



Cochrane Host Organizing Committee

DHC Food Services Parking Lot Party Vendor Application

Issue Date: January 11, 2019

Closing Date: February 11, 2019

Contact Information: Shea Henderson, CHOC - Food Services Lead

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Overview of Opportunity

Cochrane has been chosen as the host community for the 2019 Dudley Hewitt Cup (DHC), the Junior A Hockey tournament championship for Ontario. This event runs over 5 days from April 30-May 4, bringing in hundreds of athletes, officials, and spectators. The DHC Cochrane Host Organizing Committee (CHOC) is seeking interested food services businesses to take part in a vending opportunity during this tournament. The CHOC is seeking food vendors to set up a Parking Lot Party, outside in the parking lot of the Tim Horton Events Centre providing food to attendees throughout the tournament. This will be the only meal vending occurring during tournament games at the THEC, other than minimal snacks provided by the Canteen located inside the lobby. (Regular meals are being provided separately for the players and officials, at the Pavilion. Below is the schedule of games with expected spectator numbers.

Schedule	Game Times	Estimated Spectator Numbers	Potential hours of operation
Tuesday, April 30, 2019	2:00pm 7:30pm	350	12:30pm - 9:00pm (afternoon break)
Wednesday, May 1, 2019	2:00pm 7:30pm	400	12:30pm - 9:00pm (afternoon break)
Thursday, May 2, 2019	2:00pm 7:30pm	400	12:30pm - 9:00pm (afternoon break)
Friday, May 3, 2019	7:30pm	600	6:30pm - 9:00pm
Saturday, May 4, 2019	7:30pm	800	6:30pm - 9:00pm

*** Vendors are permitted to suspend operations during the afternoon breaks

Food vendors have the opportunity to choose the number of days during the tournament to vend. There will be a maximum of three food vendors permitted at any given time. The Parking Lot Party may also involve a number of other attractions to increase and maintain customer traffic.

Vendor Rules and Regulations | 2019 Dudley Hewitt Cup

RESPONSIBILITIES OF THE VENDOR

- All vendors agree to abide by the rules and regulations set by the CHOC including the following:
 - No annoyance of spectators or other participants;
 - Be responsible for the cost of removal of litter;
 - Vendors must exhibit within the contracted space. Overflow not to exceed a total of two (2) feet;
 - Tents and structures must meet building code/fire regulations;
- All staff (cashiers/salespersons) are the responsibility of the vendor;
- The vendor is responsible for covering and/or taping down all the electrical cords, securing awning, etc. according to the safety code.
- The vendor is responsible for supplying all booth items, including tent, appropriate tables or counter space, chairs, extension cords (approved for outdoor use), hand washing buckets and appropriate signage.
- Vendors may display a sign, with their business name on or within their allocated booth space and display in an area visible to the public. Hand-drawn signs are not permitted.
- Vendors must provide their own heavy duty trash bags. Vendors are to place the bagged trash and breakdown boxes behind the booth and the event staff will collect throughout the day.
- Food vendors must complete the Special Event Application form and return it to the appropriate address (Porcupine Health Unit).
- Vendors are responsible for the maintenance and upkeep of their allocated space.

INDEMNIFICATION AGREEMENT

- The Vendor hereby releases and discharges the DHC CHOC, its employees and its volunteers from any claim or demand for any loss, damage, injury or liability arising from the operation and display of the exhibit and concessions. The Vendor further agrees to indemnify and save harmless the CHOC and its volunteers from any such claim or demand.
- The Vendor is responsible for the placement of his/her participation in the DHC Parking Lot Party
- Proof of Insurance must accompany this signed contract.
- The Exhibitor is responsible for any damage caused to premises as a result of operation and display of the exhibit.

FEES AND CHARGES

- Vendor agrees to pay applicable space rental fee.
- Cancellations occurring less than thirty (30) days prior to the event will result in the loss of the fee.
- NSF cheques are subject to a \$40 service charge.

ADHERENCE TO POLICY

- On-site rules relating to health, safety and fire must immediately be adhered to.
- All prices set forth by the vendor with this agreement will not be altered without prior written approval from the CHOC.
- Any use of the DHC name, trademark or artwork or any derivative thereof requires prior written approval from the CHOC.

GARBAGE AND RECYCLING

Please complete and return application, as well as Health Unit forms,
and full payment to: Town of Cochrane, 171 Fourth Avenue, Cochrane, ON, P0L 1C0
Tel: 705-272-5084 | Fax: 705-272-6068 | Email: shea.henderson@cochraneontario.com

The Dudley Hewitt Cup will strive to be environmentally-friendly and reduce waste. We ask that all vendors keep their booth space and surrounding area as tidy as possible to facilitate a clean and professional-looking venue. We also encourage vendors to minimize packaging of products that generate waste; it is encouraged to supply recyclable materials.

HEALTH, BUILDING AND FIRE

Food vendors will be subject to public health, electrical safety authority and fire inspection approval. All vendors will be expected to submit a Special Events Form through the Porcupine Health Unit, and submit with their application. The application can be found at the following link:

<http://www.porcupinehu.on.ca/en/your-community/food-safety/special-events-farmers-markets/special-events.pdf>

HYDRO SERVICES

Vendors must complete the electrical requirements section of the Contract. Vendors must identify all of their needs.

