



## Sparwood Coal Miner Days Society

March 8, 2019

Dear Vendor,

The Sparwood Coal Miner Days Society invites you to apply to become vendor for Coal Miner Days in Sparwood from June 7<sup>th</sup> – 9<sup>th</sup>. Similar to last year, we are looking to have food vendors available Friday evening for the fireworks and Saturday 12-5pm. We are looking for a broad range of product, food and beverage providers. It is anticipated over 4,000 people will attend the celebrations.

Please find attached a copy of the standard contract issued to all Coal Miner Days food &/or beverage vendors. Please sign, return this form, and include a nonrefundable deposit of \$50 **on or before May 1, 2019** to secure your spot in our food/vendor line up. In doing so, you will also receive **FREE** advertising when you have submitted the completed vendor form and the deposit by May 1, 2019.

In exchange, the District of Sparwood is waiving all fees, including business licenses for the vendors for the weekend of Coal Miner Days, vendors agree to pay the remaining \$150 payable to the Sparwood Coal Miner Days Society or by EFT to: [Events@coalminerdays.com](mailto:Events@coalminerdays.com)

If your food truck requires power, please contact Cami Reghenas at FR Rentals in Sparwood (250-425-7288) and they will be willing to work with Coal Miner Days Vendors to provide power options. FR Rentals will offer a discount to Coal Miner Day Food Vendors/Vendors however; this cost is the responsibility of the vendor.

If you require any further information, please contact Tammy Ogden at 250-433-7644 or by email at [tammy.ogden@teck.com](mailto:tammy.ogden@teck.com). We look forward to your participation in our community celebration this year.

We know the community of Sparwood and participants of Coal Miner Days always look forward to the food trucks. Hope to see you there!

Sincerely,

Tammy Ogden  
Director, Coal Miner Days Society



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**Sparwood Coal Miner Days  
Society**

**Event Organizer/Vendor Contract for Sparwood Coal Miner Days 2019**

In furtherance of the declared interest of: \_\_\_\_\_ (you, the “Contractor”) in organizing, managing and overseeing, on behalf of the Sparwood Coal Miner Days Society, the event to be known as, \_\_\_\_\_ an authorized signature on this letter will serve as your agreement to the terms and conditions specified below.

1. All financial and other obligations incurred by the “Contractor” in the organization of the event are the sole responsibility of the “Contractor”.
2. Remit \$50 deposit on or before May 1, 2019 and the remaining \$150 to the Sparwood Coal Miner Days Society prior to the event or before the close of the event at 4 pm on June 9<sup>th</sup>, 2018. A 10% penalty will be applied to fees not paid on or before this date unless alternate arrangements have been agreed upon.

For its part, the Sparwood Coal Miner Days Society agrees to lend its name to the event, include the event in advertising and meet the requirements for public liability insurance.

Sincerely,

Tammy Ogden  
Director, Coal Miner Days Society

On behalf of \_\_\_\_\_, the terms and conditions specified above in connection with the event also specified above are accepted and agreed to.

\_\_\_\_\_  
Event Organizer/Vendor (print)

\_\_\_\_\_  
Date

**Sparwood Coal Miner Days  
Society**



\_\_\_\_\_  
Event Organizer/Vendor (signature)

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## VENDOR EXPECTATIONS

Please read carefully prior to completing and submitting an application package.

- Electrical power will not be available. Generators are allowed at Coal Miner Days.
- Access to potable water may be available if arrangements are made ahead of time.
- There are no sewage lines available for use at the Sparwood Recreation Centre. All sewage water must be removed from the site.
- All successful vendors will be required to provide proof of liability insurance of \$1 million stating the District of Sparwood and the Sparwood Coal Miner Days Society as additional insured. Failure to provide insurance will result in cancellation of vendor access to the event and sales at the event.
- Food regulations must be met for all vendors that handle food and sell food. All food and beverage vendors must have a valid Food Establishment Permit. Contact Interior Health at 250-420-2401 for more information.
- All appropriate laws & bylaws must be adhered to.
- Business licenses are not required for vendors during Coal Miner Days so long as the vendor agrees to and adheres to this contract and provides \$200 fee to Sparwood Coal Miner Days Society before the close of the event on June 9<sup>th</sup>, 2018.
- Vendors are responsible for staffing, product set-up and product tear down for their own booths/tables. Each vendor will be responsible for providing all equipment required for its venue.
- Vendors will be expected to protect the turf underneath their unit from damage due to cooking activities.
- The use of barbeques will be limited to propane fuelled units. No charcoal!
- The District of Sparwood will provide trash containers for the public to deposit their garbage. Each vendor will be required to provide at least two containers for the deposit of food preparation garbage. Vendors will be expected to bring their garbage to the appropriate bins for disposal at the end of the day. All means to recycle products are required, i.e. cans separated, cardboard in appropriate bin, etc.



**Vendor**      **Sparwood Coal Miner Days Society**      **Contract**

Company/Organization Name:		
Contact Person:	Phone:	Fax:
Mailing Address:	Email Address:	
Please describe your product/food services unit (type of structure, size of structure, facilities included in structure).		
Please list all items that you propose to have for sale*. Only items listed here will be considered for sale at the event. *No alcoholic or illegal items will be considered		
Do you have prior festival food service or product sales experience? Where & when?		
Signature:	Date:	
Vendor Contracts will be accepted up until 4:30 pm on Friday, June 10, 2017. However, in order to guarantee we advertise your venue, all necessary documentation must be in place before May 1, 2018. Mail: Sparwood Coal Miner Days Society, Box 1041, Sparwood, BC V0B 2G0 E-mail: <a href="mailto:coalminerdays@hotmail.com">coalminerdays@hotmail.com</a> or Fax: 250-425-7130 Attn: Justine Bowen		
Required attachments: <input type="checkbox"/> Signed contract agreeing to pay \$200 vendor fee payable to Sparwood Coal Miner Days Society <input type="checkbox"/> Proof of liability insurance of \$1 million with additional insured named as Sparwood Coal Miner Days Society <input type="checkbox"/> Valid Food Establishment Permit if food vendor or evidence of Food Safe Certificate		
Post-Event Information: (for Coal Miner Days Society only) Follow-up email sent on _____ reminding vendors of meeting scheduled for _____. \$200 Vendor Fee received on _____, 2017		