



2024 VENDOR HANDBOOK

**CANADA DAY 2024
VENDOR INFORMATION**

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Thank you for participating in this year's City of Calgary Canada Day celebration as a food vendor. We look forward to working with you. Please carefully read through all sections of this document and feel free to contact Adam Boechler Adam.Boechler@calgary.ca if you have any questions.

A. GENERAL RESPONSIBILITIES

1. Vendor Responsibilities

Vendors are required to abide by all guidelines and requirements outlined in this handbook. Failure to comply may result in removal from the site and may impact opportunities to participate in future events as a food vendor.

Each vendor is responsible for providing all equipment and supplies required for operation as outlined in the application package. This includes but is not limited to:

- Temporary structure (canopy or tent) that meets the requirement of CAN/ULC S-109 "Standard for Flame Tests of flame resistant fabrics and Films".
- Lighting
- All equipment including appliances related to onsite operations (i.e. hand wash stations, grey water tank, food grade water hoses, tables, chairs, flooring etc.)
- **Plywood sheets to place under wheels of trailer or Food Trucks and under the engine block of Food Trucks.**

All food & beverage vendor's service ware (including plates, cups, cutlery, straws and napkins) used to serve the public on Canada Day must be compostable. The aim is to have minimal waste produced during the Canada Day Event.

Permitted:

- Paper products as long as there is no wax lining
- All **certified** compostable products (ASTM-6400 or BPI)

Not Permitted:

- Plastic cutlery
- Non-recyclable plastics (straws and drink cups)
- Styrofoam
- Paper with wax lining

Failure to comply may result in removal from the site and may impact opportunities to participate in future events as a food vendor

We expect you to keep your area tidy during the event. At the completion of the event, you are required to return your site to the condition it was prior to your set up. Failure to do so will result in the loss of your damage deposit.

Vendors are required to use the 3-bin recycling stations that will be provided on site for all waste materials. A list of what can go into the 3-bin recycling stations is attached in the INFO – What goes Where.pdf sent to you with this handbook. For more information please visit <http://www.calgary.ca/UEP/WRS/Pages/What-goes-where/Default.aspx> .

2. The City Of Calgary Responsibilities

It is the responsibility of The City to maintain control over the various sites. The City will provide power for those vendors operating at **Olympic Plaza** only. Generators are not permitted to operate at Olympic Plaza. Food vendors are required to operate on their own generators at St. Patrick's Island and Fort Calgary.

The City will provide waste reduction and recycling stations for vendors and the general public which include collection bins for beverage containers, compost and landfill waste. These stations allow for separation of recyclable and compostable material in order to reduce the amount of materials heading to the landfill.

B. SITE LOCATIONS

The locations that we assign to vendors are based on established criteria including available space, food variety, application submission date and other event components. It is our desire to present a variety of food options at the three event sites.

- 1. Olympic Plaza
- 2. St. Patrick's Island
- 3. Fort Calgary

Hours of Operation

- 11:00 AM – 5:00 PM**
- 11:00 AM – 5:00 PM**
- 11:00 AM – 11:00 PM**

Your location has been identified on the accompanying maps. We recommend that you visit the site prior to the event (out of work hours to reduce traffic congestion) to take a look at your location. Please do not drive onto the site at this time.

C. SET UP & TEAR DOWN: July 1, 2024

Location	Set Up	Ready for Inspection	Tear Down	Access Point
Olympic Plaza	7:00 AM All vendor infrastructure load in and power hook-up	10:00 AM	Approximately 5:30 PM (When City staff deems the site safe)	Macleod Trail SE and 8 Ave SE intersection.
St. Patrick's Island	7:00 AM All vendor infrastructure load in	10:00 AM	Approximately 5:30 PM (When City staff deems the site safe)	Zoo Rd NE into CPA Calgary Zoo - West Lot
Fort Calgary	7:00 AM All vendor infrastructure load in	10:00 AM	Approximately 11:30 PM (When City staff deems the site safe)	9 Ave SE into Fort Calgary Parking Lot

D. VEHICLES

Pedestrians have the right of way on all pathways. Vehicle access to each site is strictly monitored and controlled. The level of control will be greater when the park is wet. Access will be controlled by personnel stationed at the 6th Street, S.E. entrance point. Only vehicles that are required in the actual set up of the event will be allowed on the site. Once a vehicle is unloaded it must be removed from the site immediately. *It is the vendor's responsibility to find their own parking.*

Only those vehicles that are an integral part of a food service unit will be allowed to stay on site during the event. You must have clearly indicated this in your application. If your vehicle is found on the park site without permission it will be tagged and towed at your expense.

