



Okotoks Kinsmen Show and Shine Food Vendor Application

All Food Vendors must fully comply with the guidelines, terms and conditions outlined within this document. In instances where Food Vendors do not adhere to the agreement, the contract will be terminated, and privileges cancelled immediately without a refund.

Application Process

All applications to be a Food Vendor at the Okotoks Show and Shine must be submitted on or before Friday, May 3, 2020 at 4:30 PM with the application & the fees applicable. Late applications will only be considered if space remains.

Please do not make the assumption that by submitting an application you are confirmed as a participating Food Vendor; **ONLY food vendors accepted** to participate will be notified with confirmation.

Vendor Space

Vendor space will be allocated based on the need of the vendor. Additional space required (ex. For car parking etc.) Should be indicated on the application form and will be allocated at the discretion of the Event Organizers. **No application will be considered until the vendor fee is received.**

The cost of each vendor space is \$150.

Set-up/Take Down Times

Food Vendors are required to be present on site throughout the event hours of 8am – 4pm. Set-up between 6 am & 7:30 am on August 16th, 2020. Due to the streets closing no entry to vendor vehicles will be allowed after 7 am. A vendor location will be assigned by an event organizer prior to arrival and will be emailed to you along with map and numbered card. In addition, **generators must not exceed 70 dB.**

Products NOT Allowed to be SOLD or GIVEN Away Cotton Candy & Candy Apples

Alberta Health Regulation

All Food Vendors are required to comply with all Alberta Health regulations pertaining to public food service. You Must submit copy Food Certificate with registration and the AHS Special Event Food Vendor Notification form. <https://www.albertahealthservices.ca/frm-19882.pdf>

Town of Okotoks

All Food Vendors are required to complete a fire inspection prior to the event. Please contact Okotoks Fire @ 403-938-4066.



Utilities

Power will be the responsibility of each vendor, We will not provide any means of electricity to the Food Vendors. If using generator power, it is not to exceed 70 dB.

Signage

Food Vendors are encouraged to display signs that identify their operation to the attendees. Event Organizers hold the right to request the removal of signage if it is deemed to be inappropriate or unprofessional in nature. Signs should be placed in such a way that they do not interfere with other vendors.

Payment and Cancellation

Payment of \$150.00 may be made via cash, cheque, or email money transfer (okotokskintreasurer@gmail.com, password sns2020) with all money transfers indicate the Company Name in the memo section. with accompanying Food Vendor Application. All Food Vendor Applications must be accompanied by payment. Unsuccessful applicants will be refunded their vendor fee in full by cheque mailed to the address listed in the Food Vendor Application form.

Vendors may cancel their participation by giving written notice to event organizers on or before May 29, 2020 at 4:30 PM. Refunds will not be issued for cancellations after this date.

If you have any questions or concerns, please email (blairdavies57@gmail.com)



Okotoks Kinsmen Show and Shine Food Vendor Application

All applications and payment can be submitted via email or mail:

Okotoks Show and Shine
Box 861
Okotoks, AB
T1S 1A9

Vendor Contact Information

Company Name:			
Contact Person:			
Mailing Address:			
Email:			
Business Phone:		Cell Phone:	

Food Vendor Details

Foot Print of Unit:			
Vendor Description (ex. Truck, Trailer, Tent):			
Information:	Additional		
(ex. Generator dB Rating)			

Description of Menu Sold

Menu Items	Price
1.	
2.	
3.	
4.	
5.	

I hereby apply for booth space. If accepted, I hereby agree to abide by the rules and regulations as outlined in the Food Vendor Application document.

Signature of Vendor

Date