

## **West Side Pride Community Fair Information 2024**

### **Classification:**

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

PLEASE NOTE: You are not considered an official entry until we receive both your application and entry fee.

### **Food Vendors:**

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

#### **Location**

- A food court area will be set up within the gates. Limited seating may be provided to the public.
- Food Vendors must operate between the hours of 12pm - 5pm

#### **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.

### **Commercial Vendors:**

Anyone selling or advertising merchandise of any type including but not limited to apparel, accessories, or jewellery, or any for-profit services, including by not limited to financial institutions, insurance, and financial planning.

You are allowed to sell for-profit merchandise or goods and limited services like massage chairs or face painting. If you have questions about your for-profit services, please make a note on your application and describe the intended item to be sold or service to be provided.

### **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.

You are permitted to hand out information at your booth and sell any handmade items, excluding food. If you apply as this vendor type and are deemed to be commercial, you will be reclassified and billed accordingly.

<b>CLASSIFICATION</b>	<b>SPACE</b>	<b>BEFORE JULY 1, 2024</b>	<b>AFTER JULY 1, 2024</b>
Food & Beverage	20' x 10'	\$250	\$300
Commercial	15' x 10'	\$150	\$200
Political	10' x 10'	\$150	\$200
Non-Profit	10' x 10'	\$35	\$50

### **Setup:**

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 requests.

Vendors should discuss any preference of placement or special requirements prior to signing any agreement.

- All kiosks, booths and tables **MUST** be adequately staffed with personnel and remain open for business during the following times: 12pm to 5pm on Saturday July 27<sup>th</sup>, 2024.
- 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 27<sup>th</sup>, 2024, between the hours of 9am and 11:30 am. **UNFORTUNATELY, NO VEHICLE TRAFFIC IS ALLOWED INSIDE THE VENDOR AREA.**
- Each Tenant of a kiosk or booth must supply their own table and chairs and a 10 x 10 pop up tent/shade cover. Table renters **MUST** provide their own cover in case of inclement weather.
- Any breach of the above agreement may result in West Side Pride terminating the rental agreement without refund to the Tenant.
- Please bag all garbage during operating hours. It is the vendor's responsibility to dispose of their garbage.

### **Apply Online**

Please apply [here](#). Vendors will be invoiced once applications are received.

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

If you have any questions or require clarification, please email us [here](#).