



Vendor Application Form 2022

Thank you for your interest in participating in the Town of Newmarket's 2022 Canada Day celebration sponsored by Tim Hortons. The event will take place at Riverwalk Commons on Friday, July 1 from 11 a.m. and 4 p.m. Please return the completed form by **Monday, June 13, 2022 at 8:30am** to be considered.

How to submit your application:

1. By email to events@newmarket.ca or
2. Mailed in or dropped off to:

Town of Newmarket
Attention: Sarah Ernst – Special Events
Municipal Offices
395 Mulock Drive
P.O. Box 328 Station Main,
Newmarket, Ontario
L3Y 4X7

3. Once your application is approved by the Recreation Programmer, arrange for payment using one of the methods outlined below.

Vendor Fees:

Not for Profit Vendor fee: \$50 + HST (total: \$56.50)

For Profit Vendor fee: \$100 + HST (total: \$113)

Vendor Fee Payment Options:

- Pay by credit card online:

Once your application is accepted, a login will be emailed to the email address listed on the application so you can make payment online at <https://play.newmarket.ca/Start/Start.asp>

- Mail-in a cheque made payable to:

Town of Newmarket
395 Mulock Drive
P.O. Box 328, STN Main
Newmarket, ON
L3Y 4X7

- Pay in-person at a Customer Service desk by cash, cheque, debit, or credit after your application has been approved. Customer Service desks include:

Municipal Office
395 Mulock Drive

Magna Centre
800 Mulock Drive

Ray Twinney Recreation Complex
100 Eagle Street West

Applicant Information

Organization Name: _____

Website: _____

Contact Person: _____ Email: _____

Address: _____ City/Province: _____ Postal Code: _____

Business Phone: _____ Day of Event Phone: _____

Please describe what activities and interactive activations you will be doing within your display space. (e.g. playing music, performing, selling items, food, inflatables, games, draws etc.) Please explain how your activity relates to celebrating Canada.

If you are providing any amusement device that is under the jurisdiction of TSSA (e.g. inflatables, rides, slides), a copy of the TSSA certificate must be provided to the Recreation Programmer prior to the event and the Town of Newmarket must be named as an additional insured on liability insurance up to the amount of \$5,000,000.

Are you planning on giving away or selling any food or drink at the event? (If you are providing food of any kind you must comply with the requirements of York Region Public Health and submit a Vendor Application as well as provide proof of liability insurance, naming the Town of Newmarket as an additional insured up to the amount of \$2,000,000.)

What type of vending space will you will be providing? (Example: tent, truck, trailer, table, chairs, cart, etc.)

Please be aware that if you are bringing a food truck or cart that you will need to fill out a separate application for a Refreshment Vehicle Special Event Permit. A fee is required by Legislative Services in addition to the for-profit event vendor fee.

Tents larger than 10' x 20' must be inspected by a Town of Newmarket Building Inspector prior to the event.

Do you require multiple spaces (one space is 10'x10')? If so, how many booths would you like and would you like them side by side or spread out? (one vendor fee is charged per space)

Do you require any other specific needs or require a specific location? (i.e. power, water, pavement, close proximity to washrooms, accessible parking etc.) *Please note that needs and locations cannot be guaranteed.

If you require access to power please indicate what your power needs are and please attach a photo of the connection if it is different from a typical plug (e.g. stove plug, 3 or 4 prong twist etc).

Vendor Rules and Regulations

- 1.) Vendor load-in times and instructions will be sent by email prior to the event. All set up must be completed within 30 minutes before the start of the event time. If you do not set up prior to the event your space is subject to forfeit and may be occupied by another group.
- 2.) All booths must be staffed for the entire duration of the event. At no time can any booth or space be left unattended.
- 3.) The Town of Newmarket will not be responsible for any damage to vendor space and vendors assume all liability in attending the event.
- 4.) The booth fee includes a 10' x 10' space. Vendors are not permitted to promote or sell outside of their allotted space (including signage and handing out materials). You are responsible for all of your set up, tear down and any items to accompany your space. Any equipment including but not limited to chairs, tables, garbage, canopies, signs, power will be the responsibility of the vendor. If you are providing a canopy as part of your setup, please note that staking is NOT permitted and all canopies must instead be weighted down. You are responsible for providing your own canopy weights.
- 5.) For any music or sound amplification the maximum decibel level for amplification cannot exceed 85 decibels. If you are asked to turn down your volume by a Town staff you need to comply.
- 6.) All garbage collected at the space during the event is the responsibility of the vendor. Nothing can be left after the event.
- 7.) All food and drink vendors must complete and submit a York Region Public Health vendor application form for special events. This form is available on the York Region website: <https://www.york.ca/health/food-safety/special-events-farmers-markets-and-wild-game-dinners> This must be completed within 2 weeks of the event and submitted to York Region. This is mandatory.
- 8.) No smoking, alcohol, fireworks, weapons, or illegal substances are allowed at any event.
- 9.) The Town is dedicated to eliminating single use plastics. If you are planning on using single use plastics at a Town event (e.g. plates, cups, straws, balloons, plastic water bottles etc.) please let the Recreation Programmer know and we may be able to suggest a green alternative.
- 10.) If you are using a generator for power it must be classified as low noise. Town staff reserve the right to refuse the use of the generator. No generators are permitted indoors.
- 11.) This event is held rain or shine however, in the event of severe inclement weather, (e.g. thunderstorm, tornado, extreme temperatures) Town of Newmarket staff will make the decision to cancel or postpone the event.
- 12.) Parking will only be allowed and available in designated areas. No cars, vans, or trucks will be permitted in the vendor areas unless otherwise arranged with the Recreation Programmer.

- 13.) All applications must include proof of Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$2,000,000 per occurrence, for bodily injury and property damage. Events requiring the use of an automobile as part of the event must also provide proof of Automobile Insurance with a minimum of \$2,000,000 limit. The Town of Newmarket is to be named as additional insured on all Insurance Certificates. Proof of Insurance must be provided in the form of a Certificate.
- 14.) This event will follow all current Federal, Provincial and Regional guidelines for Special Events related to COVID-19. Prior to the event, all vendors will be emailed with what COVID-19 guidelines are applicable to this event. Vendors will be responsible for ensuring their booth space and staff/volunteers comply with those guidelines.
- 15.) Town staff reserve the right to refuse entry, participation of any vendor if the above requirements are not met.

By signing below you agree that you have provided all information regarding your set-up and that you have read and understood these rules and regulations and agree to abide by them for the event.

Applicant Signature: _____ Date: _____

Date application was submitted: _____

AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

In consideration of acceptance of this application the undersigned applicant agrees to save harmless and fully indemnify the Town of Newmarket and its officers, servants, employees, elected officials and agents from and against all claims, demands, suits, actions causes of action or proceedings that may be brought against or made upon the Town of Newmarket, its officers, servants employees, elected officials and agents by any person or persons in which the claims, demands, suits, actions causes of action or proceedings may result from, arise from, be contributed to or be, in any way related to any act, omission, failure to act or otherwise of the applicant its officers, servants, employees, and agents pertaining to the Special Event described in this application.

Signed Sealed and Delivered at the Town of Newmarket, in the Province of Ontario this _____ day of _____, 2022

Authorized Signature of Applicant

***Both signatures on this page are required to submit your application.