



CANADA DAY at FORT CALGARY July 1st, 2008

FOOD & BEVERAGE VENDOR SUBMISSION PROCESS

Fort Calgary is looking for food and beverage vendors to participate in the **Canada Day celebrations at Fort Calgary on July 1, 2008 from 9 a.m. until 4 p.m.**. We are looking for a broad range of food and beverages. It is anticipated that between 3,000 and 5,000 people will attend the event at this location.

Those interested in participating **must complete, in full, both of the following forms:**

- Fort Calgary Vendor Application Form
- CHR Vendor Application Form

Please review the expectations information sheet prior to completing the forms.

Submissions will be accepted up until 8 **pm, May 25, 2008.**

We will only contact those we are selecting to provide food services. Please note that not all those that submit an application form will be selected. Selections will be made and **approved vendors will be notified by end of business day on June 2, 2008.**

Selections will be made based on a number of factors to best provide a variety of food and beverage services for the public and to make the best use of the park site.

Selected vendors will be charged a fee of \$100 per unit. If water and/or power are required, additional \$50 per service will be assessed. Fees are **NOT** to be submitted with the application.

Those selected will be provided with further details such as payment procedures, location on site, set up times, inspection times, etc.

For further inquiries, please contact Nicky Peeters, Special Events Coordinator at Fort Calgary, phone 290-1875 ext. 239, fax 265-6534, email npeeters@fortcalgary.com

Sent your submission to

Fort Calgary
Attn: Nicky Peeters
PO Box 2100, Station M (#106)
Calgary, AB T2P 2M5



F&B VENDOR LIMITATIONS/EXPECTATIONS

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

Each vendor will be responsible for providing all *equipment required for its food services* venue. This includes:

- Sales Structures: booth, trailer or tent
- Sink units: with appropriate CHR approved hosing
- Proper food storage units: refrigeration units, warming trays
- Appropriate cooking units
- Extension cords
- Tables and chairs (can also be rented through Fort Calgary)
- Garbage cans & bags
- Waste water disposal units

Each vendor must ensure that all *health regulations* are met (read the accompanying CHR information) and that all appropriate laws & bylaws are adhered to.

Electrical power (generator) is not available at all locations within the park and when available, it is not unlimited and there may be restrictions on how many receptacles each vendor has access to. You must identify all items requiring electricity in your submission. If you were considering bringing your own generator, please identify this on your submission.

Access to *potable water* is not available on all parts of the site. You must identify your need for access to water in your submission. Vendors must supply their own white hoses for water hook up.

There are no sewage lines available for use in the park. All *sewage water* must be removed from the site.

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!

Fort Calgary will provide *trash containers* for the public to deposit their garbage. Each vendor will be required to provide at least one container for the deposit of food preparation garbage.

The Calgary Health Region (CHR) and the Calgary Fire Department will conduct *inspections* of all food services on the day of the event. Vendors must be prepared to undergo inspection, so your station must be ready at **9 a.m.**



Fort Calgary F&B VENDOR APPLICATION FORM
Canada Day – July 1st, 2008

Company/Organization Name:	
Contact Person:	
Phone:	Fax:
Mailing Address:	E-Mail Address:

Please describe your food services unit (type of structure, size of structure, facilities included in structure).

Please list all items that you propose to have for sale* and the price for each. Only items listed here will be considered for sale at the event.

*No alcoholic items will be considered

Item	Price	Item	Price



Please list **all** electrical appliances you use and the power rating in amps or watts. This includes items such as, but not limited to, coffee pots, kettles, refrigerators, microwaves, crock pots, fans.

Item	Amps/Watts	Item	Amps/Watts

Do you have prior festival food service experience? Where & when?

What services do you require?

- Water prize = \$50
- Power prize = \$50
- Have capability of using own generator
- Table (8 ft) prize = \$7.50 x (amount) = \$
- Chair prize = \$1.50 x (amount) = \$

The following services are being provided by the event organizer:

- garbage containers (for use by public only) – you will need to provide garbage containers for your food services garbage
- recycling containers for cans & bottles

PLEASE NOTE:

To be considered to provide food services for this event, all applicants must complete and properly submit the following to the event organizer:

- Fort Calgary F&B Vendor Application Form
- CHR Vendor Application form