



Midsummer Thursdays Vendor Rules

Vendors must accept and fully cooperate with the following rules of the Town of Stony Plain's Midsummer Thursdays events. Failure to comply with these rules may result in the forfeiture of your participation in the events.

1. Midsummer Thursdays is an all-weather event. Vendors are required to operate in a variety of weather conditions including rain, snow, or shine. In the event of extreme weather (ex: severe lightning, tornado, etc.) vendors will be notified and emergency procedures will be activated.
2. All vendors are required to have a valid Stony Plain business license for their business type.
3. All vendors are required to carry liability insurance (\$2,000,000 minimum) and list the Town of Stony Plain as "additionally insured". Proof of insurance is required upon application acceptance.
4. Vendors selling food must meet all Food Safety guidelines as outlined by Alberta Health Services. Please visit www.albertahealthservices.ca for more information.

Food Vendors are required to have:

- a) Approved food vendors must complete and submit an Alberta Health Services Special Event Vendor Notification Form and submit to the Town of Stony Plain 30 days prior to the event (if required).
 - b) All food vendors who are using a cooking appliance must have their tent constructed of flame-retardant material. No recreational utility tarps are allowed. Every vendor's set up is subject to inspection by the Town of Stony Plain. Vendors who do not immediately fix any issues or concerns noted during the inspection will be shut down.
5. In the event of an emergency or last-minute cancellation please email the event manager directly. If 72 hours' notice of cancellation is not given, including if a vendor no-shows on event day, a \$25 cancellation/missed fee will be charged, and future participation in Midsummer Thursdays will be suspended until that fee is paid in full.
 6. Applications:
 - a) If your application is approved, you will receive a Vendor Agreement. Agreements must be signed within 48 hours of receipt. Failure to do so will result in loss of booking.
 - b) No exchange of dates will be given for cancellations.
 - c) Vendors are NOT permitted to loan, sublease or give away the stall(s).
 7. Smoking and animals are strictly prohibited in establishments where food is prepared, stored, or offered for sale (this does not apply to service and/or guide dogs).

8. Vendor stalls:
 - a) All stalls are defined as 10 ft. x 10 ft.
 - b) Tents shall not be attached to another tent.
 - c) Vendors are required to provide their own 10x10 tent, tent weights, tables, and all items required to showcase their products. A minimum of 25 lbs. per tent leg is required. ALL tents MUST be weighed down during the market.
 - d) No product, signs or stands shall be displayed outside of this area.
 - e) Tents must be within their specified area.
 - f) All tent tops MUST BE constructed of flame-resistant material.
 - g) Vendors are responsible for any damage they cause at or around their stall (ex: Town or other vendor's property, damaged trees, grass, etc.). The Town of Stony Plain will fine all vendors responsible for any damages and/or replacement costs incurred.
9. Vendors are not permitted to set up before the barricades are erected the day of the event. Vendors must be completely disassembled and off the site before the barricades are removed after the event concludes. Details regarding set up and tear down will be sent out to vendors in the week leading up to each event.
10. Sold out vendors must remain completely set up and present at their booth until the event concludes. Vendors are not permitted to leave early.
11. Public safety is the responsibility of everyone at the event. We have a zero-tolerance policy for anyone who does not follow these rules.
12. Parking is limited. Vendors must park off-site.
13. Vendors are responsible for the clean-up of their stall and for removing and taking away their own garbage. Garbage cans provided by the Town are for attendee use only. The use of Town or other businesses' garbage bins is strictly prohibited.
14. Generators (other than food truck generators) are not permitted to be used at the event. Some exceptions may be made at the discretion of the event manager.
15. Failure to comply with the event rules may result in the following (not necessarily in this order):
 - a) A written warning
 - b) A \$50.00 charge
 - c) Cancellation of stall for future events
 - d) The event manager reserves the right to change, interpret and enforce these rules as deemed necessary.