



## Caledonia Canada Day Committee

### Craft Vendors Application Form

Monday, July 1, 2019

Please carefully read the contract below. Signing below constitutes a binding legal agreement between the applicant and the Caledonia Canada Day Committee, hereafter referred to as the 'vendor' and the 'committee,' respectively.

1) *Application process:* **a)** All vendors will submit completed application form and signed contract to the committee on or before 12 o'clock noon, June 1, 2019. Failure to complete section a) of the *application process* will result in dismissal of vendors application. All documentation to be sent by email to [vendors@caledoniacanadaday.ca](mailto:vendors@caledoniacanadaday.ca)

2) *Payment Schedule:* **a)** A fee of \$75.00 is due in full on or before 12 o'clock noon, June 1, 2019. **b)** Access to a 120v electrical supply is available for additional \$25 fee. **c)** Fees will not be refunded after 12 o'clock Noon, June 1, 2019. Prior to June 1, 25% of total payment will be refunded upon submission of a letter to the committee outlining the intent of the vendor to cancel their agreement with the committee. Payment to be made by cash or cheque. All cheques should be made payable to 'Caledonia Canada Day.' Payment can be made in person at the offices of the Caledonia Regional Chamber of Commerce: 1 Grand Trunk Lane, Caledonia, ON. Via e-transfer to [vendors@caledoniacanadaday.ca](mailto:vendors@caledoniacanadaday.ca), or mailed to 1 Grand Trunk Lane Box 2035, Caledonia, ON. N3W 2G6.

3) *Details of Space:* Each vendors space will measure 15 feet frontage by 10 feet depth, or 10 feet depth by 15 feet frontage. Vendor spaces are located on the Caledonia Fairgrounds on grass. Spots are reserved by the Vendors Chair and the Caledonia Canada Day Committee. Location is determined solely by the committee. Size of space subject to change with prior notice.

4) *Set Up:* **a)** Set up hours are from 8am-12pm, July 1. All vendors must be set up and open to public by 12pm. **b)** Vehicles must be moved to vendors parking area (see attached map) prior to 11am.

5) *Operating Hours:* All vendors are required to be open to public from 12pm until at least 7pm. Vendors are not permitted to tear down or remove any articles from the grounds prior to 7pm. Vendors who wish to remain open later than 7pm are welcome to stay as late as 10pm.

6) *Tear Down:* Vendors may begin tearing down after 7pm. No tear down is permitted prior to 7pm. Vendors who break this section of the agreement will not be permitted to submit application to the committee for future events. Vehicles will not be allowed onto the grounds until 7pm. All vehicles must be promptly removed from the grounds after tear down is completed. Drivers of vehicles found on the grounds prior to receiving tear-down permission from food vendors chair may be prosecuted by on-site OPP officers.

7) *Other Stipulations:* **a)** Vendor is responsible for cleaning up their site at the time of tear down. Garbage is to be collected and properly disposed of in the proper waste receptacles on site. **b)** Canada Day events are rain or shine. Vendor is required to attend event regardless of the conditions of weather.

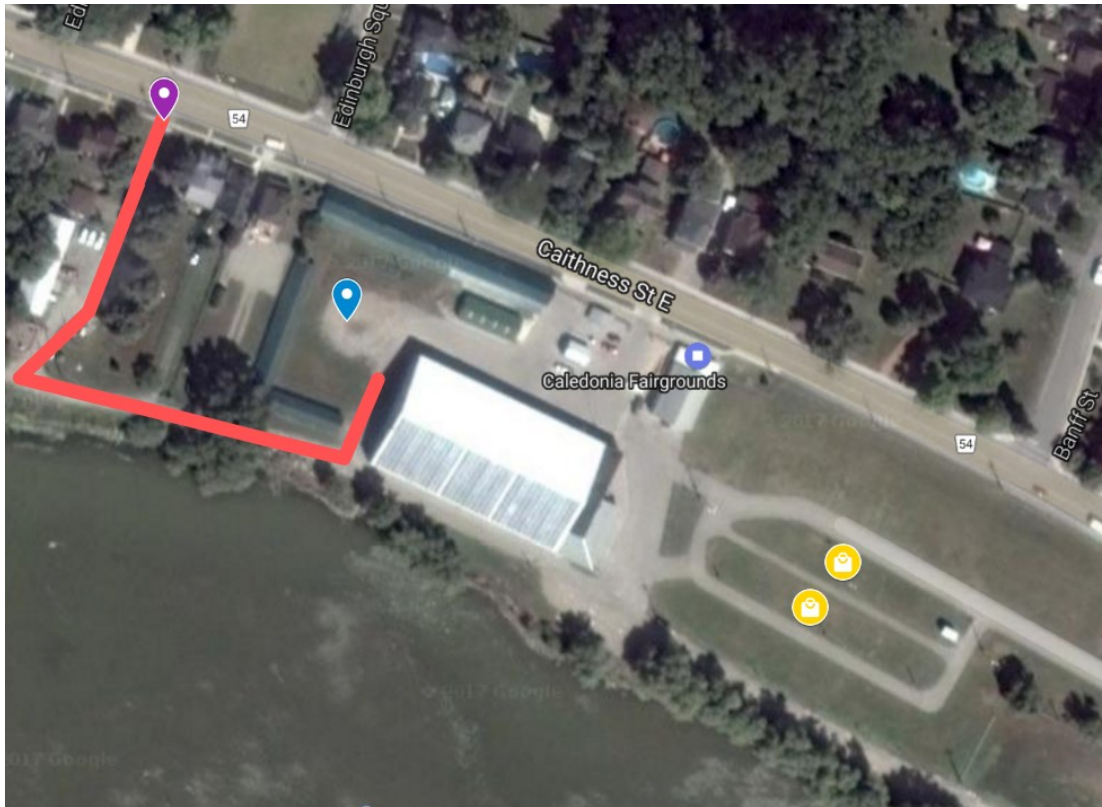
8) *Hold Harmless:* Vendor shall defend, indemnify and hold the committee, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the committee.

