



# West Side Pride Community Fair Vendor Handbook

Alexander Grove Park - Saturday, July 25th, 2026 (11 AM - 4 PM)

## Classification

Vendors are classified into four groups for the purposes of the vendor fee – food, commercial, political, and non-profit vendors.

**Food Vendors:** Those whose activity on site at the event is the sale of goods that are substantial foods including, but not limited to, food typically served as an entrée, main course, or dessert but does not include foods like samples or snack items.

**Commercial Vendors:** Those whose activity on site at the event is the promotion of a for-profit enterprise or the sale of goods including, but not limited to, apparel, accessories, or books or services including, but not limited to, financial services, tutoring, or beauty and wellness.

**Political Vendors:** Those whose activity on site at the event is the promotion of a political candidate, campaign, or party. This does not include non-profit organizations involved in political activism or advocacy.

**Non-Profit Vendors:** Those whose activity on site at the event is the promotion of a non-profit organization with the exclusion of non-profit financial institutions.

If you are unsure which classification you fall under, please make a note in your application and provide a detailed description of your business, organization, or group and your intended activity on site at the event. *Applications submitted under the incorrect vendor classification will be reclassified and billed accordingly.*

Classification	Space	Before July 1	After July 1
Food	20' x 10'	\$80	\$90
Commercial	15' x 10'	\$40	\$50
Political	10' x 10'	\$50	\$60
Non-Profit	10' x 10'	\$35	\$40

## Setup

Assignment of booth spaces is at the discretion of Festival Management and those spaces cannot be shared or sublet without permission from Festival management. Should vendors have any preferences, needs, or special requirements such as a specific booth space, vendors may make requests and West Side Pride will strive to accommodate.

All non-food vendors will be arranged together in rows in the Community Fair area to create paths for attendees to move through the Community Fair. All

kiosks, booths, and tables must be staffed with personnel and remain open during the entire duration of the event. Food vendors will be placed in their own separate area where limited seating and other amenities may be set up to be provided to attendees. Food Vendors must operate during the entire duration of the event.

Vendors may begin to set up on site starting at 8 am and must complete set up by 10:30 am. No vehicles are allowed on site, however, there is a side road where you will be able to drive in to drop off and unload your items and materials closer to the Community Fair and volunteers will be available to assist you. Vendors must supply their own table, chairs, and tent/shade. Tables will be available for rent at a low cost, please make a request with us if you need one by **July 1<sup>st</sup>**.

Each vendor is solely responsible for their merchandise and for obtaining any insurance which the vendor feels is warranted. West Side Pride is not responsible for lost, damaged or stolen property. West Side Pride retains the right to limit the level of noise output by any tenant. All garbage must be disposed of during operating hours. Under the City of Ottawa's new refuse limitations, it is the vendor's responsibility to dispose of garbage.

### **Sale or Distribution of Food**

All food vendors are required to have a business license and they and any vendors of any other classification that will sell or distribute any food items on site at the event are required to complete a [Special Event and Farmers' Market Vendor Application Form](#) with Ottawa Public Health at least two weeks prior to the event. Once reviewed, a Public Health Inspector may contact you to discuss safe food practices specific to your temporary food premises.

Home-prepared foods are not permitted to be sold or distributed on site at the event nor is alcohol as this is an alcohol-free event. We ask that any vendors selling or distributing foods to include warnings for allergies, food intolerances, and dietary restrictions.

*Failure to meet the requirements above may result in rejection of your application or expulsion from the Community Fair.*

### **Application**

You can apply to participate in the Community Fair through our [Vendor Application Form](#) or on the [West Side Pride website](#).

For any questions, concerns, or for more information, please email [kevin@westsidepride.ca](mailto:kevin@westsidepride.ca).