



## Coquitlam Celebrates Canada Day 2019 TOWN CENTRE PARK VENDOR INFORMATION

### EVENT DETAILS

Date: Monday, July 1, 2019  
Location: Town Centre Park  
Event Hours: 12:00 p.m. – 10:00 p.m.

### IMPORTANT DEADLINES

#### FOOD VENDORS

- Food Vendor Application Deadline: **Sunday, February 24, 2019**
- Food Vendor Selection: **Tuesday, March 5, 2019**
- Food Vendor Agreement/Logistics Form Deadline : **Sunday, May 19, 2019**

#### GENERAL EVENT VENDORS

- General Vendor Application Deadline: **Sunday, May 12, 2019**
- General Vendor Selection: Ongoing until: **Sunday, May 12, 2019**
- Vendor Agreement/Logistics Form Deadline: **Sunday, May 19, 2019**

### 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

#### GENERAL EVENT VENDORS

There are four types of general (non-food) vendor opportunities.

#### Not For Profit and Community Group Vendor - \$0

Not for Profit and Community organizations can apply to participate in the event at no charge. Not for Profit and Community Group Vendors will receive at no cost:

- 10 x 10 space
- 10 x 10 tent with back wall
- 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, tables and chairs can be rented for an additional charge*

### **Merchandise Vendor - \$250**

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

- 10 x 10 space
- Access to power

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

### **Local Business Vendor - \$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. Local Business Vendors will receive:

- 10 x 10 space
- Access to power

*\*Tent, 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](mailto: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:

- 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, refundables, 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.

## THINGS TO CONSIDER

Coquitlam Celebrates Canada Day is one of the largest events in the Lower Mainland. In 2018, over 70,000 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.**