Purple Marker- Enter the Fairgrounds from Nairn Street Here

Red Line- drive slowly along this route

Blue Marker- vehicle and parking for vendors is in this area- each vendor is allowed only one vehicle here.

Yellow Shopping Bags- This is the area you will set up.



I, the undersigned, confirm that I am an official representative of \_\_\_\_\_. I agree to follow and adhere to the above agreement with the committee. As vendor, I understand that this contract is a legally binding agreement.

\_\_\_\_\_  
Signature of vendor

\_\_\_\_\_  
Date

Please keep a copy of this contract on file for your organization.

## Application Form

Name of business/organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please specify the type of product that you would like to sell (You will be permitted to sell ONLY what is listed on this form):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I require access to electricity: ☐ 120V Please specify what electrical equipment you would like to use:

\_\_\_\_\_

Please ensure you have attached the following to this application:

☐ Signed Contract ☐ Payment (\$75 fee, plus hydro fee if applicable)

You will receive an email from the Vendors chair if your application is approved.

Contact Info: Vendors Chair: [vendors@caledoniacanadaday.ca](mailto:vendors@caledoniacanadaday.ca)

# Caledonia Canada Day Electrical Safety Guidelines

*To be circulated to all vendors*

Carnivals, festivals and traveling shows have specific electrical safety requirements.

## **Electrical safety tips for celebrations large or small**

Whether you're powering a public address system for speeches and music, setting up a large event tent, plugging in twinkle lights or using portable heaters after the sun sets, following these electrical safety tips will help you avoid an unfortunate accident that could otherwise spoil the fun.

## **Event tents and decorations**

Before moving and setting up a tent, always look up and look out for powerlines first!

Remember, you don't have to touch the powerline to get a severe shock, burn or be electrocuted. Even coming too close could cause electricity to jump or 'arc' through the air to the tent pole or other equipment and seriously injure or even kill you.

When using a ladder to put up decorations, banners or lights always look up first for powerlines. Carry your ladder horizontally as you move around the yard or event location.

Stay at least three metres away from all powerlines that run along the street and at least one metre from the wires that run from your house to the electricity system.

## **Portable generators**

Size matters when it comes to portable generators – choose one that meets the needs of the equipment you want to power up.

An ESA inspection is not required for the type of generators that allow you to plug electrical equipment directly into outlets located on the generator.

But generators larger than 12 kilowatts or 240 volts do require an electrical permit and ESA inspection. Call 1-877-ESA-SAFE (372-7233) at least a week in advance of your event.

Water and electricity don't mix! Set up your portable generator in a dry, well-ventilated area outdoors.

Generators produce poisonous carbon monoxide gas. Keep the generator away from your event tent, and also away from open doors, windows and vents of the house or other nearby buildings. Gasoline and its vapors are extremely flammable. Allow the generator engine to cool at least two minutes before refueling and always use fresh gasoline.

## **Extension cords**

Choose the right extension cord for the job – use three-prong (grounded) cords rated for outdoor use.

Plug in safely – plug your extension cords into an outlet that's protected by a Ground Fault Circuit Interrupter (GFCI) to prevent shocks. You can buy portable GFCI protected outdoor power bars at most home improvement retailers.

