



# 36<sup>th</sup> ANNUAL FESTIVAL OF LIGHTS

## FOOD VENDOR APPLICATION

Friday, November 24, 2023

**NOTE: Due to space constraints this event is limited to 20 Food Vendors  
Vendors Accepted on a First Come, First Accepted**

Business Name:

Operating Name: (if different than business name)

Mailing Address:

City:

Postal Code:

Contact Name:

Mobile Phone:

Email:

Size of Space Required (length and width):

Description of Food/Offerings:

### FOOD VENDOR INFORMATION

#### PRICING

Early Bird (Until September 15, 2023)

\$225.00 (gst \$11.25 = **\$236.25**)

Regular Price (September 16 – October 15, 2023)

\$250.00 (gst \$12.50 = **\$262.50**)

**Your application is not complete, or accepted, until all fees are paid and requisite documents (Interior Health, Insurance - see Insurance & Liability #3) provided to Event Management (EM)**

#### DETAILS

- Maximum of one space per vendor
- Maximum of one vendor per space
- Vendor offerings subject to Event Management (EM) approval
- Height restriction is 5 metres unless authorized
- All Vendor configurations are to be approved by EM after set-up
- A Vendor Manual will be provided prior to the event
- Every effort will be made to maintain the layout indicated
- The layout is subject to change.
  
- EM reserves the right to reject or restrict any vendor

**NOTE: Electrical, Internet, and other options or provisions are NOT provided,  
nor available, by Event Management.**

## PAYMENT

Electronic or Credit Card Payment Preferred

Make cheques payable to: Summerland Chamber of Commerce

A fee of \$50.000 will apply to all NSF cheques.

### Please submit payments to:

Summerland Chamber of Commerce  
Po Box 130, Summerland, BC, V0H 1Z0  
[accounting@summerlandchamber.com](mailto:accounting@summerlandchamber.com)

\*Please add the name of your business to the notes line to ensure that payment is applied to your application\*

**Registration is NOT complete until payment received, and requisite documents provided**

For more information or to return this form, please call, or email

Lisa Sanders, Events & Communications Manager  
[events@summerlandchamber.com](mailto:events@summerlandchamber.com)  
250.494.2686

## TERMS & CONDITIONS

The Summerland Chamber of Commerce providing Event Management (hereinafter referred to as, "EM") and the Vendor agree to the following terms and conditions for the 2023 Summerland Festival of Lights hereinafter referred to as, "Event") to be held in and around the downtown area of Summerland, Friday, November 24, 2023.

- 1) The Vendor agrees that the violation of any terms and conditions of this Agreement may result in forfeiture of the vendor space.
- 2) Fees paid by the Vendor will be retained by EM as liquidated damages for breach of this Agreement.
- 3) Event Management has the unalienable right to reject or restrict any vendor.
- 4) The Vendor CANNOT sublet space or sell any items other than that indicated in their application and approved by EM.
- 5) In the event any circumstances whatsoever should occur which might make it impossible or impractical for the Event to permit the Vendor to occupy the assigned space, or if the Event is canceled, the Vendor shall pay for space only for the period the space was, or could have been, occupied by such Vendor, and EM will be in no way responsible for any claims or damage, which might arise in consequence thereto.
- 6) A refund of all monies received from the Vendor will be made by EM in the occurrence that the Event is not being held as proposed, and EM shall be released from any and all claims for damage and otherwise.
- 7) There are NO REFUNDS for any reason on any payments made to EM if the Vendor desires to cancel their participation in the Event.
- 8) The Vendor agrees to abide by any and all conditions contained in this document and those imposed by EM, and as detailed in the Vendor Manual.

**SCHEDULE** - The Event **will** take place regardless of weather.

All Vendors agree, and will comply with, the following schedule

Street Closures Begin	9 AM
Vendor Set Up Begins	11 AM
Vendor <b>COMPLETELY SET UP</b>	3 PM
Festival Opens	5 PM
Light Up	7 PM

Fireworks	8:30 PM
Festival Closing	9 PM
Vendor Tear Down <b>NO EARLIER</b> then	9 PM

