

**Request for Craft, Food and Activity Vendors
for the
Ardrossan Old Fashioned Picnic Event
*Saturday, June 17, 2017***

Ardrossan Recreation & Agricultural Society (ARAS) will be hosting its Parade and Picnic event on Saturday, June 17, 2017 on the grounds next to the Ardrossan Memorial Hall. ARAS is one of a few community organizations participating in this special community day celebration – one which attracts people from all over Strathcona County and beyond.

ARAS will be offering the opportunity for community and private entities to operate food/snack booths during this event (vendor must provide own booth/truck/etc.). We are looking for a variety of booths including the sale of food, snack & beverage, as well as crafts. The booth would be required to operate from 10:00 a.m. until 4:00 p.m. on Saturday, June 17, 2017.

Applications will be reviewed and approved based on first-come, first-serve basis and priority given to local community organizations. The intention is to not duplicate food products or vendor services. All food vendor applicants must meet qualifications for food safety and provide the supporting documentation.

SUBMIT PROPOSALS with the following information:

- Name, mailing address and contact person, phone number and email for the business/vendor,
- Type of food/beverages, items or services to be sold,
- What you will charge the consumer for the items or services,
- Special needs (i.e. power, booth, tables, etc.),
- Size of space required for your unit,
- Valid Food Handling Permit, and/or Safe Food Handling Certificate
- Commercial General Liability insurance – minimum \$2,000,000.00 (ARAS will need to be listed as an Additional Insured (AI) for this event date),
- Automobile Third Party Liability – minimum \$2,000,000.00,
- Successful applicant will be required to provide a certificate of insurance proving requested coverage.

Please provide your proposals prior to 3:00 p.m. on Friday, May 26, 2017. All vendors will be notified if their proposal is accepted and payments must be received no later than, June 5, 2017. (Current Year Rates to be provided.) ARAS reserves the right to accept or reject any of the proposals.

Please submit proposals and payment of fees to: ARAS, 60 First Avenue, Ardrossan, AB T8E 2A2 or email to president@ardrossanag.ca Phone inquiries can be made to: 780-910-2493. For more up-to-date information, check the website, www.ArdrossanAg.ca

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2017 Vendor Application
Incomplete applications will not be accepted

Business/Organization Name: _____

Mailing Address: _____ PC _____

Contact person: _____

Phone number: (wk) _____ (cell) _____ (hm) _____

Email: _____

Type of item (craft/item/service/activity/food/beverages) to be sold:

Special needs (i.e. power, booth, tables, etc.):

Size of space required for your unit: _____

Do you have the following: (Please circle Yes or No)

Yes / No Valid Food Handling Permit, and/or Food Sanitation and Hygiene Certificate

Yes / No Commercial General Liability insurance – minimum \$2,000,000.00 (ARAS will need to be listed as an Additional Insured (AI) for this event date),

Yes / No Automobile Third Party Liability – minimum \$2,000,000.00,

Successful applicants will be notified and sent a Vendor Contract with request for a copy of food permit/certificate and certificate of insurance proving requested coverage along with payment.

In making this application, I hereby represent to ARAS and declare that, to the best of my knowledge and belief, the information provided is truthful and accurate, and I agree to provide the additional required information and payment upon receiving confirmation of acceptance.

Signature of Vendor

Print Name

Date