

**VENDOR CONTACT INFORMATION FORM**

Vendor Name: _____

Contact(s) Name(s): _____

Address _____ City _____ Province _____

Postal Code _____ Fax _____

Contact(s) Phone Number(s) Res: _____

Bus: _____

Cell: _____

Email: _____

VENDOR CLASSIFICATION

Please select your vendor classification below. Read the descriptions carefully. If you are unsure of your classification, please email events@scugog.ca for clarification before you proceed with the application.

- LOCAL FOOD VENDOR:** A vendor, whose products are grown, raised, manufactured, or produced locally within the Township of Scugog.
- FOOD VENDOR:** a vendor who wishes to participate by selling food products at the event.
- LOCAL OTHER VENDOR:** a vendor who wishes to participate in the event by offering goods, services or information and is not selling food.
- OTHER VENDOR:** a vendor who wishes to participate in the event by offering goods, services or information and is not selling food.
- NOT FOR PROFIT:** vendor may be asked to provide proof of incorporation or charitable status or a letter from the bank to qualify.



VENDOR CHECKLIST

Before submitting your application, review the checklist below to ensure all requirements are included based on your classification.

LOCAL FOOD VENDOR

- Vendor Contact Information Form
- Vendor Application and Contractual Agreement Signed
- Vendor Space Form
- Vendor Fee (\$ amount varies)
- Refreshment Application
- Refreshment License Fee (\$119)
- TSSA Gas/Propane Certificate
- Fire Extinguisher Certificate
- Durham Region Health Department Approval*
- Insurance

FOOD VENDOR

- Vendor Contact Information Form
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- Refreshment License Fee (\$119)
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- Durham Region Health Department Approval*
- Insurance

LOCAL OTHER VENDOR

- Vendor Contact Information Form
- Vendor Application and Contractual Agreement Signed
- Vendor Space Form
- Vendor Fee (\$ amount varies)
- Hawkers and Peddlers Application
- Hawkers and Peddlers Fee (\$119)
- Insurance

OTHER VENDOR

- Vendor Contact Information Form
- Vendor Application and Contractual Agreement Signed
- Vendor Space Form
- Vendor Fee (\$ amount varies)
- Hawkers and Peddlers Application
- Hawkers and Peddlers Fee (\$119)
- Insurance

NOT FOR PROFIT

- Vendor Contact Information Form
- Vendor Application and Contractual Agreement Signed
- Vendor Space Form
- Hawkers and Peddlers Application
- Insurance

***DURHAM REGION HEALTH DEPARTMENT APPROVAL:** Please visit the Region of Durham Health Department website to fill out your form and submit online. Please **DO NOT** send Health forms to the Township of Scugog. They **MUST** go to the Health Department directly. Once approval from the Health Department is obtained, that approval can then be sent to the Township of Scugog.



VENDOR APPLICATION AND CONTRACTUAL AGREEMENT

PLEASE NOTE AND READ CAREFULLY
SET-UP AND TAKE DOWN PROCEDURES

The Event Coordinator will confirm your allocated booth space prior to the event.

EVENT LOCATION: PALMER PARK 175 WATER STREET, INCLUDING, WATER STREET
FROM QUEEN STREET TO MARY STREET

Please plan to set-up during the time frame set forth below, item 4 of this contract.

The undersigned does hereby make application to the Township of Scugog to operate a booth during the CANADA DAY CELEBRATIONS to be held on JULY 1, 2025, according to the following terms and conditions:

1. Vendor agrees to pay a participation fee and further, as set forth on page 2 of this contract. Total fees due as set forth on page 2 of this contract. Vendor to provide their own extension cord(s). **No power generators or diesel engines allowed unless approved by the Township of Scugog in Palmer Park.**
2. Vendor agrees to operate a 10x10, 20x10 or 30x10 booth, during the entire event and remain open during event hours.
3. Vendor provides all staffing for the booth, including set-up and take down.
4. Vendor agrees to abide by the set-up and take down procedures as follows: Set up is permitted between **6:00AM to 9:00AM** on Tuesday, July 1. If additional time is required for set up, please advise the Township of Scugog. **No vehicles are allowed in Palmer Park at any time (UNLESS APPROVED BY THE TOWNSHIP OF SCUGOG)**, or within the closed street areas during the Celebration. If you are setting up in the Park, or if you arrive late or have to exit early, you must carry your goods to and from your vehicle which must remain parked outside the Event and Park areas.
5. Take down can begin Tuesday, July 1 any time after 10:30PM but no later than 12:00AM. Vendor agrees to remove all displays, equipment, and their own debris/garbage from the grounds no later than 1.5 hours after closing.
6. We ask that all vendors please turn off booth lights and hold business during the time of the fireworks (from approximately 10PM-10:30PM, or when an announcement is made). For vendors located on Water Street between Queen and Mary, sales may not continue after fireworks as this road will be open to public traffic.
7. Vendor agrees to supply all needed materials and equipment, including extension cords, and to erect the booth prior to the event and that the Township of Scugog shall have the right to approve the appearance and type of booth.
8. Vendor agrees to provide a booth with free access to the public suitable for family viewing. Vendor will be responsible for the behaviour of their staff and will, at all times, maintain a reasonable standard of conduct.
9. Vendor agrees to be bound by the location of assigned booth, as designated by the Township of Scugog, and to park in the designated vendor parking area.
10. Vendor agrees to not run any draw or raffle that would require ticket purchase throughout the duration of the Celebration without the consent of the Township of Scugog and a lottery license issued by the Township of Scugog. Free giveaways and free draws are permissible.

