

West Side Pride Community Fair Information

Saturday July 19th, 2025 11 AM - 4 PM

Classification: Vendors are classified into four groups – food, commercial, political and informational. As such, vendor packages vary.

Food Vendors: Sign-up early, food vending spaces are limited and will fill up fast! This is an alcohol free event.

Commercial Vendors: anyone selling or advertising merchandise of any type including apparel, accessories, jewellery etc. or any for-profit services, including but not limited to financial institutions, insurance, financial planning, etc. are allowed to sell for-profit merchandise or goods and limited services such as massages or face painting. If you have questions about your for-profit services, please make note on your application and describe the intended for sale item or service.

Political Vendors: candidates, groups or organisations of any type involved in political advocacy.

Non-Profit Vendors: non-profit organisations excluding non-profit financial institutions and entities able to give out information at your booth and sell any hand-made items excluding food. If you apply as this vendor type and are deemed commercial, you will be reclassified and billed accordingly.

CLASSIFICATION	SPACE	BEFORE JULY 01	AFTER JULY 01
Food & Beverage	20' x 10'	\$80	\$90
Commercial	15' x 10'	\$40	\$50
Political	10' x 10'	\$50	\$60
Non-Profit Org	10' x 10'	\$35	\$40

Locations

A food court area will be set up within the gates with limited seating provided to the public. Food Vendors must operate between the hours: 11 AM - 4 PM

Requirements

Food vendors are required to contact the City of Ottawa Health Department for a licence and to ensure you are registered to be a food vendor. The City of Ottawa Health Department is the final word on requirements and details relating to food, cleanliness and menu items.

Setup

Vendors should discuss any preference of placement or special requirements prior to signing agreement. Assignment of Booth space and location is at the discretion of Festival

Management. Tenants may request a specific booth location and West Side Pride will strive to accommodate.

- All kiosks, booths and tables MUST be adequately staffed with personnel and remain open for business during the following times: 11am to 4pm on Saturday July 19th, 2025.
- A Tenant may not share or sublet space without permission from Festival management.
- West Side Pride retains the right to limit the level or noise output by any tenant.
- Each tenant is solely responsible for its merchandise and for obtaining any insurance which the tenant feels is warranted.
- West Side Pride is not responsible for lost, damaged or stolen property.
- Set up time for Tenants shall be Saturday July 19th 2025 between the hours of 8 am and 10:30 am. UNFORTUNATELY, NO VEHICLE TRAFFIC IS ALLOWED INSIDE THE VENDOR AREA. Volunteers will be there to assist you.
- Each tenant of a kiosk or booth supplies their own table and chairs and 10 x 10 pop up tent/shade cover in case of inclement weather. Tables may be available for a low cost upon request. **Please let us know if you will need a table by July 1st.**
- Please bag all garbage during operating hours. Under the City of Ottawa's new refuse limitations, it is the vendor's responsibility to dispose of their garbage.

Apply Online at <https://westsidepride.ca/>

Once your vendor fee has been received, your sign-up process is complete.

PLEASE NOTE: You are not considered an official entry until we receive both your application and entry fee which are non-refundable after July 1st, 2025.

For more information, email kevin@westsidepride.ca