



CANADA DAY ARTS FAIR & CELEBRATION

downtownwindsor.ca/canada-day-arts-fair

The **Canada Day Arts Fair & Celebrations (CDAF)** is presented by the Downtown Windsor Business Improvement Association (DWBIA). The DWBIA works to ensure that downtown Windsor is the preferred place to work, visit and live. The DWBIA exists to effectively represent the interests of all its member sectors as they relate to the economic, political and social vitality of the downtown business district. You can find out more about the work of the DWBIA at their website located at downtownwindsor.ca. The CDAF and the DWBIA thank you for your continued support of the **Canada Day Arts Fair & Celebrations (CDAF)**.

2023 POLICY DETAILS **PLEASE READ CAREFULLY**

EVENT LOCATION:

Pelissier Street between Wyandotte Street and Park Street, including Maiden Lane West. Parking and vending space includes the Pelissier Street Parking Garage.

DATE & TIMES:

Saturday **July 1, 2023**. The CDAF Event will operate between 10:00AM to 2:00PM. Vendors can begin arriving after **8:00 AM**, and set up must be complete by **9:30 AM**.

Please note that vendors will be loading in via **Art Alley**. No Vendor, Entertainer, Volunteer will have vehicular access to Event Site **after 8:15AM** and this will remain in effect **until 2:00 PM**.

Vendors have from **2:00 PM to 3:00 PM** to pack up and tear down. Vendors should come prepared for all weather conditions. Vendors who arrive **later than 9:15 AM** will not be permitted to set up. No exceptions. For safety reasons, **Vendors are not permitted to tear down before 2:00 PM**.

PRODUCTS:

Vendors must submit a list or details of products along with their application form. Products sold at the **CDAF Event** are encouraged to be GROWN, MADE, BAKED, or PRODUCED by the Vendor or be an artisanal Canadian product that is not readily available in grocery stores. Management of the **CDAF Event** reserves the right to ask any Vendor to remove any product from sale at any time during the season. **Vendors are not permitted to sell or include any 'MLM' or "Network Eventing" products.**

APPLICATION & SELECTION PROCESS:

Vendors must choose how many spaces they require, and whether or not they require hydro. Not-For-Profit (community groups/no sales/no tickets/no money exchanged). The General Manager will review vendor applications and make the final decision. The **CDAF Event** reserves the right to approve or reject any application with or without cause. Vendors in breach of the policy will be terminated from the event. The General Manager reserves the right to ask a Vendor to leave the site for **Event** infractions.

ALL VENDORS MUST PRE-PAY PRIOR TO ATTENDING CANADA DAY ARTS FAIR & CELEBRATION.

2023 VENDOR INFORMATION – PLEASE READ CAREFULLY

VENDOR SPACE:

All vendors must:

- Provide Table/s for product.
- Provide Tent/Canopy in good repair, canopy weights are **mandatory** for each vendor.
- Manage the space around their Site within COVID-19 Protocols (including line up, social distancing)
- Provide Tablecloths, all health and safety supplies required (i.e., Handwashing Station), and certifications.
- **Provide their own (75') heavy gauge extension cord if Hydro is needed/approved an.** (1) Heavy duty Outdoor GFP Power bar, if needed. **Indoor power bars not permitted.**
- Include Vendor Signage, prices, product information in compliance with **CDAF** regulations (see signage for further information)

Each approximate 12 x12 space is numbered on the pavement/ground. Vendors will be assigned a location by number on Event Day. Note the following guidelines:

1. There are a limited number of Hydro sites and a limited amount of amperage.
2. Vendors receiving Hydro are limited in what may be plugged into amperage in the grid. The General Manager reserves the right to limit access. Vendors using hydro must provide their own extension cord. **Minimum 75' outdoor cord.** Maximum cords per vendor is two (2) **when available.**
3. There are limited numbers of sites in shade/sun. Vendors should be prepared for this natural occurrence.
4. Potable water is available from the municipal system. Vendors must bring their own carrying containers.
5. Vendor locations and approvals are subject to change, without warning or advance notice, due to changing environmental considerations.
6. **All Vendor vehicles SHALL be off site by 9:15 AM. No Vendor vehicle will return to the site until 2:00 PM and AT THE INSTRUCTION OF EVENT STAFF AND VOLUNTEERS.**

PERMITS/FOOD SAFETY: Vendors are responsible for obtaining all necessary licenses, permits, inspections and certifications for the sale of their products. This includes health and safety, labeling, etc. All persons handling food must maintain a high-level cleanliness. Vendors who are selling food should consider contacting the Health Unit prior to committing to the Event to ensure compliance. Food Handling and Safety Courses are offered throughout the year and even online. The CDAF and the DWBIA are not responsible for Vendor Registration with the WECHU. Vendors who cannot follow Health Unit regulations will be asked to leave the Event (without refund) and/or asked to restrict the content of products brought to the Event for sale.

- [Windsor-Essex County Health Unit Food Vendor Application](#)
- [Windsor-Essex County Food Vendor Requirements](#)

SIGNAGE: Each Vendor's business name **must be** clearly displayed. All prices must be clearly marked and displayed prominently. Prices should not be altered during the day unless through verbal negotiation with customers. Signage and vendor presentation is very important. All vendors should strive for an attractive public appearance.

