



2020 Coquitlam Celebrates Canada Day TOWN CENTRE PARK VENDOR INFORMATION

EVENT DETAILS

Date: Wednesday, July 1, 2020
Location: Town Centre Park
Event Hours: 12 p.m. – 10 p.m.

IMPORTANT DEADLINES

FOOD VENDORS

- Food Vendor Application Deadline: **Sunday, March 8, 2020**
- Food Vendor Conditional Selection: **Week of March 9 – 13, 2020**
- Food Vendor Agreement & Logistics Form Deadline: **Friday, April 17, 2020**
- **Final Requirements & Fee Payment Deadline: Friday, May 29, 2020**
*See Food Vendor Event Deadline Flowchart for Final Approval Requirements

GENERAL EVENT PARTICIPANTS & VENDORS

- General Participant & Vendor Application Deadline: **Sunday, May 3, 2020**
- General Participant & Vendor Selection: **ONGOING until Monday, May 4, 2020**
- Vendor Agreement & Logistics Form Deadline: **Sunday, May 10, 2020**
- **Final Requirements & Fee Payment Deadline: Friday, June 5, 2020**
*See Vendor & Participant Event Deadline Flowchart for Final Approval Requirements

VENDOR OPPORTUNITIES & FEES

FOOD VENDORS

There are two ways to get involved as a food vendor. Local restaurants offering menu items at \$10 or less can participate as **Taste of Coquitlam Vendors**; other food vendors including food carts, trucks and trailers can participate as **Food Vendors**.

Taste of Coquitlam Vendor – \$450

Taste of Coquitlam vendors will receive:

- 10 x 20 tent space on hard asphalt surface (may not be level)
- Four 8ft tables and 2 chairs
- Access to a hand washing station
- Hot and Grey water service
- Access to power

Food Vendor – \$550

Food Vendors including food trucks, carts and trailers will receive:

- A hard asphalt surface (may not be level)
- Access to power

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.

GENERAL EVENT VENDORS

There are four types of general event participant and vendor opportunities.

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. Non for Profit and Community organizations wishing to charge fees or sell items for their activation can apply as a Merchandise Vendor. Not for Profit and Community Group Vendors will receive at no cost:

- 10 x 10 space
- Two 6ft tables and 2 chairs
- Access to power

Artisan Vendor - \$85

Artisans selling hand crafted items can apply to participate as an Artisan Vendor in the event. The cost of the event business license is **included** in the \$85 fee. Artisan Vendors will receive:

- 10 x 10 space
- Access to power

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

Merchandise Vendor - \$250

Merchandise vendors can apply to participate in the event. A Special Event Business License is required, an additional \$15 will be charged. Merchandise vendors will receive:

- 10 x 10 space
- Access to power

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

Local Business - \$250

Small to medium local businesses can apply to participate in the event as long as they include an educational and/or interactive element as part of their event activation. Preference is given to businesses located in Coquitlam. Local Business Vendors will receive:

- 10 x 10 space
- Access to power

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

PAYMENT DEADLINES & REFUND POLICY

- Vendor fees are due 15 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 30% holdback fee will be charged to all vendors withdrawing 30 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:

- **Tony Bosnjak**

Environmental Health Officer | Fraser Health Authority – Health Protection
Environmental Health Service | #300 – 205 Newport Drive, Port Moody, BC, V3H 5C9
Tel (604) 949-7719 | Fax (604) 949-7706 | Email: tony.bosnjak@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).

BUSINESS LICENSE

A \$15.00 Special Event Business License Fee is required for all for-profit vendors selling food or product at the event. The City will arrange the Special Event Vending License and invoice you the \$15.00.

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 Event Fire and Safety Guidelines](#).

PARKING

Accepted vendors will receive 1 parking pass with access to load in and strike areas. In and out parking privileges **can** be provided along with a designated drop-off area for product during the event.

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

Coquitlam Celebrates Canada Day is one of the largest events in the Lower Mainland. In 2019, over 75,000 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.