



FOOD & BEVERAGE VENDOR APPLICATION

THE OPPORTUNITIES

If you are interested in **applying** to attend the City of Calgary **Canada Day 2024** celebration as a food & beverage vendor, please review the Vendor Handbook prior to completing the form. Note that all sections of the form must be completed in order to be considered.

Canada Day 2024 event sites **Olympic Plaza, Fort Calgary and St. Patrick's Island.**

Food vendors must have current AHS Food Handling Permit and current City of Calgary Fire Inspection. All service ware (plates, cups, cutlery, and napkins, etc) must meet ASTM-6400 or Biodegradable/ compostable to align with environmental practices. **Vendors are required to supply water, power, plywood (if parking on a grass area), and all extra resources required to operate.** Olympic Plaza is the only site vendors will be required to use shore power. Vendors are responsible for removing and disposing of their grey water. We will be selecting food vendors based on resource requirements (power/water), menu offerings, environmental practices and if necessary, longevity in the industry.

Note: Due to limited food truck stalls, only one submission will be accepted and priority will be given to local food trucks.

EVENT TIMING

Event Date: Monday July 1, 2024

OLYIMPIC PLAZA

Event Description: Live performances.

Service / Event Time: 11 a.m. – 5 p.m.

Site Arrival Time: 7 a.m. (Note: All support vehicles are to be off site by 10 a.m.)

Ready for Inspection Time: 10 a.m.

Site Departure Time: Approx. 5:30 p.m. (when City staff deems safe)

FORT CALGARY

Event Description: Indigenous Showcase and Powwow and Main Stage.

Service / Event Time: 11 a.m. – 11 p.m. (Vendors can replenish supplies from 6 p.m. – 7 p.m.)

Site Arrival Time: 7 a.m. (Note: All support vehicles are to be off site by 10 a.m.)

Ready for Inspection Time: 10 a.m.

Site Departure Time: Approx. 11:30 p.m. (when City staff deems safe)



ST. PATRICK'S ISLAND

Event Description: Multiple performance stages and children's activities.

Service / Event Time: 11 a.m. – 5 p.m.

Site Arrival Time: 7 a.m. (Note: All support vehicles are to be off site by 10 a.m.)

Ready for Inspection Time: 10 a.m.

Site Departure Time: Approx. 5:30 p.m. (when City staff deems safe)

REQUIREMENTS FOR FOOD & BEVERAGE VENDORS

Please read the following vendor requirements carefully prior to completing and submitting the attached application:

- Vendors must provide proof of insurance for \$2 million listing The City of Calgary as an additional insured and have a 30-day cancellation policy.
- All service ware (plates, cups, cutlery and napkins) must meet ASTM-6400 or Biodegradable/compostable. Non-compliance will result in the loss of the \$100 damage deposit.
- Vendors are responsible for providing all supplies related to their onsite operations including but not limited to: canopy/tent, extension cords, hand washing station, tables, flooring, lighting, appliances, etc.
 - **No water will be available at any site.**
 - **Power will only be available at Olympic Plaza site.**
- Vendors must be self sufficient in transporting all items required to operate. There will be no golf cart or vehicle shuttling permitted during the event to ensure pedestrian safety.
- Vendors must commit to conduct arrival, service start/end, and departure at the aforementioned times.
- Vendors must comply with The City of Calgary Festival and Event Food Vendor Operating Requirements.
- Vendors do not require a City of Calgary Business License to operate at Canada Day.



APPLICATION REQUIREMENTS & DEADLINE

Those interested in applying must complete the below Canada Day 2024 Vendor Application Form.

Applications are due **by 4:00 p.m. on Monday, May 13, 2024**. Confirmation of receipt will be provided by email. Notification of application status will be made by **Friday, May 17, 2024**. Only successful applicants will be contacted. Successful applicants will be required to submit their Alberta Health Service (AHS) Decal Number, 2024 Fire Decal and Certificate of Insurance by **Friday, June 7, 2024**.

Due to limited food truck stalls, only one submission will be accepted and priority will be given to local food trucks.

Submissions can be sent via: Email: Adam.Boechler@calgary.ca

Delivery/Courier:

Historic Holy Angels School Civic Building
2105 Cliff Street SW Calgary, AB

*Fax or mail submissions will not be accepted.

FOOD & BEVERAGE VENDOR APPLICATION

Company/Organization Name:	
Contact Person:	
Phone:	Cell:
Mailing Address:	E-Mail Address:

For Olympic Plaza Only

In the below box, please indicate the plug type(s)* you require for your unit/operation including total amps and voltage. **Maximum** power available for each vendor is 30 amps/208 volts.

*Please attach a picture of the plug type and send with your completed application.

(Please **note** generators are required on Fort Calgary and St. Patrick’s Island. **No water will be provided at any of the sites**).

Please briefly describe type of structure, cart, trailer or truck:



Please provide the dimensions of the structure, cart, trailer or truck:

If using a tent structure does it have a CAN-ULC S109 Certificate of Flame Resistance?

- Yes
- No

Do you require additional space behind your set-up for items such as sinks, freezers, BBQ's, storage etc.?