Should you require additional move-in time, please contact Event Management

### INSURANCE AND LIABILITY

1. Event Management is not responsible for any loss or damage to Vendor property. All Vendors are responsible for their merchandise and possessions
2. All Vendors **must** provide copies of liability insurance indemnifying, and saving harmless, the Summerland Chamber of Commerce, The Corporation of the District of Summerland, and all employees and volunteers under the direction of Event Management.
3. The Vendor understands that neither EM, the District of Summerland or another associated party maintain insurance covering the Vendor's property or lost revenue, and it is the sole responsibility of the Vendor to obtain insurance for this risk. **The LIMIT of Liability shall be no less than \$2,000,000.**
4. The Vendor agrees not to cause damage to the site, or the property and equipment owned by others, or act in any manner deemed inappropriate by EM.
5. The Vendor agrees they are liable for all damages which they may cause to the site in connection with their occupation.
6. Vendors may not apply paint, lacquer, adhesive or other coatings to streets, sidewalks, pathways, or grass areas without written permission of EM.
7. The Vendor assumes entire responsibility and liability for losses. The Vendor's property is placed at the Event at their own risk, and EM assumes no responsibility for loss or damage thereto.
8. The Vendor shall also assume all responsibility for loss or damage to their property due to fire, theft, lightning, earthquake, explosion, or any cause beyond the control of EM.
9. Any liability of Event Management, The Summerland Chamber of Commerce, The Corporation of the District of Summerland, their contractors, employees, volunteers, and assigns shall not, in any event, exceed the amount paid by the Vendor.

### PERMITTING AND REGULATIONS

1. Food vendors **must** display their up-to-date Food Safe Certificate in a prominent public place within their booth. Lack of up-to-date certification will result in closure of Vendor space.
2. All food vendors **must** comply with the permit requirements of BC Interior Health *Permit to Operate a Temporary Food Service* certificate:  
<https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/Permits.aspx#>
3. All Vendors **must** have a 5 lb ABC dry chemical fire extinguisher as prescribed by the BC Fire Code on site for the duration of the Event.
4. Vendors **must** be in compliance with the B.C. Fire Code requirement if they are producing grease laden vapors.
5. All Vendors will be subject to an on-site fire extinguisher inspection

### REFUSE, CLEAN UP, AND DAMAGE

1. All Vendors shall be responsible for clean-up in and around the area where they have operated. All garbage must be sealed in bags and placed in, or next to, the large receptacles indicated in Vendor's Manual for pick-up.
2. Vendor shall be responsible for any damage to property assessed by EM.

3. Vendor must take measures to ensure they will not discharge any grey water, grease, debris, or garbage. Failure to comply to this clause will likely result in exclusion from future Summerland Events.
4. Vendor will be charged a minimum of \$100 for any clean up or damage caused.
5. Vendor **MUST** provide at least one **LARGE** garbage receptacle. Vendor are encouraged to provide recycling opportunities

## **ELECTRICITY**

1. EM will **NOT** provide access to electricity. Vendor **MUST** be electrically self contained
2. Bridge Matting **MUST** be used to cover electrical cords/plugs
3. Absolutely **NO** power is to be drawn from local businesses or municipal receptacles.
4. As per provincial regulation, all extension cords must be connected to a GFCI outlet.
5. If you are utilizing a generator the unit must be a four stroke, low noise, device.
6. If you require the on-site electrician to ground your unit you **MUST** inform Event Management **NO** later than 4pm Friday November 3 or you could risk the chance of not having power to your booth.
7. All on-site electrical devices will be inspected for safety and compliance by the on-site electrician.

## **TENTING**

If tenting is being used it is **MANDATORY** that the tent is sufficiently weighted. The vendor must provide the weighting. Examples include, but are not limited to: Sandbags, Water/Sand Filled Containers, Concrete Shapes.

## **SAFETY**

1. The Vendor agrees that displays, equipment, and ancillary objects will not visually or physically disturb adjacent Vendors, aisles, walkways, or other designated corridors.
2. The speed limit in the festival area during set-up and tear-down is **15km/hr** and will be vigorously enforced by RCMP.

## **LOCATION AND PARKING**

1. Event Management will provide the Vendor with their allotted location within the event.
2. Vendor location is at the sole discretion of Event Management and subject to change.
3. Vendors will receive a map, parking information, and further instructions approximately two weeks prior to event.
4. All vehicles, with the exception of food service vehicles, **MUST** be removed from festival area and parked in assigned Vendor Parking Areas **no later than 3pm**.
5. The Vendor will be informed prior to the event of the space assigned to them; however, the Vendor acknowledges and agrees that space assignments may be changed by EM. Every effort will be made by EM not to change booth assignments.

**UNDERSTANDING**

The Vendor agrees to all rules and regulations presented by EV in the best interest of the Festival and all concerned, and agree that EM shall have final decision in adopting, interpreting, regulating any rule or regulation deemed necessary prior to, during and after the Event.

**I HAVE READ, UNDERSTAND AND AGREE TO** all the terms and conditions of the Vendor Agreement for the 2023 Summerland Festival of Lights as explained in this agreement.

Authorized Signature

Printed Name of Authorized Person

Date

**Included:**

Payment to Summerland Chamber of Commerce

Proof of Liability Insurance (Visit your local insurance provider for details)

Interior Health Application to Operate a Temporary Food Service