



Keep these Terms  
& Conditions for  
your records

## Event Vendor Terms & Conditions

### 1. Vendor Categories

#### 1.1 Food Vendors

- 1.1.1 All food vendors must comply with Niagara Region Public Health Department regulations and must complete and return the "Application Form for Special Event Food Vendors" which will be sent to accepted applicants by the event staff.
- 1.1.2 Food vendors must provide:
  - a. electrical extension cord (see Section 3.1 Hydro)
  - b. preparation and serving tables/counter tops
  - c. portable fire extinguisher
  - d. hand washing container and disinfectant
  - e. covered trash container and plastic liner
  - f. grease mats
- 1.1.3 Food vendors must dispose of all grease waste off site.
- 1.1.4 Food vendors are responsible for providing their own ice, if required.
- 1.1.5 Food vendors using propane must provide TSSA certification to the event organizers. Regulations can be seen at [www.tssa.org](http://www.tssa.org) or call 1-877-682-8772.
- 1.1.6 All vendors may be subject to on-site inspections throughout the event by Fort Erie Fire Services, TSSA and Niagara Region Public Health. All required documentation, including a current Fire Suppression System Inspection Certificate and the Mobile Food Service Inspection Certificate, are to be available on site for review. If you are found to be in violation of any of the regulations, you will be closed and required to leave the event without any refund. Fines may also apply.
- 1.1.7 **NO GLASS BOTTLES/CONTAINERS ARE PERMITTED IN THE PARK.**

#### 1.2 Beverage Vendors

The Supper Market will approve one winery and one brewery on a weekly basis. Winery/ Brewery Vendors are to submit an invoice detailing the SOP number prior to the event date. The ticket price is set by the market management, and vendors will receive a serving fee at the end of the event. Please note only glasses of wine/ beer will be available for purchase. Bottles will not be available for purchase to take home. Each beverage vendor will be required to provide their own serving tables/counter tops, cups and ice.

## 2. Fees & Payment:

	<b>Seasonal (10 weeks)</b>	<b>Weekly (per week)</b>
<b>Food Vendors – 10 x 10 Tent</b>		
Payment before April 30 <sup>th</sup>	\$250.00	\$30.00
Payment after April 30 <sup>th</sup>	\$300.00	\$30.00
<b>Food Vendors – Trucks</b>		
Payment before April 30 <sup>th</sup>	\$250.00	\$30.00
Payment after April 30 <sup>th</sup>	\$300.00	\$30.00
<b>Garbage Deposit</b>	\$50.00	\$50.00

Payment must be made in full prior to the start of the event or you will not be permitted to attend the event. Cheques to be made payable to: “**Crystal Beach BIA**”. An NSF charge will be applied for any returned cheques

Payment may be made by cash (never by mail), cheque, or money order. The applicable fees will be determined by the information submitted in the Vendor Application.

## 3. Site Location

Vendors will be located in Crystal Beach Waterfront Park. Vendor sites will be assigned by the event management based on the requirements indicated on the Vendor Application. No guarantee of location will be made.

Changes to the location may be made at the sole discretion of the event management. Each location is restricted to the applicant to whom it was assigned. The vendor may not assign its space or permit any other applicant, person, firm or organization to use any part of such space without the express written permission of the event management.

## 4. Site Information

All participants must supply their own tents, extension cords and furniture for the event.

### 4.1 Code Requirements

All tents and units must be well maintained and conform to current fire, safety, building requirements and health standards.

Each vendor must comply with all local fire requirements. For inquiries regarding fire requirements contact Fort Erie Fire and Emergency Services 905-871-1700 ext. 2603.

### 4.2 Hydro

Hydro is available at a limited number of sites. Sites with hydro will only be assigned to those participants who indicate in the Vendor Application that hydro is required. All electrical cords should be in excellent condition, with no damage to them, or electrical tape repaired damage, and should be of an appropriate size for the distance and the load being plugged in to them. Examples:

- 50 feet or less with any load under 1200 watts or 11 amps, not less than 16 awg
- up to 100 feet, 600 watts or 5 amps or less, not less than 16 awg
- 50 feet or less with a load of up to 1650 watts or 15 amps not less than 14 awg
- up to 100 feet, 800 watts or 7 amps or less, not less than 14 awg
- over 50 feet and 15 amps or 100 feet and 7 amps should be a #12 awg

This is just a guideline that keeps within the safe operating parameters of flexible cords.

### **4.3 Animals**

Animals are not permitted in the event area (or park) in accordance with Town of Fort Erie By-law No. 119-03.

### **5. Set Up**

Set up will be between 2:00 pm and 4:00 pm

### **6. Hours of Operation**

Vendors are requested to remain in the park until at least 9:00 pm, unless other arrangements have been made.

### **7. Booth Content**

Any items on display that were not listed on your application and were not approved are prohibited and will result in your immediate removal from the event. Random checks will be done throughout the duration of the festival.

### **8. Insurance**

Each vendor must be covered by a liability insurance policy in the amount of \$2 million and provide the Town of Fort Erie with a Certificate of Insurance naming the "Town of Town of Fort Erie" and "Crystal Beach BIA" as an additional insured with 30 days' notice of cancellation or non-renewal.

### **9. Garbage**

Food Vendors must leave their sites as they found them, clear of all garbage. Failure to do so may result in the Crystal Beach BIA taking a charge of \$25.00 off your \$50.00 deposit each time you fail to properly clean up your site to help offset the clean-up costs incurred by the Market.

### **10. Security**

Vendors are responsible for the security of their individual sites. The Crystal Beach BIA is not responsible for any loss or damage to the site.

### **11. Cancellation Policy**

Weekly Vendor – cancellation of weekly vendor needs to be submitted via email to the Market manager two weeks prior to approved designated day.

Seasonal Vendor – cancellation is to be made by email to the Market manager 2 weeks prior to the start date of the Supper Market for a refund less an administration fee. Cancellation of a seasonal vendor prior to the 4th week of operation is subject to a refund less an administration fee, cancellation after the 5th week of operation no refund will be granted.

### **12. Other Situations**

Other situations, not conforming to the above criteria will receive individual consideration by Event Management.