



## 2024 Canada Day in Coquitlam TOWN CENTRE PARK

### EVENT PARTICIPANTS & VENDOR INFORMATION

#### EVENT DETAILS

Date: Monday, July 1, 2024  
Location: Town Centre Park  
Event Hours: 12 p.m. – 10:30 p.m. (fireworks at 10 p.m.)

#### IMPORTANT DEADLINES

##### FOOD VENDORS

- Food Vendor Application Deadline: **March 18**
- Food Vendor Conditional Selection: **March 20**
- Food Vendor Agreement & Logistics Form Deadline: **March 31**
- **Final Requirements & Fee Payment Deadline: March 31**  
\*Note final vendor acceptance will not be confirmed until all requirements and payment have been met

##### GENERAL EVENT PARTICIPANTS & VENDORS

- General Participant & Vendor Application Deadline: **April 22**
- General Participant & Vendor Selection: **ONGOING until April 22**
- Vendor Agreement & Logistics Form Deadline: **2 weeks after conditional acceptance**
- **Final Requirements & Fee Payment Deadline: April 30**  
\*Note final vendor acceptance will not be confirmed until all requirements and payment have been met

#### VENDOR PARTICIPATION FEES & CHARGES

##### FOOD VENDORS

###### Food Truck – \$850

Food Vendors including food trucks and trailers will receive:

- A hard asphalt surface (may not be level)
- Access to power
- Access to water
- Event business license

##### GENERAL EVENT PARTICIPANTS & VENDORS

###### Not for Profit Community Group - \$0

Not for Profit and Community organizations can apply to participate in the event at no charge provided they are *not charging fees or selling items for their activation*.

Cultural nonprofit organizations wishing to sell unique cultural items that meet the event objectives are charged at the Artisan Vendor rates. *Limited spaces are available, groups are encouraged to apply early.*

Not for Profit and Community Group Vendors will receive at no cost:

- 10 x 10 tented space
- 2 tables, 2 chairs
- Access to power

###### Artisan Vendor - \$150

Artisans selling hand crafted items can apply to participate as an Artisan Vendor in the event.

*Food and beverage products are considered as Merchandise Vendor.*

Artisan Vendors will receive:

- 10 x 10 space
- Access to power
- Event business license

*\*Tent, tent weights, tables and chairs can be rented for an additional charge*

### **Merchandise Vendor - \$350**

Merchandise vendors can apply to participate in the event. Merchandise vendors will receive:

- 10 x 10 space
- Access to power
- Event business license

*\*Tent, tent weights, tables and chairs can be rented for an additional charge*

### **Additional Rental Fees**

- Tent package - 10x10 tent, (4) tent weights, (2) chairs, (2) 6ft tables - \$225
- 6ft Table - \$20
- Chairs - \$15 for package of 2
- Tent weights - \$20/for one set of four

**All event activations and products displayed are subject to pre-approval.**

**Final Vendor & Participant Acceptance is only issued after payment and all requirements have been met. Limited space is available; applicants are strongly encouraged to submit documents well in advance to secure acceptance at the event.**

## **PAYMENT DEADLINES & REFUND POLICY**

- Vendor fees are due 10 days after receiving City of Coquitlam Invoice for participation.
- Payment for permits and/or additional event supplies, tent fees etc. is required prior to the event date.
- A 50% holdback fee will be charged to all vendors withdrawing 60 days prior to the event.
- No refunds will be given for cancellations given 15 days or less prior to the event date.

## **INSURANCE**

\$2 million liability insurance with the City of Coquitlam listed as an additional insured may be required. Your event team contact will confirm if insurance is required.

## **DAMAGE DEPOSIT**

Some participants will be required to pay a damage deposit. You will be directed by our event team contact if this is necessary.

## **FRASER HEALTH**

All vendors selling or giving away food must contact Fraser Health to obtain a special event food permit; food vendors will be required to submit this permit to the City of Coquitlam.

To receive this permit contact:

- **Cecilia Park B.Sc, B.Tech, CPHI(C)**  
**Environmental Health Officer**  
Population and Public Health- Health Protection  
#300-205 Newport Drive

Port Moody BC V3H 5C9 Canada  
Phone: 604)949-7720 Fax: 604)949-7706  
[Cecilia.Park@fraserhealth.ca](mailto:Cecilia.Park@fraserhealth.ca)

## PURCHASE CARD INDUSTRY DATA SECURITY STANDARDS (PCI DSS) COMPLIANCE

Please note: The City of Coquitlam must ensure that all vendors comply with Purchase Card Industry Data Security Standards (PCI DSS). If you have questions about PCI DSS please email [FestivalsAndEvents@coquitlam.ca](mailto:FestivalsAndEvents@coquitlam.ca) for further information.

## BUSINESS LICENSE

All vendor booths selling food or products require a one-day Special Event Business License.

Please contact the Business License Office at 604-927-3085, if you wish to purchase a yearly City-wide special event license for \$160.00.

## FIRE SAFETY GUIDELINES

Vendors must adhere to all Park Events Fire Safety Guidelines for [Food Vending Vehicles](#) and for [Commercial Outdoor Cooking \(tented vendors\)](#).

## PARKING

Accepted vendors will receive 1 parking pass, in and out privileges may not be available.

## THINK GREEN!

We are committed to hosting an environmentally friendly event. Here are some tips to 'green up' your exhibit:

- ☒ Avoid the use of Styrofoam. Reduce waste by using **recyclable or biodegradable** paper plates, napkins and beverage containers.
- ☒ Utilize the available **on-site Recycle/Organics collection stations**; we will be separating organics, refundables, cardboard and recycling.
- ☒ Be mindful of the amount of brochures you distribute; offer information to the public via your website as an alternative.
- ☒ Avoid giveaways that have a short lifespan or are not recyclable. ***Use of helium balloons is discouraged at this event.***
- ☒ Reduce your carbon emissions to get to the event; walk, bicycle or carpool with your co-workers/fellow volunteers.
- ☒ Bring re-usable water bottles. Water filling stations are on site.



Preference will be given to those who provide environmentally responsible products.

## THINGS TO CONSIDER

Canada Day in Coquitlam is one of the largest events in the Lower Mainland. In 2023, over 80,000 people attended the event, with over 30,000 people in attendance for the Fireworks finale.

Please consider the amount of product you will require and how to safely store it on-site.

**If you are providing your own tent you must have four (4) tent weights.** Extra tent weights can be rented for an additional cost.

**Vendor selection and placement is at the sole discretion of event organizers.**