



Vendor Permit Form

This form **MUST be filled by **all** vendors that are participating at MuslimFest 2017**

ALL COMMERCIAL VENDORS shall have a Vender Special Event Licence to operate in Mississauga. To obtain a Licence, all Vendors must have a valid insurance certificate (please see Insurance document for details).

MuslimFest will obtain the two-day Vender Special Event Licence from the City of Mississauga at **no additional cost (\$52 CDN value)**.

For any further questions, feel free to contact us at bazaar@muslimfest.com



Vendor Participation Agreement and Permit Application Form

Form Instructions: Please read, complete and sign the following form and submit it to the MuslimFest Bazaar Management Team (bazaar@muslimfest.com)

Festival/Event Applied For: **MuslimFest 2017** Date: **August 5th 2017 – August 6th 2017**

Type of Applicant: Individual Partnership or Corporation

Individual

Applicants Name: (last, first, initial): _____

Address: _____ Apt./Unit: _____

City: _____ Province: _____ Postal Code: _____ Phone#: _____

Date of Birth: (day) _____ (month) _____ (year) _____ Sex: Male Female

Company Name: _____

Partnership or Corporation

Name of Partnership or Corporation:
(attach articles of incorporation as applicable)

Business Address: _____ Apt./Unit: _____

City: _____ Province: _____ Postal Code: _____ Phone#: _____

Mainling Address: _____ Apt./Unit: _____
(if different from above):

City: _____ Province: _____ Postal Code: _____ Phone#: _____

Items for Sale

Please State Items You Are Selling: _____

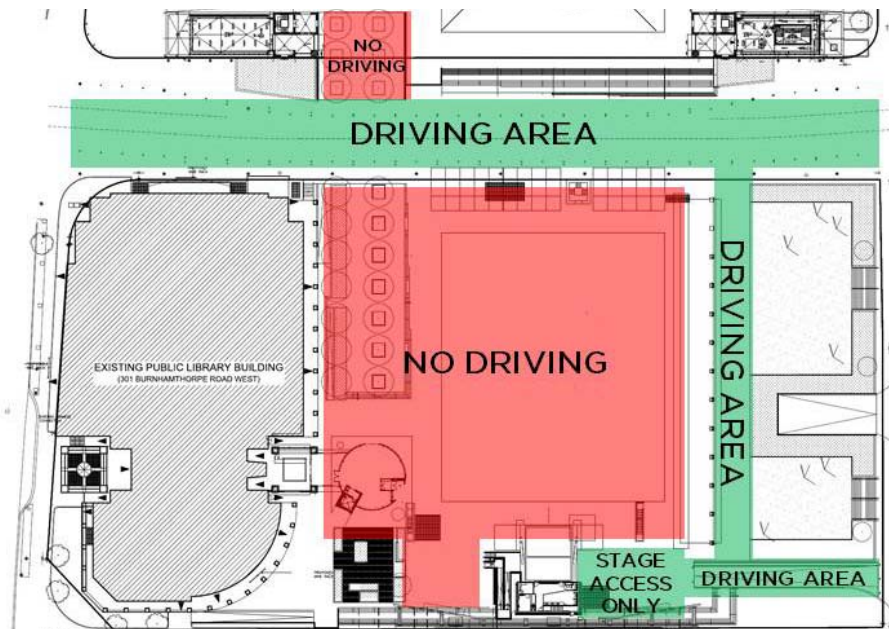
FACT SHEET: VENDORS

- Vendors must abide by all Federal, Provincial and Municipal Laws, By-laws and Guidelines.
- Applicable City of Mississauga By-laws include: [PARKS BY-LAW 186-05](#); [VENDORS BY-LAW 522-04](#); [ICE CREAM TRUCK BY-LAW 523-04](#); [VEHICLE LICENSING BY-LAW 520-04](#)
- Mississauga Celebration Square is a smoke-free space [SMOKING BY-LAW 94-14](#). Any person who violates this By-law may be fined.
- Vendors must follow all instructions from City staff. They must cease vending if requested. Vendors must comply with the City's [RESPECTFUL WORKPLACE POLICY \(01-03-04\)](#) and the [CITY'S RESPECTFUL WORKPLACE STATEMENT OF COMMITMENT](#): no form of discrimination, harassment, or bullying will be tolerated
- Vehicles are allowed onsite for load in and load out only. PARKING IS NOT ALLOWED ON SITE DURING EVENTS. Underground is free on weekends and after 6:00pm on weekdays.
- Commercial vendors must be listed on the Event Organizer's Special Event License and must have provided all required documentation to the Organizer in advance. Vendors who are not listed on the license will be removed from the site and may be fined.
- Solicitation is prohibited on City property [ADVERTISING POLICY 03-09-01](#); all sales must be made only from a vendor's assigned area.
- All printed materials to be distributed or displayed are subject to prior approval by Mississauga Celebration Square. Any materials, displays or speeches that could be frightening or deemed inappropriate to any age group are prohibited.
- Electrical access is available if requested in advance with specifications. All electrical appliances must display a sticker indicating proof of inspection by the Electrical Standards Association (ESA) or the Canadian Standards Association (CSA). Appliances without proof of inspection that are unsafe will be removed.
- Vendors must supply their own 100' extension cords in safe working condition.
- All tents must be a maximum size of 10'x10' unless otherwise approved in advance by Mississauga Celebration Square, and must be properly weighted. Staking is strictly prohibited. Cooking or heating devices using open flame are not permitted directly under a tent. Tent textiles must be flame-resistant.
- A fire extinguisher is required for any vendor who is cooking.
- Only propane barbecues are permitted. Barbecues which are deemed "not for commercial use" in the owner's manual may not be used at Mississauga Celebration Square. Equipment that is deemed unsafe by City staff will be removed. All barbecues require a [TSSA Annual Check List](#).

