



The Pitt Meadows Day Society
c/o 12007 Harris Road
Pitt Meadows, BC
V3Y 2B5

FOOD VENDOR COVER LETTER

Dear Participant,

Enclosed is the application for participation in the 78th Pitt Meadows Day on Saturday, June 1, 2019. Our theme for this year is "Meadows Magic".

All food vendors are required to use certified **compostable foodware**, if this is not possible then it must be at least recyclable, no exceptions. It is expected that our food vendors will be following all requirements set out in the National Fire Protection Association Standard 96 in regards to ventilation and fire protection.

The Pitt Meadows Day Society will apply for and receive Special Event Licensing as per the requirements of the City of Pitt Meadows. Vendors will be charged a \$20.00 fee for this Special Event License which is included below.

Please complete and sign the application then return to the food vendor coordinator. Applications will be accepted on a first come-first served basis. For your benefit we do our best to prevent doubling up on the types of food being served.

All Food Vendors must have a liability policy with no less than \$5 million per occurrence. Be sure the following three parties - "The Pitt Meadows Day Society, City of Pitt Meadows and School District No. 42" are added as additionally insured on your policy. Your coverage must include the time frame that your truck will be on the field at Harris Road Park. **Please ensure that your Certificate of Liability Insurance contains a clause providing that it may not be cancelled, lapsed or materially altered without at least 30 days notice in writing to The Pitt Meadows Day Society by registered mail.**

Once your application has been received a contract will be sent to you. Please complete the contract in full and submit by Monday, May 13, 2019 along with the following:

- 1) Certificate of Liability Insurance
- 2) Special Event Food Permit, from Fraser Health
- 3) Special Event Business License fee of **\$20.00** and
- 3) Food Vendor Fee, please refer to item 3.1 under Terms in your contract

Please make your cheque(s) payable to **The Pitt Meadows Day Society**.

Should you have any questions or concerns, please email me at shaneandme86@gmail.com

We look forward to seeing you on June 1st and also to another successful Pitt Meadows Day. Thank you for joining us in 2019!

Sincerely,

Shane Beek
Food Vendor Coordinator
Pitt Meadows Day Committee



The Pitt Meadows Day Society
c/o 12007 Harris Road
Pitt Meadows, BC
V3Y 2B5

FOOD VENDOR APPLICATION

Date: _____ Contact Name: _____
(Please Print)

Business Name: _____

Mailing Address: _____
Unit Number Street Name City Postal Code

Phone #: _____ Business #: _____

E-Mail: _____
(Please Print Clearly)

Type of Food Provided: _____

Have you participated in this event in the past? Yes _____ No _____

Each food vendor is required to supply their own Eco-Friendly Generator(s). Power will not be supplied to any food vendor. **No exceptions.**

Do you have your own source of water? Yes _____ No _____

* If no, you will need to provide your own hose for access to the potable water.

How much space does your Food Truck(s) require? _____
(bumper to bumper and side to side)

OR How much space does your tent(s) require? _____
(end to end and side to side)

You must have a liability policy with no less than \$5 million per occurrence. Be sure the following three parties - **"The Pitt Meadows Day Society, City of Pitt Meadows and School District No. 42"** are added as additionally insured on your policy. Your coverage must include the time frame that your truck will be on the field at Harris Road Park. Please ensure that your Certificate of Liability Insurance contains a clause providing that it may not be cancelled, lapsed or materially altered without at least 30 days notice in writing to The Pitt Meadows Day Society by registered mail.

Requirements for ALL Food Vendors to participate on Saturday, June 1, 2019

- Application completed in full
 - Contract completed in full and submitted with payment by Monday, May 13, 2019
 - Valid proof of Liability Insurance Coverage
 - Special Event Food Permit Application
- * Faxed to Fraser Health Unit 604-476-7077, Attn. Brian Wojciechowski by **April 30, 2019**

Please mail or drop off your completed application to "Attention: Food Vendor Coordinator" at the above address or email to **shaneandme86@gmail.com**

****Once your application has been received a contract will be sent to you. Please complete it in full and submit with payment by Monday, May 13, 2019.** Thank you.**