

West Side Pride Community Fair Information

Saturday July 27th 2024 noon - 5pm

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.

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. You are allowed to sell for-profit merchandise or goods and limited services such as massages or face painting. If you have questions about your 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. Limited seating may be provided to the public. • Food Vendors must operate between the hours: 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.

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 requests.

All kiosks, booths and tables MUST be adequately staffed with personnel and remain open for business during the following times: 12:00 noon to 5pm on Saturday July 27, 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 2024 between the hours of 9 am and 11:30 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. Some tables are available upon request.

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 at <https://westsidepride.ca/>

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

Any questions, please email westsidepridewsp@gmail.com