



Town of Newmarket - Canada Day 2024 Vendor Application

Thank you for your interest in participating in the Town of Newmarket's 2024 Tim Hortons Canada Day celebration.

CANADA DAY 2024 DETAILS:

- **Date:** Monday, July 1, 2024
- **Time:** 11 a.m. to 4 p.m.
- **Location:** Newmarket Riverwalk Commons (200 Doug Duncan Drive)

VENDOR APPLICATION DEADLINE:

- Please read and complete all the required information below to be considered for participation.
- Please return the completed form by **Friday, June 7, 2024 by 8:30 a.m.** to be considered.
- Applications can be submitted by:
 - Email to Matt Cuthbert, Recreation Programmer – Special Events at mcuthbert@newmarket.ca Dropped off or mailed to:
 - ATTN: Matt Cuthbert
Municipal Offices – Town of Newmarket
395 Mulock Drive, Newmarket ONT
L3Y 4X7

VENDOR FEE:

All vendor applications must be formally approved by the Recreation Programmer prior to vendors making payment.

1. **Please indicate below** (check one box) if you are a profit or not-for-profit business, charity and/or organization.

☐ Not-for-Profit: \$50 + HST (Total: \$56.50)

☐ For-Profit: \$100 + HST (Total: \$113.00)

2. **Please indicate below** (check one box) if you will be providing your own certificate of general liability insurance or if you would like to purchase general liability insurance through the Town of Newmarket.

NOTE: All vendors are required to provide a copy of general liability insurance naming the Town of Newmarket as an additional insured on the policy of up to \$2,000,000.00 for the event date.

Any vendor that is a commercial entity and / or operates as a business DO NOT qualify for general liability insurance through the Town of Newmarket, as you should have you own insurance for your operations.

☐ Yes (\$34.56 + HST) – I would like to purchase general liability insurance through the Town of Newmarket as I am not a commercial entity and do not have my own general liability insurance.

☐ No – I will be submitting my own certificate of general liability insurance naming the Town of Newmarket as an additional insured on the policy up to \$2,000,000.00 for the event date.

Total Fee:

Vendor Fee _____ + Town Liability Insurance (if applicable) _____ + HST = _____

VENDOR PAYMENT OPTIONS:

Once you have received formal approval by the Recreation Programmer, payment can be made either:

1. Online

Login information will be emailed to the email address listed on this application providing an online payment option at

<https://newmarket.perfectmind.com/SocialSite/MemberRegistration/MemberSignIn>

2. Cheque - dropped off or mailed to:

Town of Newmarket (cheque payable to the Town of Newmarket)

395 Mulock Drive

P.O. Box 328, STN Main

Newmarket, ON

L3Y 4X7

ATTN: Matt Cuthbert

3. In Person - at a Customer Service Kiosk (cash, cheque, debit, or credit)

Municipal Office
Complex

395 Mulock Drive

Magna Centre

800 Mulock Drive

Ray Twinney Recreation

100 Eagle Street West

APPLICANT INFORMATION:

Organization Name: _____

Website: _____

Main Contact Name: _____

Date of Birth (required for registration purposes): _____

Phone: _____

Email: _____

Day of Event Contact: _____

Day of Event Contact Phone: _____

Address: _____

City/Province: _____ Postal Code: _____

WHAT ACTIVATIONS OR INTERACTIONS WILL YOU BE PROVIDING

| Type | Yes or No | TSSA Certificate Required |
|-----------------------|-----------|---------------------------|
| Inflatable | | YES |
| Amusement Ride | | YES |
| Slide | | YES |
| Marketing & Promotion | | NO |
| Sampling (none food) | | NO |

Please Explain how your activity promotes the celebration of Canada Day

FOOD SERVICE

If you are planning on providing **Food or Drink** of any kind you must comply with The [Ontario Food Premises Regulation 493/17](#) which requires all food services to have a certified food handler onsite at all times. Additionally, you must comply with the **Temporary Food Services Set Up Guide**

Please Explain the type of food service you will be offering

VENDOR SPACE REQUIRED

| Space Needed | Please Select |
|--------------------------------|---------------|
| ONE 10'x10' Space | |
| TWO Spaces – 10'x20' total | |
| TWO Separate Spaces of 10'x10' | |
| OTHER – Please Explain Need | |

- 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.*

WHAT WILL BE IN YOUR SPACE?

| | | | |
|-----------------|--|------------------------------|--|
| Tent | | Table(s) | |
| Chair(s) | | Cart | |
| Shelving | | Electronics (specify) | |
| OTHER | | | |

TENT REQUIREMENTS

- a) Tents shall be certified that the material used has been made fire retardant by treatment in accordance with Ref. NFPA 701, NFPA 705 or CAN/ULC S-109-M. Polyester and nylon type materials are not permitted to be used to cooking beneath or hanging decorative lights.
- b) Tents shall have a minimum wind resistance value of 60km/hr gusts.
 - o This will require 9kg (20lbs) of weight or 23cm (9inch) tent pegs driven into the ground on a 30-degree angle on each tent leg.
- c) Tents larger than 10' x 20' must be inspected by a Town of Newmarket Building Inspector prior to the event

HEAT SOURCE GUIDE FOR TENTS

- Smoking, fireworks, cooking equipment or open flame of any kind shall not be permitted in a tent while it is occupied by the public.
- Appliances covered by this guideline include any which use electrical, solid, liquid or gas fuels for heat production. (*exception: the use of Sterno for the warming of food*).
- All tents and canopies in which cooking operations are performed shall be separated from all other tents, canopies, buildings or combustible materials by at least 3m
- Any tent or canopy in which cooking operations are performed shall be used for cooking ONLY. Tents or canopies must meet NFPA 701, NFPA 705 standard or CAN/ULC-S109.
- A Current Certificate is required that the material meets or exceeds these requirements.
- COOKING WITH IN TENTS OR UNDER CANOPIES MUST BE APPORVED BY THE FIRE PREVENTION DIVISION.
- No cooking will be permitted in an enclosed tent.

UTILITIES

| | | |
|-------|--|--|
| | | Indicate what your need is and a photo of your hook up |
| Power | | |
| Water | | |

*Please note that needs and locations cannot be guaranteed

VENDOR RULES AND REGULATIONS

Please read the following, sign and date at the bottom

- 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, tents, signs, power will be the responsibility of the vendor. If you are bringing a canopy/tent 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.) **Music, microphones and/or any sound amplification is NOT permitted. This is to ensure all vendors have the ability to communicate with any/all customers with no interference.**
- 6.) All garbage created at the space during the event is the responsibility of the vendor to dispose of. 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. Vendors 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.) Town staff reserve the right to refuse entry, participation of any vendor if the above requirements are not met.

AGREEMENT TO INDEMNIFY AND HOLDHARMLESS

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.

By signing below, you agree that you have included all information pertaining to your set-up and you have read and understood the "Vendor Rules and Regulations" and agree to abide by them for the event.

That you have read, understand and agree to the terms and conditions outlined under the "Agreement to Indemnify and Holdharmless".

Signed Sealed and Delivered at the Town of Newmarket, in the Province of Ontario this _____ day of _____, 2024.

Authorized Signature of Applicant