All delivery of additional supplies required during the event must occur via foot. There will be no shuttle service or golf carts to support vendors with supply deliverers at this event.

E. TENTS & OTHER STRUCTURES

If a tent, awning, or other similar structure is required in support of your food vendor booth you must email Adam Boechler Adam.Boechler@calgary.ca the tent size along with the flames certificate and structural drawings for the tent. Spiking or staking into the ground is not permitted. **Weights must be used to safely secure tents and other structures.** Inserting spikes or stakes could damage or cause injury if underground irrigation or electrical lines are hit. Any damage caused to irrigation or electrical lines as a result of unapproved spiking or staking will be paid for by the vendor. Vendors should ensure this information is given to your party supplier if renting.

F. SIGNS AND BANNERS

Signs outlining items available for purchase and associated prices must be posted in clear view of the public. Banners, signs, ropes and wires are not to be attached to any trees, light posts, picnic tables or fencing. Sandwich boards for your business can only be displayed at your location.

G. ELECTRICITY

Olympic Plaza

Vendors are required to use shore power at Olympic Plaza. Vendors are not allowed to use generators at this location. Calgary Parks and/or the City's Electrical Contractor is required to connect and disconnect vendors to shore power.

St. Patrick's Island & Fort Calgary

Vendors must use their own generators for power. Power is not available at these sites.

NOTES: If the following electrical specifications are not met you will be refused set-up or will be shut down if offenses are found during the event:

Olympic Plaza

- Power will be made available to each vendor at – your specific number is based on the information contained in your application and availability
- You must ensure that equipment is wired properly according to CSA standards and is in good repair
- Park receptacles are GFI and will trip if improperly wired equipment and cords are used

St. Patrick's Island and Fort Calgary

- You must ensure that equipment is wired properly according to CSA standards and is in good repair
- You must supply your own extension cords which must be at least 14 gauge, 3 wire with U ground style plugs on each end of the cord.
- Cords must be suitable for outdoor use
- Extension cords with the ground pin cut off will not be allowed

H. WATER AND WASTEWATER

Access to potable water is not available at Olympic Plaza, St. Patrick's Island or Fort Calgary. You must meet Alberta Health Services requirements for water and supply your own sink and potable water.

There are no sewage lines available for use in Olympic Plaza, St. Patrick's Island or Fort Calgary. You **must** make arrangements to remove your wastewater from the site at the end of the day. Wastewater containers or grey water tanks are to be used to dispose of any waste liquid including water. Dumping of any liquids (including ice, water, grease, etc) on the ground, in tree wells or the river will not be tolerated and will impact your opportunity to participate in future events as a food vendor.

*NOTES: At Fort Calgary specifically, if supplies need to be replenished and/or your wastewater containers and grey water tanks need to be emptied, this could be done between 6:00 PM – 7:00 PM. Vendors must plan ahead and communicate to Jennifer Chudyk when you submit your Alberta Health Services Vendor form if you expect to need these services. All vehicles required for servicing must be removed from the site **no later than 7:00 PM.***

I. WASHROOMS

Public washrooms facilities are available in the form of porta-potties and are strategically located around the sites.

J. ALBERTA HEALTH SERVICES (AHS)

Food service can begin after AHS inspections. Please be ready one hour prior to event start time (10:00 AM).

K. FESTIVAL AND EVENT FOOD VENDOR OPERATING REQUIREMENTS

Food vendors must review and comply with the following [Festival and Event Food Vendor Operating Requirements](#).