



KALEIDOSCOPE ARTS FESTIVAL 2019

TOWN CENTRE PARK

VENDOR INFORMATION

EVENT DETAILS

Date: Saturday, August 10th, 2019
Location: Town Centre Park
Event Hours: 2 – 9 p.m.

FOOD VENDOR DEADLINES

- Food Vendor Application Deadline: **Sunday, March 3, 2019**
- Food Vendor Selection: **Tuesday, March 5, 2019**
- Food Vendor Agreement/Logistics Form Deadline : **Sunday, June 23, 2019**

FOOD VENDOR FEES AND CHARGES

Food Vendor – \$400

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*

ARTISAN VENDOR DEADLINES

- Artisan Vendor Application Deadline: **Sunday, May 12, 2019**
- Artisan Vendor Selection: **ONGOING until Sunday, May 12, 2019**
- Vendor Agreement/Logistics Form Deadline: **Tuesday, July 9, 2019**

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

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.

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.

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 product at all events. We will arrange the Special Event Vending License and invoice you the \$15.00. All vendors selling product are required to inform your event contact.

Please contact the Business Licensing Department at 604-927-3085, if you wish to purchase a yearly City-wide special event license.

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

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, 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.

THINGS TO CONSIDER

Kaleidoscope Arts Festival is a 1 day event in Coquitlam. There will be a wide variety of entertainment, food and art activities to take part in.

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.