



FOOD AND BEVERAGE VENDOR

APPLICATION

The Calgary Highland Games are looking for food and beverage vendors to participate in the Calgary Highland Game celebrations on September 04<sup>th</sup> 2010. We are looking for a board range of food and beverage providers to tantalize as many taste buds as possible. It is anticipated over 7,000 people will attend the Games at Springbank For All seasons Park. This year the games will be followed by a Celidh that will be running until 10:00 PM giving the food vendors additional 4 hours and a large hungry crowd

Submissions will be accepted up until 4:30 on Friday, June 25<sup>th</sup> 2010. Submissions may be made by the following methods:

CUSGA

Food Vendor Coordinator

Po Box Valley

Calgary, AB, T2P 4L2

Or fax to

(403)720-4977

We will confirm receipt of submission packages via- email. However beyond this confirmation, we will only contact those vendors we are selecting to provide food services.

Please do not contact us by phone to discuss your applications further. Not all those that submit an application form will be selected. Selections will be made based on a number of factors such as food variety and ability of the vendor to meet the requirements specified by the Calgary Health Region and the City of Calgary etc. Approved vendors will be notified by the end of the business no later than June 18<sup>th</sup>, 2010. Those selected will be provided with further details such as payment procedures, site location, set up times, inspection times, etc.

Fees are NOT to be submitted with the application but will be requested when the vendors are selected. Please read the carefully prior to completing and submitting an application package. All applicants must complete, in full, both of the following forms:

- Calgary Highland Games 2010 Food & Beverage Vendor Application form
- Calgary Health Region's Participant Application Form for a Special Event ([http://www.calgaryhealthregion.ca/publichealth/envhealth/program\\_areas/special\\_events/special\\_vendor.htm](http://www.calgaryhealthregion.ca/publichealth/envhealth/program_areas/special_events/special_vendor.htm))



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Access to **portable water** is not available in all parts of the park. Please identify your needs for access to water in your submission. Vendors must supply their own white hoses for water hook up.

Selected vendors will be required to pay a fee of \$200(+GST) per unit. If water or power hook ups are required, and available, an additional \$50(+GST) per service will be assessed. Each vendor will also be required to pay a refundable \$100 damage deposit. If for any reason, a vendor is unable to fulfill their sales obligations on September 4<sup>th</sup> 2010, a \$100"no show" fee will be assessed.

All successful vendors will be required to provide proof of liability insurance in the amount of \$2 million stating the Calgary United Scottish Games Association (CUSGA) as an additional insured. Failure to provide insurance will result in cancellation of a vendor access to the park and sales at the event.

Each successful vendor must ensure that all **health regulations** are met (read the accompanying CHR information) and that all appropriate laws & bylaws are adhered to. All vendors must have either a Food Service – No Premises Licence or a Retail Dealer – No Premises Licence. Please contact Development and Building Approvals for further information on cost and application process at 403-268-5521. A special Event temporary licence can be purchased.

Each successful vendor will be responsible for providing all **equipment required for its food services** venue. This includes:

- Sales Structures: booth, trailer or tent
- Sink units: with appropriate white hosing
- Proper food storage units: refrigeration units, warming trays
- Appropriate cooking units
- GFI Extension cords (3- prong ground fault interrupter)
- Tables and chairs
- Garbage cans and bags
- Waste water disposal units

**NOTE:** There are no sewage lines available for use in the park therefore all sewage water must be removed from the site. Vendors will be expected to **protect the turf** underneath their unit from damage due to cooking activities. The use of **barbeques** will be limited to propane fuelled units. No charcoal!



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Springbank Park For All Seasons or CUSGA will provide **trash containers** for the public to deposit their garbage. Each vendor will be required to provide at least one container for the deposit of food preparation garbage. Vendors will be expected to bring their garbage to the appropriate bins for disposal at the end of the day. All means to recycle product are required, i.e. cans separated, cardboard in appropriate bin, etc. **Note:** Vendors with excessive garbage may be charged an additional fee.

The Calgary Health Region (CHR) requires at least one food handler in charge of each venue to have successfully completed a recognized ``Safe Food Handling`` course. It is recommended that all food handlers take the basic food handler course. **Note:** A free 2 1/2 hours course is available from the Calgary Health Region office. Proof of training must be available on site.

Please complete and forward the attached application; the Calgary Health Region`s Participant Application form for a Special Event, Proof of liability and a copy of your City License to:

CUSGA

Food Vendor Coordinator

PO Box 20215

RPO Bow Valley

Calgary, AB, T2P 4L2

Or fax to

(403)720-4977

# APPLICATION FORM

NAME:	
CONTACT PERSON:	
PHONE:	FAX:
ADDRESS:	EMAIL ADDRESS:

Please describe your food services unit (type of structure, size of structure, facilities included in structure). Enclose photo if available.

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Please list all items that you propose to have for sale\* and the price for each. Only items listed here will be considered for sale at the event.

\*No alcoholic items will be considered

Item	Price	Item	Price

Do you have prior festival food service experience? Where & when?

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What services do you require?

- Water
- Power **please note generators are allowed, but not provided**