

EVENT FOOD VENDOR APPLICATION

Application deadlines and information:

The City of Oshawa will make available spaces for food vendors at the following events:

- **Canada Day:** Monday, July 1, 2 p.m. to 10:30 p.m., Lakeview Park
- **The Bright and Merry Market:** Friday, November 15, 5 p.m. to 9 p.m., Downtown Oshawa, Centre St. S.

All events are outdoors, come prepared for the weather.

Food vendors who require power must have their own **whisper-quiet** generators.

Lights are highly recommended for Canada Day and The Bright and Merry Market events as they are evening events.

The City of Oshawa reserves the right to limit the number of vendors dealing in sales of similar products.

Application deadlines:

- **Canada Day:** Sunday, May 12
- **The Bright and Merry Market:** Sunday, September 29

Applications will be reviewed on an individual basis after these dates. The City of Oshawa further reserves the right to select and approve all products for sale, exhibition or promotion at their events.

Preference will be given to:

- Vendors that have a business or home address in Durham Region
- Good quality, well-priced items
- Vendors in good standing from previous events
- Applicants who incorporate green initiatives

Submission Requirements:

- Vendors must be aware that event parameters may change due to provincial and/or health regulations
- The issuance of a contract/permit is entirely at the discretion of the Economic & Development Services Department
- The Economic and Business Development area reserves the right to cancel any contract temporarily or permanently as the need arises
- All submissions are subject to a selection process
- Menu with price list **must** be submitted with application
- Late submissions will not be accepted
- There are a limited number of spaces available
- Certificate of insurance for \$2,000,000 liability naming the City of Oshawa as an additional insured must be obtained if selected to participate
- Vendors must provide their own insurance. If you do not currently carry insurance for your business, please contact us: specialevents@oshawa.ca
- Only approved food vendors are permitted to sell food
- Vendors will be highlighted and promoted through City of Oshawa social media channels once all documentation is received

- Each vendor is expected to share they are a vendor on social media, as well as share City of Oshawa festival media through cross-promotion, a social media kit will be provided to vendors
- If selected, a signed agreement and proof of insurance is due upon receipt
- **Lot sizes:** 10' x 10' spaces available. 20' x 10' spaces
- The location of each vendor will be determined by the City of Oshawa
- Signage must be confined to the inside of your booth
- This is an outdoor event, please come prepared for inclement weather
- Vehicles/Booths must have a clean, attractive and professional appearance
- For booths, motorized vehicles are restricted to set up and takedown time at the Peony Festival and the Bright and Merry Market events.

Licensing Requirements:

- Certificate of insurance for \$2,000,000 liability naming the City of Oshawa as an additional insured must be obtained if selected to participate.
- Food trucks require a mobile RV license or temporary RV license
- Food booths require a short-term food shop license
- For more information regarding licensing requirements in the City of Oshawa, contact licensing@oshawa.ca
- Complete a Durham Health Food Vendor Application, a form will be sent to approved vendors, it must be completed and sent to Durham Health, Licensing and Events.

Set-up and Take-down:

- All vendors are required to do their own setup and take down
- Booth vendors must provide weights for tents, staking is not permitted
- All vendors will be provided with setup and takedown information prior to the event
- Late arrivals may not be accommodated.
- Setup and takedown times will be provided per event.

Fees/Cancellations

- Vendor fees have been waived for the City of Oshawa's 2024 centennial year
- To maintain a favourable standing with The City of Oshawa, vendors are kindly requested to provide a minimum of six (6) weeks' notice in the event of cancellation of their participation in any scheduled events.

If you have further questions or concerns, contact: specialevents@oshawa.ca