



# Food Vendor Application

Food Vendors must fully comply with the guidelines, terms and conditions outlined within this document. In instances where Food Vendors do not adhere to the agreement, the contract will be terminated, and privileges cancelled immediately without a refund.

## Application Process

All applications to be a Food Vendor at the Parry Sound Ribfest must be submitted on or before Friday, June 16, 2023 at 2PM for consideration.

Late applications will only be considered if space remains.

Please do not make the assumption that by submitting an application you are confirmed as a participating vendor; any vendor accepted to participate will be notified by a letter of confirmation. Notification will also be sent to all Food Vendors who are declined as participating vendors.

## Vendor Space

Vendor space will be allocated based on the need of the vendor. Additional space required (ex. For car parking etc.) should be indicated on the application form and will be allocated at the discretion of the Event Organizers.

The cost of each vendor space is \$500 + HST.

## Set-up/Take Down Times

Food Vendors are required to be present on site throughout the event hours per the following:

Friday, June 30, 2023                      11am – 9pm

Saturday, July 1, 2023                      11am – 9pm

Sunday, July 2, 2023                      11am - 3pm

Set-up at 7am on June 30, 2023 and MUST be completed by 11am. A vendor location will be assigned by an event organizer upon arrival. Food Vendors must be taken down no earlier than 3PM on July 2, 2023.

## North Bay-Parry Sound District Health Unit Regulations

All Food Vendors are required to comply with all North Bay-Parry Sound District Health Unit regulations pertaining to public food service. A link to the Health Unit's website with relevant information on public food service is included below:

<http://www.myhealthunit.ca/en/livehealthyandprotectyourhealth/foodsafety.asp>

## Utilities

Generator power will be the responsibility of each vendor. The Town of Parry Sound will not provide any means of electricity to Food Vendors.



## Signage

Food Vendors are encouraged to display signs that identify their operation to the attendees. Event Organizers hold the right to request the removal of signage if it is deemed to be inappropriate or unprofessional in nature. Signs should be placed in such a way that they do not interfere with other vendors.

## Payment and Cancellation

All applications will be reviewed for approval once received. Payment may be made via cash, cheque, or debit in person at the Town Office (52 Seguin Street, Parry Sound) with accompanying Food Vendor Application. All Food Vendor Applications must be accompanied by payment. Unsuccessful applicants will be refunded their vendor fee in full by cheque mailed to the address listed in the Food Vendor Application form.

Vendors may cancel their participation by giving written notice to event organizers on or before Friday, June 16, 2023, at 2PM. Refunds will not be issued for cancellations after this date.

If you have any questions or concerns, please email [april@parrysound.ca](mailto:april@parrysound.ca) .



# Food Vendor Application

All applications and payment can be submitted at the Town Office:

Parks & Recreation  
52 Seguin Street  
Parry Sound ON, P2A 1B4

Vendor Contact Information			
Company Name:			
Contact Person:			
Mailing Address:			
Email:			
Business Phone:		Cell Phone:	

Food Vendor Details	
Dimensions of Booth Space:	
Vendor Description (ex. 10'x10' pop-up tent):	
Additional Comments:	

Description of Items Sold	
Menu Item	Price
1.	
2.	
3.	
4.	
5.	

I hereby apply for booth space. If accepted, I hereby agree to abide by the rules and regulations as outlined in the Food Vendor Application document.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date