

# Mississauga Polish Day 2018

## Vendor Application



### Celebrating 100 Years of Poland's Independence!

The purpose of the festival is to inspire Polish Canadians to experience a sense of pride in their culture and more importantly, to allow all Canadians to enjoy our hospitality, savour our cuisine and become steeped in our culture for at least a few hours on Saturday June 9, 2018. This year we are celebrating the 100th anniversary of Poland's Independence. We anticipate at least 20,000 visitors.

#### Vendor/Exhibitor Space Fees

	Space Size	Rate
A. Navy Zone- non-food vendors in central (prime) space	10X10	\$475
B. Purple Zone - food vendors requiring access to power	10X10	\$475
C. Yellow Zone - "Road to Independence" - non-food vendor or food with no power	10X10	\$400
D. Light Orange Zone - any vendor large booth	10X10	\$350
D. Light Orange Zone - any vendor small booth	5X10	\$300
E. Pink Zone - Children's Area, large booth	10X10	\$250
E. Pink Zone - Children's Area, small booth	5X10	\$200
F. Blue Zone - Treed Garden, large booth	10X10	\$300
F. Blue Zone - Treed Garden, small booth	5X10	\$250
G. Green Zone - non-profit organizations, large booth	10X10	\$75
G. Green Zone - non-profit organizations, small booth	5X10	\$50

**Saturday  
June 9  
2018  
12-11 PM**

**Celebration  
Square**

**Note:** Unfortunately we are unable to offer any free spaces to non-profit organizations, however we are open to considering organizations' contributions (ex. stage performance) as in-kind payment. There are no additional fees for event insurance (blanket insurance is provided) or use of hydro.

#### Equipment

Vendors are responsible for bringing their own tables, chairs, canopies, etc.

#### Vendor Special Event Permits

The City of Mississauga issues a Special Event License in the name of the event and the event coordinator, who holds the responsibility of collecting and producing all required vendor application documents.

#### Some vendors may be exempt from purchasing the Special Event License.

You are exempt if:

1. You hold an annual licence from the City of Mississauga for the vehicle/cart being used at the event and will provide the event organizer with a copy of your annual license with your application.
2. You are a farmer who grows in Ontario, sells only what you grow and are not be found selling third party produce.
3. Your goods are manufactured/produced in Ontario and being sold in the municipality where the producer lives. You will provide the event organizer with your home address and proof such as a sales invoice with your address, website with sales locations, with your application.
4. You pay Mississauga Business taxes and provide the event organizer with a copy of your business tax submission with your application.

#### Electricity and water availability

The Market Trellis on the lower Square is the dedicated space that can accommodate up to 12 food vendors who require electrical outlets and/or potable water hook-ups. Grey water is managed through a portable sink installed per event and used by all vendors. Additional commercial vendors can be accommodated on the Square.



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### Required from Vehicles On Site All Day

Vehicle Ownership	Valid vehicle ownership; legible copy; showing both sides of the ownership; plate number to match vehicle participating in event; signed
Vehicle Insurance	Motor Vehicle Insurance in the amount of \$1,000,000, is required for any vehicle on premises Must be a certificate of insurance (not pink slip), to include vehicle V.I.N.
Vehicle Safety Certificate	Safety Standard Certificate – must be valid within 36 days as noted on certificate <b>or</b> Annual Inspection Certificate (Commercial Vehicles) – must be valid within 1 year

### Required from Food Vendors

All food vendors MUST bring grease mats to put down under all food preparation appliances (bbq's, etc.). Vendors will be charged for additional cleaning if they leave grease behind in their food prep area.

