

Market OR Concession Vendor Agreement

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| Name of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | I am a (place x next to one): market/trade booth  |
| Name of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Concession/food stand |
|  |  |

Name of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information (day of festival cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement is between (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as the “vendor” and the Regina Dragon Boat Festival, hereinafter referred to as the “festival”, relating to the operation of an **Arts/Cultural/Merchandise** booth at the Regina Dragon Boat Festival held in Wascana Park. **The festival reserves the right to reject any application without prejudice. The festival’s decision is final.**

**OPERATION**

1. Hours of Operation: The vendor agrees to be at their designated site, assigned by the festival, and open for operation as follows:

**Sunday from 10:00 am to 5:00 pm inclusive is mandatory**.

Saturday from 5:00 pm to 10:59 pm and Sunday from 6:00 pm to 9:59 pm is optional**.**

1. Food License: The Concessionaire (food vendors) must operate in accordance with the Regina Qu’Appelle Health Region’s (RQHR) standards and a current operation license must be displayed at all times. The Concession (food vendor) is required to attach and forward a copy of the RQHR approved Temporary Food and Drink Concession License, inclusive of menu and price list to the Regina Dragon Boat Festival, 15 days prior to the festival start date in order to validate this agreement.
2. The vendor must be fully self- sufficient (tables, chairs, electrical power (generator), propane, water, etc.). (Tables, chairs, tents, etc. can be rented for an additional fee through our sponsor A1 rentals and picked up on site, form will be provided)
3. No spikes are allowed to be driven into the pavement at any time.
4. The festival may approve more than one vendor selling a similar/like product, but will endeavor to approve unique vendors.
5. The vendor will maintain the designated site area in a neat and tidy manner at all times consistent with the Wascana Centre Authority and clean up their site area prior to departure. The festival will provide adequate containers for waste disposal near the food/market areas.
6. The vendors will be held responsible and liable for any/all damage to Wascana Centre Authority fixtures and/or property and all costs of replacement/repair resulting from the action of the vendors, his/her affiliates/s, or any outside agency at any time during the vendor setup, festival operations, and take down on Wascana Centre Authority property. Failure to make full restitution to the Regina Dragon Boat Festival will result in prosecution.
7. The vendor will set-up in their designated area in the food/concession area or market village (as defined by the VP Site, President or Festival Co-Ordinator. If a preference for space or accommodation(s) is needed it must be stated with this contract.

**VEHICLES**

1. Set-Up: **There will be no vehicle access to the Festival Site after 9:00 am Sunday.** Vehicles relating to vendors will be allowed access onto the festival site only for set-up, take down. No delivery or storage vehicles will be permitted access to the festival site. All deliveries will be coordinated with the VP Site, President or Festival Co-Ordinator and only a festival vehicle (if available) will be used to transport product either to the festival for setup or to the vendor’s vehicle at take down. Designated storage vehicle/parking will be available.
2. If the vendor is operated from a vehicle and is located on grass turf, boards must be placed under the wheels, hitch, and all generators in order to prevent damage to any part of the Wascana Center Authority property.
3. All vehicle traffic shall be restricted to roadways at all times. **All unauthorized vehicles left unattended during the festival will be ticketed and towed at the owner’s expense.**
4. Vendors may begin take down of their site on Sunday from 5:00pm and must be completed by noon Monday. All vendors must coordinate exit procedures with the VP Site, President or Festival Co-Ordinator and use only festival equipment to exit their site location. No personal vehicles will be permitted on the festival site.

**FEES**

Fees are as follows:

* + Food/concession vendors: $300.00 plus GST ($315 total)
	+ Market/trade vendors: $125 plus GST ($131.25 total)
1. Each vendor shall submit payment as well as this agreement and short bio/photo any time 15 days prior to the festival in order to validate this agreement. If not received 15 days prior to the festival the agreement will be terminated and a re-entry agreement of $400 will be offered. Payment will only be made on-line\*. This fee is non-refundable 15 days prior to the festival start date.
	1. As well, in the case of food vendors, a copy of the RQHR approved Temporary Food and Drink Concession License, inclusive of menu and price list to the Regina Dragon Boat Festival, 15 days prior to the festival start date in order to validate this agreement.
2. The fees shall be refunded at any time 30 days prior to the festival start date. If the races have to be cancelled, they may be rescheduled for next immediate date starting Saturday and all concessions would be required to operate on this alternative date. The Festival Executives are the only people allowed to authorize such cancellation.

**Acknowledge that you, the Concession, have read and agree to the conditions in this agreement and have provided full and complete documents as stipulated by the agreement, we the festival, upon receipt of same shall agree to approve your application for the Regina Dragon Boat Festival.**

President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Concession’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If a payment must be made by cheque the cheque can be made payable to **Regina Dragon Boat Festival** and mailed to **PO Box 26096, Regina, SK S4R 8R7.** But please state on the application that this has been done.