PARKING

Parking is permitted on site at the Tim Horton Events Centre throughout the duration of the event, in a to be determined location.

ACCOMMODATIONS

Vendors can get information on local accommodations by visiting:

<http://www.cochraneontario.com/visitors/where-to-stay/>

FIRE-PROOFING

All exhibits must conform to the Fire Code. For more information, please contact the Cochrane Fire Department at 705-272-6758.

PRODUCTS EXHIBITED

Only approved products may be sold. Exhibition of other items is subject to removal. Contents are limited to those products identified and approved in vendor Contracts.

STAFFING

Exhibitors are required to maintain a staff person in their exhibit area at all times during the hours defined. The buying public is on site until the last minute of the event and expects exhibitors to be present. Security is an added problem when exhibits are not manned.

SECURITY

During open vending, an employee should remain with the exhibit at all times. Vendors should report any damaged, lost or stolen items to a Committee member immediately. During off hours, vendors should ensure to properly secure their exhibit/pack away if necessary.

SIGNAGE

Vendors are permitted to display signs within their exhibit space. Signs cannot be taped or glued to the tents; tie wraps work well.

GIVEAWAYS, DRAWS, PROMOTIONS, AND CONTESTS

Vendors may offer promotional prizes as a means to encourage sales.

BACKDROPS

Backdrops are not included in the space rental. Each exhibitor is responsible for his/her own backdrop(s).

Vendor Application Contract | 2019 Dudley Hewitt Cup

A. INFORMATION

Business Name: _____

Name of Contact: _____

Address: _____

City: _____ Postal Code: _____

Phone #: _____ Cell #: _____

Fax #: _____

Email: _____ Website: _____

Have you ever participated in other similar events as a vendor? Yes No

B. FEE STRUCTURE & PAYMENT

FOOD VENDOR	Vending days (list all dates with the intent to vend)	# OF BOOTHS	PRICE/ day	TOTAL
10X10 Space or Self-Contained Unit			\$75.00	
Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque enclosed			SUBTO TAL:	
Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard				
Card #: _____			HST (13%)	
Expiry Date: _____ CVC _____				
Signature: _____			TOTAL:	

All vendors must be paid in full by March 30, 2019

C. SITE INFORMATION

Please specify if you have a self-contained unit that has been pre-approved here within. A “Self-Contained Unit” is defined as a unit (not a tent), which has been inspected, pre-approved by the building inspector, to supply or sell the specified product. The said unit must be portable and equipped with all required appliances (with proof code approval).

**Please clearly identify you required space below. Any additional space used that is not indicated on your application will be subject to an additional \$25 fee payable on-site.*

Is your set-up a self-contained unit? Yes No

If yes, please provide measurements: Width: _____ Length: _____

Additional space (i.e. vehicle attached or parked beside/behind unit): _____

**Please attach a photo of the unit and/or your complete setup*

D. FEE STATEMENT (please refer to Fee Structure on page 1)

The numbers of spaces requested are subject to space availability. You will be contacted if we cannot grant you the requested number of booths. You will be given the option of either withdrawing your application, being placed on a waiting list, or accepting the space that is available at that time. Please note if you use up more space that was approved at the time of set up, the CHOC reserves the right to charge additional fees payable on site and/or charged after the event.

E. ELECTRICAL REQUIREMENT

Do you require hydro hook-up: Yes No

Power requirements (i.e. amperage): _____

If you do not require hydro, please specify how your unit is powered:

Generator (type) _____ Gas Diesel

**** The electrical source at the THEC has a limited capacity. 3-phase power is not available. Only one outlet per vendor will be permitted.*

F. REFERENCES

Please list two of the most recent festivals, events, fairs or shows you participated in.

1) Event: _____ Year: _____

Contact: _____ Phone: _____

2) Event: _____ Year: _____

Contact: _____ Phone: _____

G. PRODUCT/MENU

Please fill out your product information below or attach a complete list of items (including prices) with this document.

In an effort to encourage a diverse selection of items, the CHOC reserves the right to request menu changes.

While we encourage various offerings, we reserve the right to allow other vendors to offer the same items as needed to meet crowd demands.

PRODUCT/ MENU ITEM	DESCRIPTION/ SIZE	PRICE

Notes: _____

BY SIGNING THIS APPLICATION FOR PARTICIPATION, I HEREBY AGREE TO ALL THE CONDITIONS SET FORTH IN ITS ENTIRETY AND CONSENT TO THE PUBLIC ACCESS BEING PROVIDED TO THE INFORMATION UPON REQUEST.

I have read and agree to the vendor contract/agreement herein and hereby agree to abide by the rules of the CHOC. I understand that any violation of this contract is subject to penalty. This information is being obtained for the purpose of operating a hockey tournament. This information is considered to be available to the public under the Municipal Freedom of Information and Protection of Privacy Act, 1989.

Signature: _____ Date: _____