- Yes If yes, indicate on the attached booth layout.
- No

Do you require additional space in front of your set-up for items such as displays, tables or other?

- Yes If yes, indicate on the attached booth layout.
- No

In the space provided below, please draw an aerial view (plot) of your set-up and **include dimensions**. This drawing should include the structure, cart, trailer or truck itself, as well as items outside or separate from the structure as requested above. Please indicate the serving sides, location of fire extinguishers and exits. If you already have a separate drawing it may be attached with the application package.

Please see the attached booth layout example for instructions.

Calgary





VENDOR FEES PER LOCATION (GST Included)

Location	Fees	Potable Water Service	Power Service	Length of Operation
Olympic Plaza	\$480	NO	YES	6 hours
St. Patricks Island	\$480	NO	NO	6 hours
Fort Calgary	\$960 (Food Trucks Only)	NO	NO	12 hours

- A \$100 security deposit fee will be required at the time of fee payment.
- Inspections (AHS, Fire and Building Regulations) will be conducted. Vendors that do not pass an inspection will not be refunded any fees.
- **Vendor fees are not to be submitted with the application.** Payment will be requested upon delivery of the permit invoice via email. If selected, please note that payment will be required on or before **Friday, June 14, 2024.**

VOLUNTEER FOOD VOUCHER PROGRAM

The City of Calgary is using a Food Voucher Program to provide food & beverage services for approximately 100 volunteers and City of Calgary employees. Each Food Voucher will have a value of **\$22 (plus GST)**. All Food Vendors are required to participate, collect, and return Food Vouchers to **Adam Boechler (Adam.Boechler@calgary.ca) July 12, 2024.**

LAYOUT DRAWING

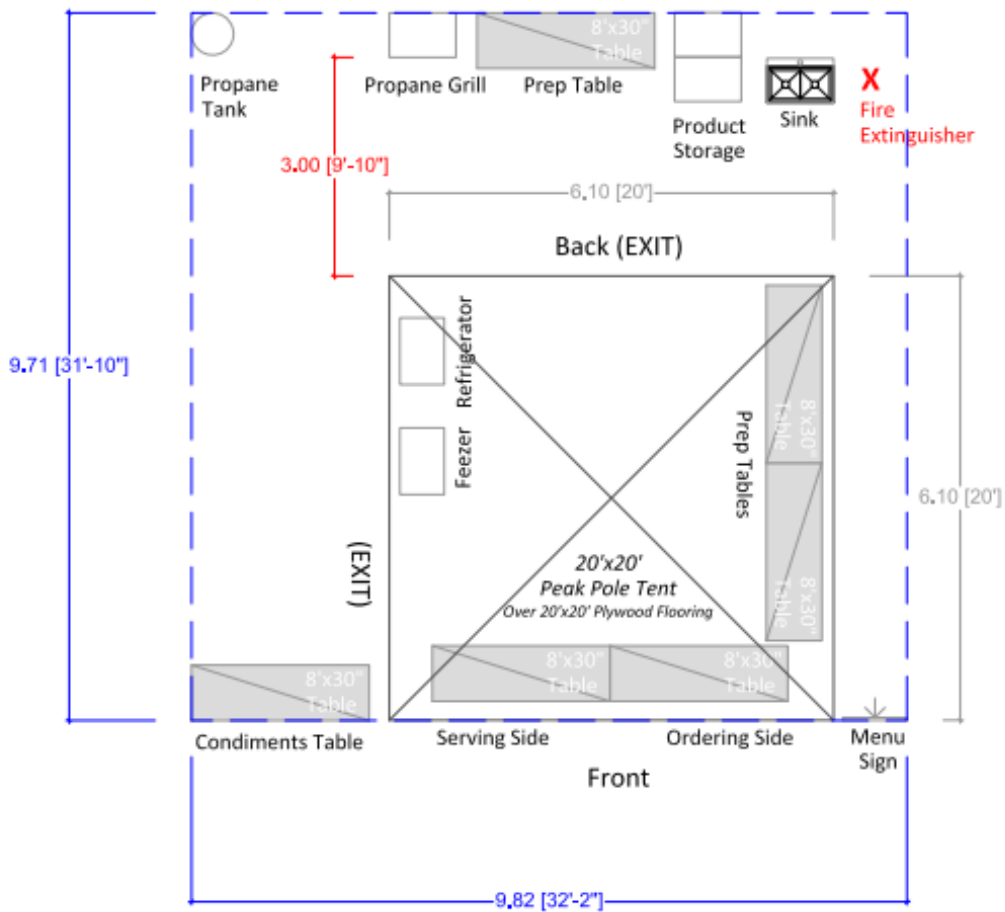
Please see the below booth layout example.

Food Vendor Booth Layout Example

Applicant Name / Address

Booth Name (if different)

Booth Area: (rounded to nearest foot) 32' x 32' = 1,024 sq ft.



Please include an aerial view (plot) of your set-up and include dimensions. This drawing should include the structure, cart, trailer or truck itself, as well as items outside or separate from the structure as requested above. Please indicate the serving sides, location of fire extinguishers and exits. Attach this drawing to your email with the application package email.