



100 chemin Ramsey Lake Road, Sudbury, Ontario P3E 5S9  
(705) 522-3701 Fax (705) 522-4954 sciencenorth.ca

## CANADA DAY VENDOR APPLICATION 2019

### For use by retail, food and non-profit organizations

*This document contains both the application and the legal contract. 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.** A Science North representative will notify all successful vendors of their acceptance.*

### APPLICATION

#### VENDOR CONTACT INFORMATION

Business Name: \_\_\_\_\_

Contact Name and Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Web Site: \_\_\_\_\_

### PRODUCT/SERVICE INFORMATION

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

**Provide a description of your organization or business operations. Provide a COMPLETE list of products or services provided, along with prices. All items intended for sale must be included on this list. Attach a separate sheet if necessary**

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## BOOTH REQUIREMENTS

- Lot size:**  Single \$350.00 + HST (20 ft wide x 15 ft deep)  
 Double \$ 700.00 + HST (40ft wide x 15 ft deep; subject to availability)

**\* Please see Fee section of the contract for non-profit rates**

**Vendor Vehicle** (specify type & size): \_\_\_\_\_

**Electricity required:** 15-amp outlets are available for \$30.00 +HST and are subject to availability. Please indicate if you require electrical connection. Last minute requirements will be accommodated when available and for an increased rate of \$50.00 per outlet.

- YES  NO (\$30.00 per 15-amp outlet - subject to availability)

\_\_\_\_\_ **# of 15amp (110V) outlets requested (x \$30.00)**

**Water hook-up required:** Water hook ups are available for \$30.00 + HST with a maximum of one per vendor and are subject to availability. Please indicate if you require water hook up. Last minute requirements will be accommodated when available and for an increased rate of \$50.00.

Please note that all vendors are responsible for the disposal of grey water accumulated during the event. Dumping of grey water is strictly prohibited onsite.

- YES  NO (1 maximum subject to availability) (\$30.00 hook-up fee)

## ADDITIONAL INFORMATION

*Please provide any additional information that may be relevant to your operation*

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## SCIENCE NORTH CANADA DAY VENDOR AGREEMENT FOR OFFICE USE ONLY

Application approved  Yes  No

Science North Approver: \_\_\_\_\_

Vendor contacted  Yes  No

Date contacted: \_\_\_\_\_

Fee rec'd

Waiver rec'd

Insurance rec'd

### VENDOR SELECTION

The Science North Canada Day Celebration (the "Event") will be held MONDAY JULY 1, 2019. The Event will operate from 12:00 noon – 10:00 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, 2019.

### FEES

**Vendors Fees** The greater of **10% of gross sales or a minimum of \$350.00** for a Single lot as specified below;

**Non-profit groups:** \$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.

Last minute changes to lot size will result in an additional \$25.00 fee



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#### 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, 2019. 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 and cannabis sales and/or consumption by vendors is **strictly prohibited**.

Vendor booths must be portable and equipped with all required appliances and safety devices. This includes and is not limited to fire extinguishers, hand wash stations and garbage receptacles. Weights required to secure/support tents must be provided by the Vendor.



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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

Coca-Cola Canada Bottling Limited is the exclusive on-site beverage provider. Vendor may sell or dispense only Coke-brand beverages on the Science North site on July 1, 2019. All Coke brand orders must be placed through Science North and received by June 19<sup>th</sup>, 2019 at 5 PM and picked up at Science North on June 26<sup>th</sup>, 2019. Science North will extend our preferred pricing to all Vendors. Vendor agrees to sell beverage products at prices equal to the price established by Science North for the sale of its own beverage products, and Science North shall communicate such prices to Vendor in advance of July 1<sup>st</sup>.

## 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 \$30 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 \$30 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 may only close down 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.



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- 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.

If a vendor is interested in bringing their own generator, they need permission from Science North.

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 booths 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.



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**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, 2019.

**7. Serving ware** All serving ware used on-site must be recyclable or compostable. *Styrofoam containers are not allowed on site.*

## 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, 2019 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.



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## 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. 386 or [parviainen@sciencenorth.ca](mailto:parviainen@sciencenorth.ca)

## FIPPA RECORDS AND COMPLIANCE

Vendor acknowledges that confidential information held by or in the custody or under the control of Science North is governed by the Freedom of Information and Protection of Privacy Act (FIPPA) and agrees to comply with any requirements imposed by FIPPA on Science North.

## 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



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## KEY DATES & SUBMISSION INSTRUCTIONS

- Deadline for Submission of Application is **May 6, 2019**
  - Successful Applicants will be contacted by **May 11, 2019**
  - Deadline for Submission of all required documents and Vendor fees is **May 30, 2019**
- Applications should be sent by email to the following Science North Representatives:
- **Retail and Food Vendors:** [gauvreau@sciencenorth.ca](mailto:gauvreau@sciencenorth.ca)
  - **Interactive Activity and Exhibitors:** [schmidtgrace@sciencenorth.ca](mailto:schmidtgrace@sciencenorth.ca)

## 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, 2019 (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 \_\_\_\_\_ 2019.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
print name