Extension cords are rated to deliver a specific amount of power – make sure the one you choose is rated for the amount of power your equipment needs.

Don't coil the cords – coiled extension cords can become very hot and potentially cause a fire.

Remember to secure cords to the ground to prevent tripping hazards or damage to the cord.

Look for the product certification mark on extension cords to make sure they've been safety tested approved for use in Ontario.

### **Outdoor heat and light**

If you're using lights and heaters inside an event tent, remember to make sure they're kept well away from the tent fabric to avoid a fire – check the manufacturer's instructions for specific requirements.

Remember to choose products that are approved for where you're planning to use them – indoors, outdoors or wet locations.

Look for the product certification mark on lighting and heaters to make sure they've been safety tested and approved for use in Ontario.

*By signing below, vendor acknowledges receipt of these Electrical Safety Guidelines and understands that they may be inspected by the Electrical Safety Authority during their participation in this festival.*

---

Signature of Vendor

---

Date \_\_\_\_\_, 2019



# What you need to know about **ELECTRICAL** SAFETY

**CARNIVALS / TRAVELLING SHOWS**



# Don't be the one to spoil the fun



Amusement rides and equipment that aren't installed safely could have tragic consequences.

Your best defense:

**Ensure rides and equipment are inspected by the Electrical Safety Authority (ESA)!**

# Know the requirements

Planning an event? Talk to your carnival/travelling show operator about the following:

**Electrical permits are not optional.** Every show must be inspected to ensure compliance with the Ontario Electrical Safety Code (OESC).

**Only certified products are allowed.** All rides and equipment must bear the mark of a recognized certification or approval agency. A list of marks is available at [www.esasafe.com/electricalproducts/marks](http://www.esasafe.com/electricalproducts/marks).

**Permit Number:** Make sure your operator provides you with the notification number associated with the electrical permit. This is your record that an ESA inspection has been scheduled to ensure your event meets provincial safety requirements.

**Making sure these requirements are met will help your planning go smoothly and keep carnival-goers and operators safe and able to enjoy the fun!**

## Plan with safety in mind

**Look Up! Look Out!** Large tents and amusement devices need ample clearance from powerlines to avoid accidental contact. Visit [esasafe.com](http://esasafe.com) to find required clearance information.

**Start early.** Ensure your permit application is submitted at least 4-6 weeks prior to the date you would like the event inspection to take place.

**Apply for a permit.** Download ESA's Entertainment/Special Events permit form at [www.esasafe.com](http://www.esasafe.com) in the Business section under Carnivals/Travelling Shows.

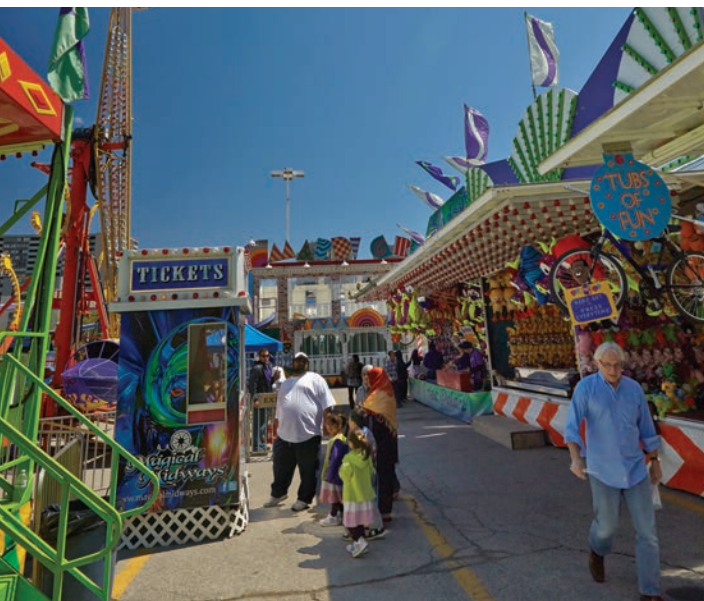


# Electrical safety at special events

Carnivals and travelling shows present a heightened electrical safety risk to the public.

Here's why:

- » There are many more members of the public than usual at these well-attended events.
- » Repeated set-up and tear-down means more wear and tear on equipment.
- » Just-in-time set-up and tear-down can lead to errors in how equipment is installed.



## Carnivals and travelling shows create fun and a sense of community across Ontario every year.

The Electrical Safety Authority (ESA) works successfully with show operators to eliminate electrical hazards that might otherwise spoil the fun.

ESA inspectors know that the show must go on . We work together with operators and communities to make sure the necessary inspections are complete before opening day to minimize disruption and avoid delays.



