



info@priddisvalleygardens.com www.priddisvalleygardens.com

2011 PVG Vendor Application

Festival of the Lady Bug 6/11/2011 - *deadline 4/30/2011*

Annual Masquerade Ball 8/20/2011 – *deadline 7/15/2011*

Annual Pig Roast 9/10/2011 – *deadline 8/15/2011*

Name of Booth/Organization/Food:

Contact Person:

Phone – day Phone – eve Fax

Address – in full

..... Postal Code

E-mail Website

Events you wish to apply for (check all that apply):

Festival of the Lady Bug – June 11, 2011 (deadline for applications April 30, 2011)

Annual Masquerade Ball – August 20, 2011 (deadline for applications July 15, 2011)

Annual Pig Roast – September 10, 2011 (deadline for applications August 15, 2011)

Do you Require Power? Yes ____ No ____

We can supply 120V x 15amp; 1 plug (circuit) per vendor. If your power requirements are greater, you must describe on an additional sheet of paper & include with your application.

GUIDELINES & INSTRUCTIONS - Please read carefully

- The vendor fee for the day is **\$200 for food vendors**, or **\$80 for craft vendors /artisans**, plus a \$50 refundable deposit which will be returned upon final inspection of your site before departure. This is for a space up to 10'x10'; if you need more space you will need to reserve and pay for more than 1 spot. Camping fee for vendors: \$20 per vehicle. Please make check payable to Priddis Valley Gardens and submit with your application or include your credit card information on this form (see below). Applications without payment in full will not be accepted.
- Please include description and submit a full menu & prices with your application for food vendors and photographs / website displaying samples of your wares for craft / artisan vendors. Only the items you describe on your application will be approved and allowed for sale. Please describe any other special needs you may have.
- The PVG is a rustic outdoor facility with limited power and running water. There is no indoor restroom; only portopotties are onsite. There is no indoor facility with running water, sink, or stove etc for vendor use. Vendors are required to provide all the equipment you need to operate outside--including but not limited power cords (minimum length of 200 ft.) (bring your own ext. cords, a 2 pole-30a plug...any booth requiring more power is a special consideration due to power limitations and will have to be evaluated.), hand wash sinks, hose, water, lighting, display tables, chairs, tent/canopy (which must be pegged to withstand inclement weather), trash cans / recycling bins and all other equipment. You must haul out your own trash and recycling.
- All food vendor booths must meet the standards under the Health Temporary Food Service Regulation and must display a valid Food Concession Permit.
- Concessions must conform to Alberta electrical and building codes. All vendors must also comply with Fire code. Any vendor failing to comply with the above requirements will not be hooked up and will not receive a refund.
- Food vendors are also required to carry and supply a copy of \$2 million liability insurance.
- Vendors must make arrangements to attend an orientation prior to your event. For the Festival of the Lady Bug, the orientation will be held on Saturday, June 4 at 11am. Vendors who do not attend this orientation will not be able to participate at the Festival and will receive no refund for their fees. Vendors from out-of-town must make special arrangements with the vendor coordinator for an orientation.
- Festival of the Lady Bug: The festival opens to the public at 11am, and there will be a huge rush of people from about 10:30am—12:30pm. Vendors must have **COMPLETED set up no later than 10am** on Saturday June 11 or you will not be allowed to set up until after 2pm. The other two events start at 7pm; vendors must have completed set up no later than 5:30pm.
- When reversing or parking your vehicle, you must have a spotter. Vehicles must not block guest parking and must park in designated vendor areas.

Priddis Valley Gardens Vendor Application Form

PVG is located just 8km west of the Calgary city limits on the Hwy 22x; after the divided highway ends, turn right at the bottom of the hill onto 224 St W (Priddis Valley Road).

- Each vendor is allowed to bring 1 staff free of charge. No pets. Additional tickets can be purchased at a 25% discount up to a week before the event, and after this time vendor staff must purchase tickets at the full price.
- Please list the staff you will bring below, and any additional staff you need to purchase passes for:

1. _____ (free)
2. _____
3. _____

- Payment is required with your signed application. No vendor shall be placed until payment is received. Vendors must abide by the Priddis Valley Gardens rules and regulations, and any other applicable regulations and legislation. There are no exclusive rights on products being sold at the PVG. Vendor agrees to have their name included in PVG marketing material. In the event that a vendor damages or causes to be damaged, any property or equipment belonging to or under the authority of the PVG, the PVG may repair the damage and charge the cost that exceeds the damage deposit to the vendor. The PVG is not responsible for any lost, stolen or damaged property or any injuries that might occur.
- Fees are non-refundable starting one month before your event; refunds processed before this time are subject to a \$30 administration fee.

I accept the above stated conditions and do not hold the Priddis Valley Gardens or its staff or volunteers legally responsible for any loss, damage or theft incurred to myself, my employees or my goods and equipment during this event. I understand that health and safety inspections will occur during the Festival and that I need to have all required permits and insurance present.

Signature _____ Date _____

CHECKLIST & PAYMENT INFORMATION

Signed application form

Payment (credit card or check) (\$200 + \$50 refundable deposit for food vendors;
(\$80 + \$50 refundable deposit for other vendors)

Description / menu / photos

My payment by check or credit card is enclosed.

Name on Card: _____

Card Number: _____

Expiration Date: _____

Billing Address: _____
(including city & postal code)

Signature: _____

Please email your application & supporting documents to info@priddisvalleygardens.com or scan & send by snail mail to:

Lora D'Agnillo
Attn: PVG VENDORS
264 Midlake Blvd
Calgary AB T2X 1X6

For more information, please email info@priddisvalleygardens.com or call 403.441.5746.

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