



CANADA DAY VENDOR APPLICATION 2018

For use by retail, food and non-profit organizations

Vendors are selected based on their application submission together with Science North's business operation needs and exclusivity/supplier arrangements.

Submission of this application does not guarantee acceptance.

CONTACT INFORMATION

Business Name: _____

Contact Name and Position: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____ Cell: _____

Web Site: _____

PRODUCT/SERVICE INFORMATION

Vendor Type: Food/Beverage Retail Non-profit (sales) Non-profit (info/activity)

Lot size: Single (see Canada Day Vendor Agreement)
 Double (Subject to availability and additional fee. See Canada Day Vendor Agreement)

Electricity required: (\$25/outlet fee) YES NO # of 15amp (110V) outlets requested: _____

Water hook-up required: (\$25/hook-up fee) YES NO (1 maximum subject to availability)

Vendor Vehicle (specify type & size): _____

Provide a description of your organization or business operations:

Provide a COMPLETE list of products or services provided. All items intended for sale must be included on this list. Attach a separate sheet if necessary:

FOR OFFICE USE ONLY:			
Application approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	By whom: _____	
Vendor contacted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date contacted: _____	
Fee rec'd _____	Waiver rec'd _____	Insurance rec'd _____	
Fee - Finance <input type="checkbox"/>		Application/Waiver/Insurance - Purchasing <input type="checkbox"/>	

SCIENCE NORTH CANADA DAY VENDOR AGREEMENT

VENDOR SELECTION:

The Science North Canada Day Celebration (the “Event”) will be held SUNDAY JULY 1, 2018. The Event will operate from 12:00 noon – 11:00 pm. Food vendors will operate from 12:00 noon to no later than 10:00 pm.

Vendors for the Event are selected based on their application submission together with Science North’s business operations needs and exclusivity/supplier arrangements. Submission of this application does not guarantee acceptance. Vendors will be contacted to confirm their participation in the Event, or otherwise.

Vendors who have been selected to participate in the Event will be notified by email and will indicate acceptance with a signed release and waiver of liability that must be returned to Science North by May 30, 2018.

FEES

Vendor fees for 2018 will be: 10% of gross sales or a minimum of \$350.00 for a Single lot as specified below; \$150 for non-profit groups selling merchandise or food items; and \$50 for non-profits groups providing an interactive activity that is family friendly and approved by Science North. HST will be added to the Vendor Fee.

FOOD VENDOR LOT SIZES

- Single lot size is 20 feet wide by 15 feet deep.
- Double lot size is 40 feet wide by 15 feet deep. Double lots are subject to availability, and an additional charge of \$350 plus HST.

EXHIBITOR LOT SIZE for interactive activities

- Single lot size is 10 X 10 ‘

Lot sizes noted above are the maximum fixed sizes for the stated fee. Vendor booths exceeding their allocated lot size will be subject to additional fees.

Vendor minimum fee is payable by credit card and MUST be received by MAY 30, 2018. Record credit card information in the area indicated below. Only those vendors approved in writing as Canada Day Vendors will have their credit card charged the appropriate Vendor fee. There will be no refunds provided as this Event is a rain-or-shine event.

In the event Vendor fails to (i) submit payment as outlined herein; or (ii) attend the Canada Day Celebration event, regardless of cause, the Vendor fee will not be returned.

ADDITIONAL SERVICES

Any requests by the Vendor for special services to be provided in addition to the services listed in this Agreement may be subject to additional fees at Science North’s discretion.

BOOTH RESTRICTIONS AND SAFETY

Science North Canada Day Celebration is an alcohol free event. Alcohol sales and consumption of alcohol by vendors is not permitted.

Vendor booths must be portable and equipped with all required appliances and safety devices. Weights required to secure/support tents must be provided by the Vendor.

Vendors with small pop-up tents must ensure the tent is fire rated if there is an open flame or grease present in the tent. Booths/tents that have open flames or hot grease must also have fire extinguishers present in the booth/tent.

Vendors must ensure appropriate operational and safety requirements are met relating to the provision of their goods and services including compliance with the Food Premises Regulation (O.Reg.562) and safe food-handling guidelines.

EXCLUSIVITY

PepsiCo is the exclusive on-site beverage provider. Vendor may sell or dispense only Pepsi-brand beverages on the Science North site on July 1, 2018. All PepsiCo brand orders must be placed through Science North and received by June 15th, 2018 at 5 PM and picked up at Science North on June 25th, 2018. Science North will extend our preferred pricing to all Vendors.

UTILITY SERVICES

Science North has a limited amount of power outlets available for use and therefore **MUST** be booked by application deadline. For electrical use provided by Science North, Vendor will be subject to a \$25 fee per electrical outlet, plus HST.

Science North has a limited amount of water hook-ups available for use and therefore **MUST** be booked by application deadline. For water use provided by Science North, Vendor will be subject to a \$25 fee per water hook-up, plus HST.

VENDOR GUIDELINES

1. Move-In/Move-Out Times

All booths must be set-up between 7:00 am and 10:00 am and all vehicles **MUST** be removed from the marketplace by 10:00 am unless otherwise indicated. An additional fee will be incurred where set-up is required to take place prior to the times set out in this paragraph.

All booths must be dismantled and removed at the following times:

Non-profit groups providing an interactive activity only at 5:00 pm

Food and retail vendors at the end of the Event as early as 11:00 pm or as deemed by Science North to be safe for all visitors on our grounds.

Vendors, and retail and food services remaining past 5:00 p.m. must provide their own lighting if selling after dark.