POLICY FOR RELIGIOUS ORGANIZATIONS: The DWBIA/CDAF promotes and maintains a neutral space that is free from the expression of any religious or creed-based preferences. Historically, we have not allowed religious/spiritually aligned organizations to promote any religion, theology, or spirituality. In keeping such a space, we ask that vendors refrain from displaying symbols of religions or spiritualities; from inviting patrons to a religious space; and, among other religious/spiritually aligned activities, spread teachings from religious authorities. We do permit religious/spiritually aligned organizations to promote secular services they may provide, or programs that do not have religious ties. In some circumstances, programs and services cannot be made to be religiously neutral. If organizations conclude that their services or programs cannot be religiously neutral, we ask that they refrain from providing and promoting such services. If an organization is unable to provide services or promote programs that are religiously neutral, the DWBIA/CDAF cannot permit that organization to be a vendor at the Farmers Event. Kindly take the above into consideration in your application and in considering your organization's participation of its programs and services at the CDAF.

NO VENDOR SHALL ATTEND EVENT UNLESS THEIR DATE HAS BEEN PREPAID

**APPROVED VENDOR APPLICATIONS CAN PAY by E-TRANSFER / CHEQUE
ONCE THEIR APPLICATION IS APPROVED**

2023 CANADA DAY ARTS FAIR & CELEBRATION VENDOR APPLICATION
PLEASE REMIT THE FOLLOWING PAGES!

| | | | |
|--|---|---|---|
| YOUR Name: | | | |
| YOUR Business/Company/Booth Name: | | | |
| YOUR Cell: Business Phone Number: | | E-mail: | |
| Address: | | | |
| City: | | Postal Code: | |
| TYPE OF VENDOR (Check applicable) | <input type="checkbox"/> Prepared Food – (Vendor must register with WECHU) | <input type="checkbox"/> Artisan/Craft | <input type="checkbox"/> No Sales Information ONLY |
| Website: | | | |
| Facebook: | | | |
| Twitter: | | | |
| Instagram: | | | |
| Number of 12' x 12' Spaces Allocated: 1 (Please contact GM if more than 1 space is needed) | | | |
| Hydro Request: <input type="checkbox"/> YES <input type="checkbox"/> NO (NOTE: You must bring your own, high quality 75' extension cord) | | | |
| Please list or describe products you expect to be selling over the 2023 Season. Provide as much detail as possible (this could influence your application). If you are requesting <u>hydro</u>, please list what electronic equipment you hope to bring. If you know the Watts, please include. (1500 Watts Maximum load) Hydro Users are required to bring their own high quality 75 ft. extension cord and outdoor power bar (if required). Maximum two (2) cords per vendor, when available. | | | |
| I have read, understand and agree with the details and Policies listed in this application. (Initial) _____ | | | |
| Print/Type YOUR Name: _____ | | Signature: _____ | |
| Date: _____ | | | |

2023 Prepaid Occasional/Additional: \$25/Day
No Hydro. Parking Pass Provided

2023 Prepaid Occasional/Additional: \$30/Day
Hydro. Parking Pass Provided

| | | |
|--------------------------|--|---|
| PAYMENT: \$ _____ | Cheque #: _____ ETF: <input type="checkbox"/> YES <input type="checkbox"/> NO | Are you selling Prepared Food? <input type="checkbox"/> YES <input type="checkbox"/> NO |
|--------------------------|--|---|

2023 CDAF & DWBIA Legal Disclaimer

The CDAF & DWBIA, their Board of Directors, Staff and Contract Staff/Volunteers will assume no responsibility for loss of product, sales, inclement weather closure, volume of patrons/customers, theft from vendor site or parked vehicles, towed vehicles, parking tickets, damage to Vendor equipment, theft of personal property, or loss of sales due to unforeseen early closure of Event, closure of CDAF due to COVID-19 restrictions, or any unforeseen circumstances and/or safety concerns. Vendors registered for CDAF during a COVID-19 lockdown will receive a refund for missed days.

There are absolutely no Vendor refunds with the exception of COVID-19 Lockdowns.

NO SMOKING ANYWHERE ON EVENT GROUNDS BY ORDER OF THE
CORPORATION OF THE CITY OF WINDSOR.

By signing this application, you are indicating that you have read and agreed to the
Terms of Agreement to be a Vendor at the CDAF in 2023.

Vendor Signature: _____ DATE: _____

THE CDAF & DWBIA RESERVE THE RIGHT
TO ACCEPT OR REJECT ANY VENDOR APPLICATION

THE CDAF & DWBIA RESERVE THE RIGHT TO ASK VENDORS TO LEAVE
THE PERMITTED EVENT SITE FOR ANY REASON.

YOUR VENDOR PROFILE MAY BE LISTED ON CDAF.ca, downtownwindsor.ca
CDAF & DWBIA Facebook, Twitter & Instagram Pages! Pictures of staff, helpers
and your Vendor Booth *may* be uploaded to the Websites and Facebook.
Details or pictures of your products *may* be included on our social media sites.

QUESTIONS?

Contact DEBI CROUCHER (General Manager) at dwbia@downtownwindsor.ca

EMAIL SCANNED APPLICATION TO: debi@downtownwindsor.ca

ALTERNATIVELY, PLEASE MAIL **PRINTED** APPLICATION TO:

Downtown Windsor BIA
484 Pelissier Street
Windsor, ON N9A 4K9