



CITY OF YELLOWKNIFE SPECIAL EVENTS FOOD VENDOR GUIDELINES – CANADA DAY 2017

The City of Yellowknife accepts vendors in the form of non-profit organizations and licensed businesses to sell goods during City-sponsored Special Events. Depending on the event, this may include crafts, art, food, or other items. Direct sellers are not accepted for City events.

A business is defined as a company, partnership or sole proprietorship which includes:

- (a) a profession, trade, manufacture or undertaking of any kind;
- (b) an adventure in the nature of trade; and
- (c) the sale or offer for sale of goods or services in any public place;

but does not include a business that is regulated by an Act of Parliament or any other exempt business prescribed by regulation.

For more information about Business Licensing, please consult the City website at <http://www.yellowknife.ca/Business/BusinessLicensing.html> or call Customer Service at 920-5600.

At this time, a person or group registered as a non-profit organization under the Societies Act is exempt from requiring a business license as per Section 203 of the Business License By-law 3451. Non-profit organizations are required to submit one of the following as proof of non-profit status: a Letter of Good Standing from NWT Corporate Registries; a copy of your Certificate of Registration (newly formed organizations); or a letter confirming non-profit status from your parent organization. 100% of profits from sales must go to the non-profit organization and not to any one individual for personal profit.

Vendors who wish to participate in specific City Special Events are asked to contact the Special Events Coordinator in advance at 920-5676 or events@yellowknife.ca to express interest. All vendors wishing to sell goods at City-sponsored Special Events are required to agree to the Terms and Conditions (pp. 2-3) and fill out the Vendor Application Form (pp 4-5). These forms must be submitted to the Special Events Coordinator as early as possible and **ONE MONTH prior to the event.** The City reserves the right to limit the number of vendors and the selection of goods to be sold at each event, authorize products to be sold, and give preference to non-profit organizations.

All vendors must receive written permission to participate in a City of Yellowknife Special Event in the form of authorization from the Manager of the Programs Division of Community Services. Past participation in City events does not guarantee approval to vend at future events.



CITY OF YELLOWKNIFE SPECIAL EVENTS VENDOR TERMS AND CONDITIONS

Vendors selling on City property at City-sponsored public events are expected to abide by the following terms and conditions:

1. Unless otherwise specified, vendors should **arrive between 60 and 30 minutes prior to the event start** time to set-up. Vendors should depart within 30 minutes following the end of the event.
2. **Vehicle access** to the Somba K'e Civic Plaza is **restricted to the streets**. Vendors must make arrangements to carry or roll all supplies and equipment to their designated location. Vehicles must be parked in public parking areas only. Parking at the south end of the Civic Plaza is strictly forbidden as this is a private parking lot used 24 hours a day.
3. Vendors are expected to be **self-sufficient**. The City does not supply equipment to vendors; therefore, vendors must bring all of their own supplies (tables, chair, tent, bbq, propane, etc.). **The City will not provide electricity/power for this event.**
4. Vendors will be assigned a **specific location** or area for their booth/table. Changes to locations are at the discretion of the Special Events Coordinator. Each location is restricted to the vendor to whom it was assigned.
5. Vendors will be allocated a **space** that is equivalent to approximately **100 square feet**. This allows for two 8-foot tables (one facing out for service; one sideways or at back for prep) and space behind. Special requests for setting up an additional table at the front of the booth will be considered on a case-by-case basis.
6. Vendors selling food and beverages must first **complete and submit the GNWT Application for Temporary Food Establishment Permit** (attached). Once your application has been approved by the GNWT, please **forward a copy to the Special Events Coordinator** along with the Vendor Application Form. The GNWT permit is required to be approved as a food and beverage vendor.
7. Vendors selling food and beverages are asked to **list products and primary ingredients** on the Vendor Application Form. As applications are approved based on this information; menu substitutions are NOT permitted without prior approval from Community Services.
8. Vendors are asked to **use environmentally friendly and/or compostable materials** as much as possible. Materials such as plastic and styrofoam are **strongly discouraged**.
9. The sale of alcohol and tobacco products is strictly forbidden. Smoking while participating in City events as a vendor is prohibited.

- 10. Food and beverage vendors are requested to be **sensitive to food allergies**. Products containing nuts are strongly discouraged. Vendors are encouraged to have ingredient lists available to the public.
- 11. Vendors are responsible for ensuring that vending and food preparation areas are kept **clean and sanitary** at all times. All waste should be placed in the garbage and recycling bins provided and vendor location must be **completely clear of waste prior to departure** of the vendor.
- 12. Vendors must attend to their tables at all times, with the exception of washroom breaks.

I have read and agree to abide by the above Terms and Conditions.

Name (printed):

Signature:

Business or Organization:

Date:



**CITY OF YELLOWKNIFE SPECIAL EVENTS
FOOD VENDOR APPLICATION FORM – CANADA DAY 2017**

COMPANY/ORGANIZATION INFORMATION					
Applicant name:					
Company/organization name:					
Mailing address:					
Email address:					
Phone numbers:					
Name(s) of anticipated personnel at event (if different than above):					
Charity number (if applicable):					
Business license number (if applicable):					
Proof of non-profit status attached (if applicable):		Vendor Terms and Conditions attached or on file:		GNWT Temporary Food Establishment Permit attached (for food and beverage vendors):	
Y	N	Y	N	Y	N

CITY EVENT YOU WISH TO BE CONSIDERED FOR:	
Event:	Date:
Canada Day	July 1, 2017

PRODUCT INFORMATION (non food or beverage): please list ALL products	
Product:	Price:

FOOD AND BEVERAGE INFORMATION: please list ALL items		
Menu item:	Ingredients:	Price:

AMPERAGE REQUIREMENTS: please list amperage requirement for each piece of equipment (if applicable)	
Equipment:	Amperage:

Please submit this form to:

Programs Manager or Special Events Coordinator
 Community Services, City of Yellowknife
 Email: events@yellowknife.ca
 Fax: (867) 920-5649
 In person: drop off at City Hall

Authorization:

 Brian Kelln, Programs Manager
 Department of Community Services

 Date

Application for Approval of Temporary Food Establishment Permit

(Please attach a plan/sketch of the premises)

Contact Person: _____ Group Name: _____
 Phone Number: _____ Cell: _____ Fax Number: _____
 Mailing Address: _____
 Function/Event: _____
 Proposed date of Operation: _____ Location: _____

Foods being served: _____ _____ _____ _____ _____	Which Approved Food Establishment will foods be prepared at: _____ How are foods being transported: _____ How are foods being kept hot during transport: _____ How are foods being kept hot on site: _____ How are foods being kept cold during transport: _____ How are foods being kept cold on site: _____
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_____ - if more room is required to list food items, please use back of this page →

Prepared When: _____ Food supplied by: _____

Will serving dishes/cutlery be **multi-use** or **single service**? (circle one)
 What facilities will be available on site for: Hand washing (i.e. soap, paper towel): _____
 Water _____ Toilets _____ Electricity _____

The undersigned has received the guidelines for operating temporary food service establishments, and will be responsible to assure that the food service concessions referred to above will be carried out in a safe and sanitary matter.

Only the food listed above has been approved and no changes will be permitted once approval is given.

Applicant's Signature

Date

Environmental Health Officer

Date

Approval of this application serves as the Temporary Food Establishment Permit for period

Approved _____
 Yes No _____
 day month year to day month year