2. Booth Space & Sound

Vendors must not extend their displays beyond the space allotted. Any Vendor using sound equipment (video or audio tapes) should keep the volume at a minimum to avoid distracting other vendors or performers on the Canada Day main stage.

3. Vendor Booth Operation

Vendors shall be self sufficient and be responsible for all costs incurred in the set up, operation and tear down of their booth.

All cashiers/sales persons working in the vendor booth are the responsibility of the vendor, and the vendor assumes all responsibility for their training and activities. Provision of monetary change is the responsibility of the Vendor.

Vendors must supply their own tent, trailer, truck or booth at the Event subject to Science North approval. All specified self-contained units must be pre-approved by the appropriate authorities to supply or sell the products listed.

Where a Vendor plans to use its own generator as a power source, the Vendor will (i) supply the appropriate grounding electrode (also known as a ground rod); and (ii) ensure the noise level produced by the Vendor's generator does not interfere with other adjacent vendors or booths.

There is no additional storage space provided on site.

Vendors are expected to keep their booth clean and assist with ensuring the best possible experience for Event participants.

4 Inspections

Vendor booths equipped with electrical and mechanical systems are subject to inspection by Science North technical personnel to ensure optimum safety and must meet all building and electrical code.

All booth are subject to inspection by: a) the Electrical Safety Authority; b) the Fire Department; and c) the Health Inspector. Vendors are required to ensure their booth meets all standards set by all three inspection authorities.

5. Signage

Vendors must display a sign with their business name on or within their allocated booth space and visible to the public at all times.

6. Licensing and Permits

Vendors are responsible for all licensing and permits, and are required to provide special occasion and business licensing no later than May 30, 2018.

GROUNDS MAINTENANCE

Vendors must: (i) maintain the grounds in a high state of cleanliness including the timely pick-up and removal off-site of animal droppings; and (ii) ensure that there is no damage to the grounds. Vendors will be responsible to reimburse Science North for the cost of: (i) any repairs, and/or (ii) excessive cleaning required, arising as a result of Vendor's use of the site.

VENDOR PARKING

Vendors will be provided 1 parking pass in the Science North lot and can access the space upon presentation of a parking permit, which will be provided upon confirmation of Vendor agreement.

INSURANCE

For retail and food vendors only -- Provide Science North with a certificate of insurance no later than May 30, 2018 evidencing that the Vendor has obtained public liability and property

damage insurance with respect to the Vendor's use of the Science North premises naming Science North as additional insured, written on a comprehensive basis with inclusive limits of at least two million dollars (\$2,000,000) for bodily injury for any one or more persons or damage to the property of others, in respect of each occurrence, containing a severability of interest clause and cross liability clause.

Where the Vendor brings a licensed vehicle onsite from which retail operations will take place, the Vendor shall provide Science North with a certificate of insurance evidencing Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than one million dollars (\$1,000,000) per occurrence.

SPONSORSHIP OPPORTUNITY

Science North welcomes and appreciates the generosity of its sponsors and partners to help us host the annual Canada Day Celebration event. Vendors interested in lending their support through sponsorship of the event may do so by contacting the Development Office at Science North at 705-522-3701, ext. 363 or cristin@sciencenorth.ca

CREDIT CARD PAYMENT

Credit Card Type: Visa MasterCard

Credit Card No: _____ Expiry Date: _____

VENDOR ACKNOWLEDGEMENT

All information provided by me in this application is accurate and complete. I have read and understand this Vendor Agreement, and if selected as a vendor for the Canada Day event, I agree to abide by its terms and conditions and to have my credit card charged the Vendor fee.

_____ _____ _____
signature print name date

KEY DATES & SUBMISSION INSTRUCTIONS:

Deadline for Submission of Application: May 6, 2018
Successful Applicants will be contacted by:..... May 11, 2018
Deadline for Submission of All Required Documents and Vendor minimum fee: May 30, 2018
Applications should be sent by email to:
Retail and Food Vendors: parkhill@sciencenorth.ca
Interactive Activity and Exhibitors: clausen@sciencenorth.ca



(Submit this form along with the Canada Day Vendor application)

WAIVER, RELEASE AND INDEMNITY

In consideration of your agreement to allow me/us to participate on site prior to, during, and after the **Science North Canada Day Celebration, July 1, 2018 (the “Event”)**, I/we hereby covenant and agree on behalf of myself/ourselves, my/our heirs, assigns, personal representatives and next of kin, that:

- I. I/we hereby give a **FULL RELEASE AND WAIVER OF LIABILITY OF AND FROM ALL CLAIMS** that I/we have, or may have in the future against Science North for any loss, damage, injury or expense that I/we may suffer as a result of my/our participation in the Event due to any cause whatsoever including the negligence of Science North or those associated in any way with Science North or the facilities at which the Event takes place, including their respective officers, directors, employees, agents, servants, volunteers and representatives (the “Releasees”) , or from any breach of contract or statutory duty or other duty of care, including any duty of care owed under the **Occupiers’ Liability Act, Ontario**, on the part of the Releasees, and

- II. I/we hereby **AGREE NOT TO SUE and I/WE further agree TO INDEMNIFY, DEFEND AND SAVE HARMLESS** the Releasees from all expenses, fees, liability or damage award or cost of any type whatsoever, and howsoever arising, from my/our participation in Event.

I/WE HAVE READ AND UNDERSTAND THIS WAIVER, RELEASE AND INDEMNITY including the giving up of my/our right to sue and other substantive legal rights.

SIGNED SEALED AND DELIVERED this _____ day of _____ 2018.

signature

print name

Organization / Business Name