All food vendors are subject to inspection by the Peel Region Health Department.
9. Vendors using cooking equipment must provide appropriate fire suppression suitable to the type of equipment being used.
10. Vendors must provide their own equipment such as tables, chairs, tent, etc.
11. Vendor spaces are located on pavement. Tents must be secured by the use of weights only. Spikes and water jugs will not be permitted to secure tents.
12. The Vendor may not distribute literature or promotional material other than from the Space contracted. No third party literature or promotional material may be distributed without the prior written consent of the Town.
13. Vendors are not permitted to bring alcohol into the event site.
14. To ensure environmental responsibility, all disposable containers and utensils must be compostable, biodegradable and/or recyclable. Vendors are requested to avoid the sale of bottled water.
15. Undue noise or unseemly methods of demonstration employed shall not be tolerated. Sound levels of radios, P.A. systems and all other sound amplification equipment must not interfere with other vendors or event patrons. The decision of what constitutes undue noise or unseemly methods shall rest with the Town whose decision shall be final.
16. The Town shall not be liable for any damage to or loss of any property brought into the Space by the vendor or its members, officers, employees, agents and contractors.
17. The vendor shall be responsible for any damage incurred to the Space or the Town property as a result of any act or omission of the vendor or its members, officers, employees, agents and contractors.
18. The vendor must use the parking areas where they are provided. Vehicles must not, in any circumstances, be driven onto walkways or grassed areas; except where it is required for the sole purpose of set-up, unloading and tear-down.
19. The vendor agrees to remove all materials, supplies and equipment within 24 hours of the end of the event or at the discretion of the Town. Failure to comply will result in the Town removing and disposing of any item at the expense of the vendor.
20. The sale of alcohol by a vendor is not permitted during Caledon Day, Saturday June 16, 2018. Cheers Caledon alcohol vendors must show proof of purchase for all product sold at the event.

21. The Vendor will be liable for and will indemnify and hold harmless the Town from any loss or damages whatsoever suffered by the Town as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, the Vendor, other Vendors, the Town, the owner of the premises and their respective agents, servants and employees and members of the public attending Caledon Day, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the Vendor's occupancy of said space.
22. The Town reserves the right to cancel the Contract without notice or reimbursement should there be a breach of any conditions or regulations related to the use of the Space, or should the Town be of the opinion that the Space is not being used for the purpose specified on the Contract, or for emergency purposes, or if the use poses a safety risk or may in any way conflict with the policies or reputation of the Town. The Vendor agrees that upon such cancellation there will be no claim or right to any damages, or reimbursement on account of any loss, damage, or expense whatsoever.
23. The Vendor must notify the Town in writing two (2) weeks in advance of any cancellation. Failure to do so will result in forfeiture of the full amount paid to the Town.
24. The validity and interpretation of this Contract and of each clause and part hereof, shall be governed by the Laws of the province of Ontario.
25. No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the Town for any election campaign or campaign related activities, and no candidate shall undertake campaign-related activities on Town property.

I have read and understand the Region of Peel Inspection Guidelines for Food Vendors at a Special Event.

I have read and understand the Vendor Terms and Conditions for the Caledon Day 2018 Event.

Vendor Name: (Please Print)	
Signature:	Date:



TOWN HALL
 6311 Old Church Road, Caledon, ON L7C 1J6
 905.594.2272 | 1.800.CALEDON | ext. 905.594.4325 | www.caledon.ca

CREDIT CARD AUTHORIZATION FORM

CREDIT CARD INFORMATION		
CARDHOLDER NAME		
CREDIT CARD NUMBER		
	EXPIRY DATE _____	SECURITY CODE _____
TYPE OF CREDIT CARD	VISA _____ MASTER CARD _____	
TYPE OF ACCOUNT	PERSONAL _____ BUSINESS _____	

AUTHORIZED USER OF CREDIT CARD	
NAME	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	
TYPE OF CHARGES	
AUTHORIZED AMOUNT	

AUTHORIZATION OF CARD USE
<p>I certify that I am the authorized holder and signer of the credit card referenced above.</p> <p>I certify that all information above is complete and accurate.</p> <p>I hereby authorize collection of payment for all charges as indicated above. Charges may not exceed the amount listed above in the "AUTHORIZED AMOUNT" field. If additional charges are going to be authorized a new form will have to be completed.</p>

CARD HOLDER SIGNATURE:	DATE:
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Corporate Services Department