



March 5, 2017

Dear Vendor,

The Sparwood Coal Miner Days Society invites you to apply to become vendor for Coal Miner Days in Sparwood from June 9th – 11th. 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. It needs to be signed and returned on or before May 1, 2017 in order to be included on any advertising for this event. We are also requiring that all vendors complete this form to ensure their full commitment to this event prior to May 9th, 2017 as we do not want to advertise for any vendors that don't commit. It looks bad when we've advertised for something that doesn't happen.

In exchange for the District of Sparwood waiving all fees, including business licenses for the vendors for the weekend of Coal Miner Days, vendors agree to pay \$150 payable to the Sparwood Coal Miner Days Society.

Unfortunately Coal Miner Days Society will not be able to provide power. If power is needed you can 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.

If you require any further information, please contact Justine Bowen at 250-910-1074 or by email at coalminerdays@hotmail.com. We look forward to your participation in our community celebration this year.

Sincerely,

Justine Bowen

Justine Bowen



Event Organizer/Vendor Contract for Sparwood Coal Miner Days 2017

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 \$150 to the Sparwood Coal Miner Days Society prior to the event or before the close of the event at 4 pm on June 11, 2017. 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,

Justine Bowen

Justine Bowen
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

Event Organizer/Vendor (signature)



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 \$150 fee to Sparwood Coal Miner Days Society before the close of the event on June 11, 2017.
- 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.



Sparwood Coal Miner Days Society

Box 1041, Sparwood, BC V0B 2G0
coalminerdays@hotmail.com
www.coalminerdays.com

Vendor 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, 2017. Mail: Sparwood Coal Miner Days Society, Box 1041, Sparwood, BC V0B 2G0 E-mail: coalminerdays@hotmail.com or Fax: 250-425-7130 Attn: Justine Bowen		
Required attachments: <input type="checkbox"/> Signed contract agreeing to pay \$150 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 _____. \$150 Vendor Fee received on _____, 2017		