- All propane tanks must be properly labeled and secured vertically by chains to a stable support. A valid [Technical Standards & Safety Authority \(TSSA\) Propane Inspection Certificate](#) dated within the past 12 months is required for all equipment and propane.
- All food vendors must submit a [Special Event Application for Food Vendors](#) a minimum of 15 days prior to the event. Food vendors must meet all Region of Peel [Food Safety Guidelines](#), and must provide an adequate hand washing station that includes a large container of warm water, a soap dispenser and a roll of paper towels.
- All food preparation must be set up on top of rubber mats placed by the City.
- Mississauga Celebration Square will install a portable grey water sink behind the Market Trellis that must not be used for grease disposal as additional cleaning costs will be incurred.
- Grease must be disposed of in grease barrels only. All other grease disposal may result in fines.
- Vendors are responsible for their assigned space. They must dispose of the waste that they generate in a timely manner throughout the event. Following the event, vendors must leave their space clean and free from all garbage and debris. Waste must be disposed of in the industrial dumpsters. Vendors are responsible for ensuring that only recyclable material is disposed of in the recycling dumpster.

FACT SHEET: LOAD-IN/LOAD-OUT

- Drivers must abide by all Federal, Provincial, Municipal Laws, By-laws and Guidelines.
- Vehicles are not permitted to idle continuously for more than 3 minutes [IDLING CONTROL BY-LAW 194-09](#).
- MCS is a smoke-free space [SMOKING BY-LAW 94-14](#). Any person who violates this By-law may be fined.
- Drivers must follow all instructions from City staff. Drivers must comply with the City's [RESPECTFUL WORKPLACE POLICY \(01-03-04\)](#) and the [CITY'S RESPECTFUL WORKPLACE STATEMENT OF COMMITMENT](#); no form of discrimination, harassment, or bullying will be tolerated
- Vehicles are not permitted to drive on Mississauga Celebration Square unless authorized by City staff. Drivers must follow all instructions from City staff.
- Drivers may not proceed without a walking escort.
- Vehicles must drive with hazard lights on at walking speed; maximum 10 km/hr.
- Vehicles are allowed onsite for load-in and load-out only. Parking is not allowed on site during an event.
- Load-out will only begin when permission has been given by City staff.
- Vehicles may only drive on City Centre Drive and the east side of the Market Trellis. Vendors in red areas must park and walk their equipment to their assigned location.





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Additional Information

Insurance

[Insurance Coverage form](#) → *Applicable only if you're providing the insurance and not buying from MuslimFest.*

Please get your insurance company to fill out the Proof. The following are the **guidelines to filling out this form**:

Add the Corporation of the City of Mississauga **as additional insured**

Event Name: MuslimFest; Dates: August 4th, August 5th and August 6th; Location: Mississauga Celebration Square, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1

Add Festive Currents, 2570 Haines Road, Mississauga ON, L4Y 4A3 **as additional insured**

Have the Broker/Insurance Company **stamp and sign the form** and have them e-mail it **directly to mobile.licensing@mississauga.ca**. Make sure to Cc MuslimFest Bazaar Management at bazaar@muslimfest.com as well. **It is very important that you include Bazaar email when sending this out.**

Peel Health

[Peel Health Food Handling Application](#) → *Applicable only for food/drinks vendors.*

Please complete this form and e-mail it directly to ZZG-Environmental@peelregion.ca Make sure to Cc MuslimFest Bazaar Management at bazaar@muslimfest.com as well. **It is very important that you include Bazaar email when sending this out.**

TSSA Inspection Certificate

[TSSA Form](#) → Applicable vendors with equipment - propane tanks etc. - requiring TSSA certification.

As an authorized agent of this business/organization, I have read and understood this contract, and agree to abide by its terms and conditions.

Vendor (Organization Name): _____

Name of Owner: _____

Signature: _____

Date: (day) ___ (month) ___ (year) ___