



CITY OF YELLOWKNIFE SPECIAL EVENTS ART AND CRAFTS 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, 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. The sale of alcohol and tobacco products is strictly forbidden. Smoking while participating in City events as a vendor is prohibited.
7. 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.
8. 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
ARTS AND CRAFTS 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:		What Culture are you representing?
Y	N	Y	N	

CITY EVENT YOU WISH TO BE CONSIDERED FOR:

Event:	Date:
Canada Day	July 1, 2017

PRODUCT INFORMATION (arts and crafts you will be selling): please list ALL products

Product:	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