



2020 KALEIDOSCOPE ARTS FESTIVAL  
TOWN CENTRE PARK  
FOOD TRUCK & ARTISAN VENDOR INFORMATION

## EVENT DETAILS

Date: Saturday, August 15, 2020

Location: Town Centre Park

Event Hours: 2 – 9 p.m.

## FOOD TRUCK DEADLINES

- Food Vendor Application Deadline: **Sunday, April 5, 2020**
- Food Vendor Conditional Selection: **ONGOING Until Thursday, April 9, 2020**
- Food Vendor Agreement & Logistics Form Deadline: **Friday, May, 8 2020**
- **Final Requirements & Fee Payment Deadline: Friday, June 12, 2020**
- **\*See Food Vendor Event Deadline Flowchart for Final Approval Requirements**

## FOOD TRUCK FEES AND CHARGES

**Food Vendor** – \$300

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

- A hard asphalt surface (may not be level)
  - Access to power
- \*Tent, tables and chairs can be rented for an additional charge*

## FOOD TRUCK BUSINESS LICENSE

A \$15.00 Special Event Business License Fee is required for all for-profit vendors selling product at all events. We will arrange the Special Event Vending License and invoice you the \$15.00.

## ARTISAN VENDOR DEADLINES

- Artisan Vendor Application Deadline: **Sunday, May 10, 2020**
- Artisan Vendor Selection: **ONGOING until Friday, May 15, 2020**
- Artisan Vendor Agreement & Logistics Form Deadline: **Friday, June 5, 2020**
- **Final Requirements & Fee Payment Deadline: Monday, June 15, 2020**

## ARTISAN VENDOR FEES AND CHARGES

**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 tented space
  - 1 x 6ft table
  - 2 x chairs
  - Access to power
- \*extra tables or chairs can be rented at an additional cost*

**Final Vendor 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.**

## INSURANCE

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

## 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](mailto:tony.bosnjak@fraserhealth.ca)

## FIRE SAFETY GUIDELINES

Vendors must adhere to all [Park Event Fire and Safety Guidelines](#).

## PAYMENT OPTIONS / 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.

## 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).

## 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:

- ☑ Eliminate and/or 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, refundable, cardboard and recycling.
- ☑ Be mindful of the amount of brochures you distribute; offer information to the public via your website as an alternative.
- ☑ If offering giveaways, avoid those 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.
- ☑ To reduce plastic waste, we encourage all vendors to bring re-usable water bottles.
- ☑ Preference will be given to those who provide environmentally sound products.

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