

Calgary Dragon Boat Race & Festival

*August 11-12, 2018
North Glenmore Park*



VENDOR APPLICATION PACKAGE *Food or Retail Merchant or Not-for-Profit/Charitable*

2018 Calgary Dragon Boat Race & Festival

Vendor Application Information

Event Description

The Calgary Dragon Boat Festival is one of Calgary's premiere sporting events and family-friendly festivals. Taking place at North Glenmore Park, the event will draw over 1,850 competitors and 4,000 spectators. The festival is an exciting mix of dragon boat racing, cultural celebrations featuring a main stage of entertainment, beer garden, retail merchants and food area. The Calgary Dragon Boat Festival strives to create an unforgettable experience while promoting teamwork and inspiration.

The festival continues to grow year after year. We are looking for food and retail vendors to assist with making our weekend exciting and memorable by offering quality food, services and products to our participants and spectators.

Vendor Requirement Information

All vendors of the Calgary Dragon Boat Festival are asked to review this information and meet the following guidelines:

- Complete and submit application form (see page 4)
- Currently hold an Alberta Health Services Permit (food vendor)
- Fire extinguisher on-site
- Fire extinguisher training
- Additional requirements dependant on vendor type

If you are a food vendor and not pre-approved by AHS, you **MUST contact AHS directly** to complete the forms and receive their approval. Food vendors who are not pre-registered and approved by AHS will not be invited to participate.

Fee/Cancellation Policy

The full cost for vendor space for both days is **\$400 for retail merchants** and **\$500 for food vendors including food trucks**. The fee includes the following;

- Provided tent size of 10 feet x 10 feet square. If you require additional space, contact us for more information on tent costs
- Area to park food trucks which will allow easy access and exiting from the festival area
- Free parking at the event in North Glenmore Park
- Exposure to over 5,500 athletes and spectators from Alberta & beyond, over two days.

This fee is due upon receipt and approval of the vendor registration form. Failure to provide the full fee no later than two weeks prior to festival weekend will result in forfeiting your application.

Any cancellations eligible for a refund must be made no later than 30 days prior to festival weekend. All cancellations must be provided by written notice to the attention of Corinne Wilkinson at corinne@whitehathospitality.com

Vendor Pass and Parking

Each vendor will be allocated one (1) parking pass for the weekend.

All vendors will have access to parking inside North Glenmore Park. Please note, there will be a security gate prior to this parking lot and in order to gain entrance a vendor pass needs to be shown. This pass will be sent to you approximately one week prior to the festival.

Important Dates & Times

City approved Food Trucks will have the option to enter Glenmore Park on Saturday morning and must be parked in place by 7:00 am. If leaving at the end of Saturday and returning Sunday morning, food trucks will not be allowed to exit the park until 6:00 pm on Saturday. They must be back in place again by 7:00 am Sunday morning.

Retail Merchants and **Not-for-Profit** who are purchasing our 10 x 10 tent space should be fully set up ready to greet the public for 8:00am on both festival days, and take down after 5:00pm on both festival days.

Miscellaneous Information

Once a vendor registration form has been received with payment, a vendor confirmation package will be sent which will include the following information;

- Site Map
- Space Allocation
- Site Arrival Times/Dates
- Event contact information
- Event details including schedule
- Other important information

Thanks for your interest in being a part of the Calgary Dragon Boat Festival. If you have any questions please do not hesitate to inquire by using the contact information below;

Calgary Dragon Boat Society
Corinne Wilkinson, Festival Event Coordinator
Email: corinne@whitehathospitality.com
Website: www.calgarydragonboatsociety.com

2018 Calgary Dragon Boat Festival Vendor Application Form		
Company Name:		
Contact Name:	Owner Name if different than contact name:	
Address:		
City:	Province:	Postal Code:
Telephone:	Email:	
Cellphone:	Website (if applicable):	
Please check type of vendor:		
<input type="checkbox"/> Food <input type="checkbox"/> Retail Merchandise <input type="checkbox"/> Not-For-Profit		
YYC Food Truck Decal# _____ Power Requirements: _____		
Description of business (please attach food menu including pricing, merchandise listing, or not-for-profit description)		
Anticipated times of service during event:		
Saturday: _____ AM - _____ PM Sunday: _____ AM - _____ PM		
Booth Space:		
Number of spaces requested: _____ (10 x 10 per space) x \$400.00 fee = \$ _____		
Number of food truck spaces requested: _____ x \$500.00 fee = \$ _____		
Method of Payment:		
Cheque (enclosed) _____ yes _____ no Amount: \$ _____		
<small>(NO POST DATED CHEQUES ACCEPTED)</small>		
I have read the information provided in the 2018 Calgary Dragon Boat Festival Vendor Application Form and agree to abide by all terms and conditions of the event as outlined herein. I understand and acknowledge that the Calgary Dragon Boat Society reserves the right to refuse acceptance of any vendor.		
Name (print), Signature & Date:	CDBS Representative & Date Approved:	

Return your Vendor Application form (page 4 of 5 only) to Calgary Dragon Boat Society using one of the following delivery methods;

Email your copy of the Vendor Application Form (scanned to PDF) to:

corinne@whitehathospitality.com

OR

Send your hard copy of the Vendor Application Form & cheque to our mailing address:

**Calgary Dragon Boat Society
PO Box 77002 Chinatown
Calgary, Alberta T2G 5J8**

Make cheque payable to: **Calgary Dragon Boat Society**
(NO POST DATED CHEQUES ACCEPTED)

Please note the society does not accept credit cards.

For further information about the Calgary Dragon Boat Race & Festival please contact;

Corinne Wilkinson, Festival Event Coordinator

Email: corinne@whitehathospitality.com

Website: <http://www.calgarydragonboatsociety.com>