### TSSA Propane Inspection is required if using equipment that is propane fueled

- ▶ TSSA inspection report must be dated within the past 12 months
- ▶ A portable BBQ requires an "Annual Check List" and must be on the form found at [www.tssa.org](http://www.tssa.org) or call 1-877-682-TSSA (8772)

### Region of Peel Health Inspection

- ▶ The event organizer will send a "Special Event Application for Event Organizers" listing all registered food vendors, 30 days prior to their event (May 9, 2018)
- ▶ All food vendors will send a "Special Event Application for Food Vendors" 15 days prior to their event (**Friday May 25, 2018**)
- ▶ Peel Region will send an email of approved vendors to the event organizer. Only vendors on this list will be allowed to sell food during our event.
- ▶ It is recommended that food vendors obtain the Food Handler certificate through Peel Public health
- ▶ For more information visit [www.peelregion.ca](http://www.peelregion.ca) or call 905-799-7700 to speak to a Public Health Inspector

### Vendor Code of Conduct

All vendors MUST comply with guidelines, by-laws and rules governing Celebration Square and the City of Mississauga. Vendors are responsible for their own space and any costs incurred to remove excessive refuse, grease or staining will be charged back to the vendor. Vendors are expected to conduct themselves in a professional manner and treat members of the public and City staff in a courteous and respectful manner.

### Vendor Applications



Application link  
[goo.gl/c3wX5U](https://goo.gl/c3wX5U)

Application and Fee Deadline  
**Monday May 7, 2018**



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## Vendor Applications

### IMPORTANT

Vendors will receive an e-mail acknowledging receipt of their application, and a second e-mail with a receipt for the amount of the cheque received.

Event organizers reserve the right to accept or reject a vendor application based on a combination of criteria such as the following:

- ▶ Vendor's product/service compatibility with this year's theme.
- ▶ Compatibility of the vendor's products (ex. food) and/or services with Polish culture and traditions.
- ▶ The balance/combination of vendors selling food or non-food products, vs. those promoting their businesses and product/service types.
- ▶ Vendor's place on the "waiting list" (based on the date we received your payment cheque).

Vendors will be reimbursed the full amount of their payment if they are not accepted.

### Food vendors agree to:

1. Send a "**Special Event Application for Food Vendors**" to Region of Peel Public Health **15 days prior** to our event (by **Friday May 25, 2018**). Visit [www.peelregion.ca](http://www.peelregion.ca) or call 905-799-7700.
2. Provide a TSSA Propane Inspection report dated within the **past 12 months** if using equipment which is propane fuelled.
3. Bring grease mats to put down under all food preparation appliances.
4. Reimburse the event organizer for any costs incurred to remove excessive refuse, grease or staining.
5. Provide vehicle insurance, ownership and safety certificate (for food vehicles or carts used on site)

### All vendors agree to:

1. Comply with guidelines, by-laws and rules governing Celebration Square and the City of Mississauga and to conduct themselves in a professional manner and treat members of the public and City staff in a courteous and respectful manner.

- ▶ Payments should be made by cheque payable to "**Canadian Polish Congress – Mississauga Polish Day**"
- ▶ Ensure that the vendor name on the cheque is the same as the name on this application and mailed along with all necessary documentation to:

**Canadian Polish Congress - Mississauga District**  
**1250 Warner Way, Mississauga ON. L4W 3H7**

Load-in: Vendors will receive detailed information about their load-in time and procedures approximately one week prior to the event.

- ▶ No exhibitors will be allowed to set up on-site until:
  - a. All fees are paid in full
  - b. Proof of Special Event Permit exemption is received where required.
  - c. Approval was received from Region of Peel Health for food vendors.
  - d. A TSSA Propane Inspection report dated within the past 12 months is received, if using equipment which is propane fuelled.

### Cancellation

Should a vendor wish to cancel his participation or reduce the number of vendor spaces, a refund will only be made if written notice of the request is received on or before Monday April 30, 2018.

**All applications MUST be received by**  
**MONDAY MAY 7, 2018**

### Checklist of Document to Submit to Organizer

- 2018 Vendor Application submitted by deadline – Monday May 7, 2018
- Payment made out to "Canadian Polish Congress – Mississauga Polish Day"
- Proof of Special Event License exemption (if applicable)
- Vehicle Ownership, Insurance, and Safety Certificate (for Vehicles on site all day)
- TSSA Inspection Report dated within 12 months (if using equipment fueled by propane)