# For more information

To find out more about  
electrical safety at  
carnivals and travelling  
shows, please contact the  
Electrical Safety Authority.

**[www.esasafe.com](http://www.esasafe.com)**

**1-877-372-7233**





## Special Event Fire Safety Requirements Form

Event Name:	
Event Location:	
Organizer/Vendor Name:	
Organizer/Vendor Address:	
Organizer/Vendor Telephone:	

### 1. Fire Extinguishers

All vendors must have a fire extinguisher that has been inspected by a qualified person within a 12 month period and has a tag securely attached.

- a) Non-cooking vendors must have not less than a 2A10BC extinguisher
- b) All cooking vendors must have not less than a 40BC or Type K extinguisher

### 2. Tents

All vendors that use tents must present proof that the tent meets a recognized flame retardant standard (NFPA 701 or CAN/ULC S109) upon inspection.

### 3. Building Permits Requirements

All tents or group of tents having a combined area of 60 square metres (645 square feet) or more must have a building permit prior to being put up.

All tents or group of tents having a combined area of 225 square metres (2420 square feet), used for Assembly Occupancy, accommodating more than 30 persons consuming food or drink or containing bleachers must be approved by a Professional Engineer.

### 4. Fire Safety Plan Requirements

Your tent(s) will require a Fire Safety Plan if:

- a) More than 30 members of the public will be consuming food or drink in the tent
- b) Your tent will be used for assembly purposes

If you have any questions about whether or not your tent(s) require(s) a Fire Safety Plan, please contact the Haldimand County Fire Department.



## 5. Fire Watch Requirements for Vendors

If a tent requires a fire alarm system under the Ontario Building Code but does not have a fire alarm system a person shall be assigned to fire watch duties. Please contact the Haldimand County Building Division to determine if your tent requires a fire alarm system.

## 6. Specific Requirements for Tents

- a) Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames are strictly prohibited in any tents used by the public.
- b) An area at least three metres (nine feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow/or fire extension.

## 7. Other Provisions

- a) Open air burning is prohibited without approved burn permits.
- b) Fireworks displays must be in compliance with the applicable federal legislation. The Haldimand County Fire Department must be contacted to obtain approval.

## 8. Technical Standards & Safety Authority Requirements

Organizers must comply with the requirements of the TSSA for operation of amusement devices (i.e. Amusement rides, water slides, go-karts and inflatable/bounce devices), appliances and fuel requirements. Refer to: [www.tssa.ca](http://www.tssa.ca) for further information.

## 9. Electrical Safety Authority Code Requirements

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be filed, **at least 48 hours prior to the production set up** with the ESA Customer Service Centre, Cambridge at 877-372-7233/Fax 800-667-4278/Email [esa.cambridge@electricalsafety.on.ca](mailto:esa.cambridge@electricalsafety.on.ca).

**By signature, the vendor certifies that they understand and will comply with the above conditions.**

Applicant Signature:	
Date:	



### Tent Fire Safety Plan

Note – A copy of the approved Tent Fire Safety Plan must be posted visibly near the entrance.

Event Location:	
Owner of Property:	
Address:	
Telephone:	

Letter of permission (required if location is on private property belonging to someone other than the organizer): ☐ Yes ☐ No

Tent Supplier:	
Address:	
Telephone:	
Tent Size:	
Installation Date:	
Removal Date:	
Event Organizer/Vendor Name:	
Address:	
Telephone:	



Occupant Load: \_\_\_\_\_ Posted: ☐ Yes ☐ No

Fire Alarm: ☐ System or ☐ Fire Watch

Person Designated and Identifiable: \_\_\_\_\_

Fire Alarm Sounding Device: \_\_\_\_\_

Portable Extinguishers: ☐ Yes ☐ No Number: \_\_\_\_\_ Type: \_\_\_\_\_

Exit #1 – Width: \_\_\_\_\_ Exit #2 – Width: \_\_\_\_\_

Flame Resistance Label: ☐ Yes ☐ No Exit Signs Posted: ☐ Yes ☐ No

Fuel-fired Appliances: ☐ Yes ☐ No T.S.S.A. Inspection: ☐ Yes ☐ No

Tent Site Plan: ☐ Yes ☐ No 2 copies – 1 copy for Fire Department

Fire Chief Designate (signature): \_\_\_\_\_

Responsibilities:

- a) Keep means of exit clear
- b) Enforce no-smoking policy
- c) Hourly fire inspection tours and log
- d) Proper use of combustibles
- e) Direct responding fire personnel to the location of the emergency
- f) Sound alarm, call 911 and extinguish fire if safe to do so



## Tent Fire Safety Site Plan