



**Saturday, July 7th, 2018 Wesley Clover Parks
Vendor Application Form**

Registration forms and full payment must be submitted to the Rotary Club of Ottawa South no later than June 1st, 2018, For more information please contact Monique Warrack - info@polointheparkottawa.com

Company Name _____ Contact Person _____
Mailing _____ Address _____
_____ City _____
_____ Province _____ Postal Code _____
Email _____ Web site _____
Telephone _____ Cell phone _____

Have you participated in Polo in the Park Ottawa or other outdoor markets?
If so, which: _____

Detailed Product Description:
All items must be specifically listed below. Only those items listed will be considered for approval:

Food Vendors, please describe all equipment used in stall:

10' x 10' grass area. Vendors must supply their own pop up tents, tables and chairs. Full payment is required with contract. Participation is guaranteed only after full payment has been received. This is a rain or shine market. Space is limited and is assigned on a first come, first serve basis. Power is not available. Fees are non-refundable. Polo in the Park Ottawa hours of operation are from 10:00am to 5:00pm
of 10 x 10 areas required _____ @ \$100 each \$ _____

Cheque Credit Card Number _____ Expiry ____/____/____ CVC _____

Please read and sign rules and regulations on the next page.

Rules and Regulations:

1. Vendors are required to operate in a variety of weather conditions, rain or shine.
2. Vendors selling food must meet all Food Safety guidelines as outlined by the Ontario Health Services.
3. Vendors are responsible for obtaining vendor permits or food handling permits from the City of Ottawa.
4. Vendors are only permitted to sell approved items listed on their product approval letter.
5. Vendors are responsible for the area they have been assigned. In the event of an emergency and/or last minute cancellation, please contact Monique Warrack at 613-215-0672.
6. Vendors are not permitted to loan, sublease or give away the area they are assigned. Areas cannot be shared.
7. Polo in the Park Ottawa reserves the right to change vendor locations within the market at any time.
8. All vendor areas are 10' x 10'. No product, signs or stands shall be displayed outside of this area.
9. Vendors are responsible for any damage that occurs at or around their area.
10. Vendors must be set up and ready to operate by 9:00 am. Night before set ups are permitted. No set ups are permitted after 8:30 am. Hours of the event are 9:00am to 5:00 pm. Vendors cannot tear down their displays until 5:00pm.
11. Sold Out vendors must display a "sold out" sign on their table and remain completely set up until 5:00 pm.
12. Vendors are responsible for removing their own garbage and tent cleanup. Garbage cans are for customer use only.
13. Polo in the Park Ottawa requires all vendors to carry Liability Insurance. It is the vendor's responsibility to carry their own Liability Insurance Policy.
14. All NSF Cheques are subject to a \$50. processing fee.
15. Rotary Club of Ottawa South reserves the right to change, interpret and enforce these Rules and Regulations as deemed necessary.
16. Parking is not allowed behind stalls. Vendors will be issued a parking pass that must be displayed on dashboard.

I have read the Rules and Regulations and understand and agree to abide by these rules and regulations.

Date: _____

Company Name _____

Signed by _____

Please print name _____

Cheques should be made payable to Rotary Club of Ottawa South,
please reference Polo in the Park Ottawa

Cheques and applications can be mailed to:

Monique Warrack, Rotary Club of Ottawa South, 20 Horizon Cres. Kemptville ON K0G 1J0