



7. **You must provide at least two large 40 gallon size large garbage containers for the public to use, and they must be at the front of your tables, on the street or sidewalk.**  
All vendors are responsible on Saturday to keep clean the **entire city block** that they are located on. You will work with your vendor neighbours on your entire block to make sure you are keeping the area clean, as we do not have City-paid crews to clean up. You must empty your garbage containers continuously, as well as assign your volunteers to keep your block clean, picking up the napkins, papers, shishkabobs sticks, etc., throughout the day. This will be monitored throughout the day, and your block including the street will be assessed for litter-free.  
  
You must take your garbage bags to the garbage truck/dumpster that will be behind City Hall on Saturday, and to the dumpster at the waterfront on Sunday – or we will cash your deposit.
8. Set up times and vehicle access is Saturday downtown from 7-9 a.m. and Sunday waterfront 8-10 a.m. On Sunday only one vehicle per vendor is permitted down at the waterfront due to space restrictions. We will assign you your time to arrive for Sunday set up.
9. The Seafest Vendor Permit is valid only during Seafest 2018 on the dates paid for on the Seafest Vendor's Permit Application. Anyone wishing to set up a booth at other times must contact City Hall and obtain the necessary business license.

**Your checklist:**

- ! First step, I have read these rules.
- ! The Temporary Food Permit application has been completed and I have taken it to the Prince Rupert Public Health Unit.
- ! The Temporary Food Permit has been granted and I have picked it up from the Public Health Unit.
- ! I have taken my approved Temporary Food Permit and my Vendor Application to the Seafest office.
- ! Two people from our group/business have the FoodSafe certification.
- ! I have taken the two FoodSafe certificates to the Seafest office.
- ! I have paid the vendor and cleanup deposit fees at the Seafest office.
- ! I have been given a Seafest Vendor Permit that I will display at my booth.
- ! I have talked to the downtown merchant that I will be located in front of.
- ! I have large pieces of cardboard to cover under and around my BBQ area.
- ! I have at least two 40-gallon garbage containers outside by booth for the public to use, plus my own containers inside my vendor booth.
- ! I have extra people for the entire day on Saturday to do block clean-up and empty my public-use garbage cans throughout the day. Also on Sunday I will assist the Special Events volunteers and clean up around my booth and the public areas.
- ! I am ready to have a great day at Seafest, and serve the public with a smile and show our great Prince Rupert hospitality!
- ! I have taken my full garbage bags to the garbage truck at the rear of City Hall at the end of the Saturday, and to the dumpster on Sunday.
- ! If I haven't cleaned up throughout the day or disposed of my garbage in the provided truck or dumpster at the end of either day, I am giving Special Events Society the right to cash my \$150 deposit!

\*The Seafest office sells collapsible metal frame garbage bag holders for \$15.00 (taxes included). This is at-cost to us, and a service for you the vendor. Please purchase and use these, or use your own large garbage containers. You need to supply the garbage bags.

Thank you for being part of Seafest and  
making it the best community festival in the North!

# Seafest

## 40th Annual Seafest 2018 June 8th - 10th

Prince Rupert Special Events Society  
PO Box 306 Prince Rupert, BC V8J 3P9  
424 - 3rd Ave., W. (lower level City Hall)  
250-624-9118 Fax: 250-624-9218  
prspecialevents@citywest.ca  
www.prspecialevents.com

### THEME "The Way it Was"

#### VENDOR PERMIT APPLICATION

Applying for:  Saturday, June 9<sup>th</sup> Downtown  Sunday, June 10<sup>th</sup> Waterfront

Name of Business, Club or Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Include all your contact numbers for emergencies. We will contact you by email only for next Seafest.

Description and details of food or merchandise you are selling, or service you will be providing:

\_\_\_\_\_

Your venue is:  trailer (length \_\_\_\_\_)  tent (size \_\_\_\_\_)  other: \_\_\_\_\_

Saturday location request: \_\_\_\_\_

*Sunday waterfront location is designated by the Seafest Committee due to space limitations.*

FEES: \$150.00 per vendor booth per day; Student/school groups \$100.00 per day.

Temporary Food Permit or Mobile Permit is attached. Also Food Safe certificates are attached.

PLUS Food Vendors *only* supply an additional separate clean-up deposit cheque of \$150.00.

The Seafest Committee may deem it necessary to have you relocated or connected to electricity due to noise restrictions of generators. We can supply some electricity on Sunday only, so please inform us and include an additional \$40 fee.

**RETURN THIS FORM AND FEES PAYABLE TO: Prince Rupert Special Events Society**

#### INDEMNITY AGREEMENT

In consideration of this permit, I/we waive and release any and all rights of claim for damages, I/we may have or acquire against the Prince Rupert Special Events Society, Seafest Committee, or the City of Prince Rupert for any and all injuries and damages caused to or by me/us. I/we have read the rules governing this permit and agree to abide by same. I/we understand that failure to do so will void this permit and our fee will not be refunded. It remains the sole responsibility of our group/club/business, to act and govern ourselves in such a manner as to be responsible for our own safety.

I am responsible for obtaining the appropriate insurance in relation to the operation of my vendor operation for Seafest. Prince Rupert Special Events and the City of Prince Rupert are not responsible for injury or liabilities of any kind that may arise due to the operation of, or any persons associated with, my vendor operation during Seafest.

Signature – Business/Club/Group Representative

Print Your Name

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Office Use Only

Date Received: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

**Fee**  
Saturday \$ \_\_\_\_\_  Cash  Cheq  
Sunday \$ \_\_\_\_\_  Cash  Cheq

**Deposit**  
\$ \_\_\_\_\_  Cash  Cheq

**Permit received**  
 Temporary  
 Mobile

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FoodSafe rec'd: Name: \_\_\_\_\_ Name: \_\_\_\_\_

Deposit Returned: Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

Signature of Vendor receiving returned deposit: \_\_\_\_\_