CANADA DAY VENDOR APPLICATION PACKAGE 2025
DEADLINE FOR REGISTRATION IS FRIDAY MAY 30, 2025



11. This Agreement is **non assignable** without the consent of the Township of Scugog.
12. The Township of Scugog reserves the right to rescind this Agreement and to require the booth to be vacated in the event of a breach of this Agreement.
13. **The Vendor must provide a certificate of general liability insurance for coverage not less than five million (\$5,000,000) naming the Township of Scugog as additional insured.** The Township of Scugog and its members assume no responsibility or liability for any loss, damage or injuries occurring or suffered during the operation of the booth or within the area of operation of the booth, nor does the Township of Scugog assume any liability for financial loss of any kind. A refund will not be given in the event of inclement weather.
14. Vendor agrees to fully indemnify and save harmless the Township of Scugog from and against any and all claims and demands, costs, charges, and expenses whatsoever, which may be incurred for any and all reasons.
15. Township staff must approve application prior to the event.

I, the vendor acknowledge to have read and understood and hereby fully agree to said terms and conditions.

Vendor Name (Please Print) Date Authorized Signature



VENDOR SPACE FORM

Each vendor sales or promotional area will be allocated by the event coordinator. The event coordinator has final input on the site plan, which is subject to change at any time without notice.

HYDRO: 110V outlets are available. Please specify your requirements in the area below. All hydro cords must be supplied by the vendor.

Please check the appropriate column and make cheques payable to The Township of Scugog. Payment can be made:

1. In-person at the Scugog Community Recreation Centre (1655 Reach Street, Port Perry)
2. By mail to the Township of Scugog (181 Perry Street, Port Perry)
3. Online at www.scugogtourism.ca/canadaday. Please note there is a service fee charged for credit card payments. Receipt must be forwarded to events@scugog.ca.

LOCAL FOOD VENDOR

	Hydro Outlets Required	Total Fee
Local Food Vendor – 10 x 10		\$176.00
Local Food Vendor – 10 x 20		\$294.00

FOOD VENDOR

	Hydro Outlets Required	Total Fee
Food Vendor – 10 x 10		\$247.00
Food Vendor – 10 x 20		\$399.00

LOCAL OTHER VENDOR

	Hydro Outlets Required	Total Fee
Local Other Vendor – 10 x 10		176.00
Local Other Vendor – 10 x 20		211.00

OTHER VENDOR

	Hydro Outlets Required	Total Fee
Other Vendor – 10 x 10		\$211.00
Other Vendor – 10 x 20		\$247.00

NOT FOR PROFIT

	Hydro Outlets Required	Total Fee
Not for Profit – 10 x 10		No Charge
Not for Profit – 10 x 20		No Charge

**HAWKERS AND PEDDLERS SPECIAL EVENT APPLICATION**

The Corporation of the Township of Scugog
181 Perry Street, Box 780
Port Perry, Ontario
L9L 1A7

FEE: \$119

PLEASE NOTE: If you have already purchased a hawkers and peddlers license for the 2025 season you do not need to complete a new application. Please attach a copy of your current approval.

Name of Event: _____

Name of Business (if applicable): _____

Type of Merchandise: _____

Address of Business: _____

Business Phone Number: _____

Email: _____

Name of Applicant: _____

Address: _____

Phone Number: _____

As owner and/or managing operator of the above, I do solemnly declare that the statements contained in this application are true, and that I am responsible for all individuals under my employment/supervision for the duration of any and all events covered by this application including ensuring that any individuals under my employment/supervision obtain a criminal reference check. I further declare that all fees & charges associated with this application are non-refundable.

Signature of Applicant_____
Date

**REFRESHMENT VEHICLE LICENSE SPECIAL EVENT APPLICATION**

The Corporation of the Township of Scugog
181 Perry Street, Box 780
Port Perry, Ontario
L9L 1A7

FEE: \$119

PLEASE NOTE: If you have already purchased a refreshment license for the 2025 season you do not need to complete a new application. Please attach a copy of your current approval.

Name of Event: _____

Name of Business (if applicable): _____

Type of Merchandise: _____

Address of Business: _____

Business Phone Number: _____

Email: _____

Name of Applicant: _____

Address: _____

Phone Number: _____

As owner and/or managing operator of the above, I do solemnly declare that the statements contained in this application are true, and that I am responsible for all individuals under my employment/supervision for the duration of any and all events covered by this application including ensuring that any individuals under my employment/supervision obtain a criminal reference check. I further declare that all fees & charges associated with this application are non-refundable.

Signature of Applicant_____
Date



INSURANCE INFORMATION

All vendors are required to carry liability insurance when using a Township owned or operated facility (parks, halls, etc.). Vendors have two options when providing liability insurance to the Township of Scugog:

Option 1: Vendor's Insurance Policy

A liability insurance policy may be purchased from any insurance provider of the Vendor's choice. A certificate of insurance coverage must be completed by the insurance broker and submitted to the Township of Scugog for proof of coverage. Coverage must:

- Be for a minimum of \$5 million.
- List the Township of Scugog as the additional insured.

Option 2: Liability Insurance Program

Vendor's may purchase insurance through the Liability Insurance Program offered by Armour Insurance Broker's Ltd. This program provides a straightforward and affordable avenue for users to obtain liability insurance protection. If using Armour Insurance, you will be asked for a contract number. Please use **CA-0005**.

To purchase insurance through the [Armour Liability Insurance Program](#) use the following link:

<https://scugog.instantriskcoverage.com/login>

For further information contact:

Armour Insurance Brokers Ltd.
30 Topflight Drive, Suite #1, Mississauga, ON L5S 0A8
Phone: 905-452-5127
Toll Free: 1-877-452-5127
support@instantriskcoverage.com