



Saturday July 6, 2019

Batoche National Historic Site

Vendor Application

VENDOR APPLICATIONS

Louis Riel Relay Days is accepting applications for on-site vendors at LRRD2019.

FEES

Food Vendor Fee: \$150

Craft Vendor Fee: \$50

VENDOR GUIDELINES

Vendors are responsible for their set-up and take-down and must supply their own tents, tables, chairs, equipment, water supplies, electricity, etc. All vendors are encouraged to have a sign on their booth, tent, or trailer clearly showing their name and the items available.

PERMITS

A Temporary Food License from Saskatoon Health Region is **required** for all food vendors. Application must be submitted on or before June 6th, 2019.

If you do not have a food license go to Saskatoon Health Regions website listed below and fill out the Temporary Food Vendor Application Form. Food vendors with existing licensed trailers are not required to fill out the extra paperwork but should instead submit a copy of the current license with this application. (www.saskatoonhealthregion.ca/locations_services/Services/Health-Inspection/Pages/Temporary-Food-Event.aspx)

SPACE ALLOTMENT

Vendors at Louis Riel Relay Days 2019 will be assigned booth space on the grounds of Batoche National Historic Site. Specific locations will be determined at a later date.

IN CASE OF INCLEMENT WEATHER

The show goes on, rain or shine! Vendors are responsible for their displays regardless of the weather. Refunds will not be issued due to weather conditions.

CANCELLATION

Vendors accepted to participate in Louis Riel Relay Days 2019 but who cannot attend must provide a written notice of cancellation before June 6th, 2019 to receive a refund of their registration fee less the administration fee. Refunds are **not** available for cancellations made after June 6th, 2019.

REGISTRATION, SET-UP AND PARKING

Registration and booth set-up begins at 7:00 am on Saturday, July 6th, 2019. You must register with event staff upon arrival to receive directions for parking, participant ID and booth specifics.

Booths must be completely set up & vehicles moved to the designated parking area by 9:00 am. General vendors **MUST** remain set up until 4:00 pm while food vendors must remain set up until 4:30 pm on Saturday, July 6th.

APPLICATION PROCESS

1. Print and complete application form (Page 3). Send your completed application, fee payment and if required, Saskatoon Health Region Temporary Food License to the Friends of Batoche Historic Site Inc.

A. Scan and email to LouisRielRelay@gmail.com

B. Mail or drop off to:

Friends of Batoche Historic Site Inc.

P.O. Box 1040 RR# 1

Wakaw SK S0K 4P0

306-423-5687/306-423-6227

NOTIFICATION

Space allotment will be via email following receipt of completed application, fee and proper documentation.

LOUIS RIEL RELAY DAYS 2019 VENDOR APPLICATION FORM

All food applications must be accompanied by a Saskatoon Health Region Temporary Food License

CONCESSION INFORMATION (PLEASE PRINT/TYPE IN CAPITAL LETTERS)

Type of Vendor:

Food Craft Commercial Non-profit/Charity

Charitable/Non-Profit Organization #: _____

Company Name: _____

Contact Name: _____

Phone: _____ Email: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Website: _____ Facebook Page: _____

Twitter Handle: _____ Instagram Handle: _____

On-site Contact Name: _____ Cell No.: _____

Type of Food/Craft Offered:* _____

*Please attach a complete menu/list of items

LOCATION INFORMATION

Booth: I require _____ 10 X 15 area(s)

Trailer: I require space for a _____ X _____ concession trailer

PAYMENT

\$150 Food Vendor Fee OR

\$50 Vendor Fee for non-food items, fundraiser or community groups

PAYMENT METHOD

Cheque* Credit Card Online

*Make cheques payable to the Friends of Batoche Historic Site Inc.

Credit Card Type: Visa Master Card American Express Other

Credit Card No.: _____ Expiry Date (MM/YY): _____

Authorization Signature: _____ CVC No.: _____

FOR OFFICE USE ONLY

Date Received: _____ Booth No.: _____ Size: _____

Payment Received: Yes No Temporary Food License Received: Yes No