

# St. Albert Pickleball Club Board Policies

## Operational

### Vendors at Events

**POLICY:**

The SAPC will accept vendors to be present at Club sponsored events at the sole discretion of the Board, and will be based on the quality and type of product and terms and conditions of a contract, rather than on a first come, first served basis.

**PURPOSE:**

To enhance the experience of an event, raise additional money for the Club and provide services that are outside the scope of the SAPC volunteers.

**CLARIFICATION:**

1. The SAPC event organizer will ensure that all arrangements between the SAPC and vendors meet the requirements and constraints of the owner of the venue or property where the event is held. (e.g. the City of St. Albert).
2. Only vendors and products that espouse the values and mission of the SAPC will be considered.
3. Vendors will sign a contract which includes adherence to the Volunteer and Contractor Code of Conduct, the SAPC Vendor Expectations Document, other standard contract clauses and fee particulars.

There are three vendor categories:

1. Community Group or Registered Non-Profit Organisation
  - a) Promoting a community cause
  - b) Raising funds
  - c) Raffles
2. Food Vendor
  - a) All Food Vendors must comply with the local Public Health Department regulations.
  - b) Food Vendors must complete an Application Form for Special Event Food and enter into a SAPC Vendor Contract.
  - c) Food Vendors must forward a confirmation email from Public Health to the Event Organizer or their representative.
3. Retail Vendor

- a) Vendors that do not fall within one of the above noted categories will be deemed to be Retail Vendors; this includes business promotion, and sales of goods and services.
- b) Retail Vendors may only display or sell merchandise or services and may not sell, or give away, food or beverage items.

## **SAPC VENDOR EXPECTATIONS DOCUMENT**

*Each vendor guarantees that they have the appropriate licenses, permits, authorizations needed for their activities at the event in place and available for inspection.*

### **COMMUNITY GROUP/ REGISTERED NON-PROFIT ORGANIZATIONS**

If an organization will be selling tickets for a draw etc. they will be required to provide a copy of their lottery license along with the Vendor Contract. A lottery license is required if money is paid for a chance to win a prize. Raffleing off or giving away alcohol is never permitted.

### **FOOD VENDORS**

Food vendors must provide:

1. their own 50 cup coffee urn or equivalent to comply with the Public Health regulations for hot water
2. electrical extension cord(s)
3. preparation and serving tables/counter tops
4. portable fire extinguisher
5. hand washing container and disinfectant
6. covered trash container and plastic liner
7. grease mats

Food vendors:

1. may only dump grey water in appropriate sinks or drains. Grey water must be free of any foreign objects, food, grease, packaging, etc.
2. must dispose of all grease waste off site
3. are responsible for providing their own ice, if required
4. must be able to provide their propane installation certification, if using propane

All vendors may be subject to on-site inspections by City Fire Services, TSSA or Public Health representatives. All required documentation, including a current Fire Suppression System Inspection Certificate and the Mobile Food Service Inspection Certificate, are to be available on site for review. If a vendor is found to be in violation of any of the regulations, they will be closed and required to leave the event without any refund.

### **RETAIL VENDORS**

Vendors that do not fall within one of the above noted categories will be deemed to be retail vendors; this includes business promotion, sales of goods and services, etc. Retail vendors may only display or sell merchandise and may not sell, or give away, food or beverage items. Retail vendors may not raffle off or give away alcohol.

### **SITE LOCATION**

1. Vendor sites will be assigned by the Event Organizer based on the requirements indicated by the vendor.

2. No guarantee of location will be made.
3. Vendor booths are 10ft by 10ft and there may be vendors or other booths located on either side.
4. Set up must not exceed the allotted space assigned.
5. Each location is restricted to the applicant to whom it was assigned. The vendor may not assign its space or permit any other applicant, person, firm or organization to use any part of such space without the express written permission of the Event Organizer.

#### **SITE INFORMATION**

1. All vendors must supply their own tents, extension cords and furniture.
2. All tents and units must be well maintained and conform to current fire, safety, building requirements and health standards.
3. Each vendor must comply with all local fire requirements.
4. Absolutely NO animals are permitted in vendor's booths, with the exception of service animals.
5. Vendors are expected to be present on site during the scheduled hours for the event.

#### **ELECTRIC POWER**

1. Portable electric generators are not allowed to be used during the event.
2. If electric service is available, sites with power will only be assigned to those participants who indicate that electric service is required.
3. All electrical cords should be in excellent condition, with no damage to them, or electrical tape repaired damage, and should be of an appropriate size for the distance and the load being plugged in to them.
4. Guideline that keeps within the safe operating parameters of flexible cords:
  - a. 16 AWG cords (50 feet or less with any load under 1200 watts or 11 amps, up to 100 feet for loads under 600 watts or 5 amps)
  - b. 14 AWG cords (50 feet or less with a load of up to 1650 watts or 15 amps, up to 100 feet for loads under 800 watts or 7 amps)
  - c. For other lengths and loads consult an electrician

#### **BOOTH CONTENT**

1. Vendors are not permitted to sell any article of clothing or item that shows the words and/or logo of the SAPC unless authorized by the Club.
2. No alcohol will be present or consumed on the event premises.
3. SAPC reserves the right to prohibit the display or distribution of materials it alone deems illegal, obscene or otherwise offensive. Items considered to be inappropriate include, but are not limited to:
  - a. Pornographic material
  - b. Items encouraging alcohol or drug use or the use of weapons
  - c. Racist or sexist material
  - d. Vulgar or abusive language
  - e. Political or cause marketing

4. Food vendors may only sell food items and cannot sell merchandise. Non-food vendors may only sell merchandise and cannot sell or give away food or beverage items.
5. No vendor shall raffle/draw/ giveaway any alcohol.

#### **INSURANCE**

Each vendor must be covered by a liability insurance policy in the minimum amount of \$2 million and provide proof of insurance with the Vendor Application.

#### **GARBAGE**

Vendors must leave their sites as they found them, clear of all garbage. Failure to do so may result in additional charges. No large items are to be left in or beside the garbage cans at the event site.

#### **SECURITY**

Vendors are responsible for the security of their individual sites. The SAPC is not responsible for any loss or damage. It is recommended that during tear down a representative of the vendor remain with the booth until all items are packed up.

#### **FEES & PAYMENT**

1. Fees will be established by the SAPC Board and may include a share of profits from sales.
2. The selected vendors will be invoiced for the vendor fees based on the information submitted in their Vendor Application, or as agreed to in the contract.
3. Payment must be made in full by the date indicated on the agreement, or late fees will be applied. If your account is not paid in full prior to the festival you will not be permitted to attend the event.
4. Payment may be made by e-transfer or cheque. Cheques to be made payable to *St. Albert Pickleball Club*. An NSF charge will be applied for any returned cheques.

#### **CANCELLATION POLICY**

1. Vendor fees (less an administrative fee of \$10) may be refunded provided notification of the vendor's cancellation is received in writing 14 days before the event starts.
2. There will be no refunds after the cancellation deadline.
3. If SAPC decides to cancel the event, the vendor fees will be reimbursed.
4. No vendor fees or vendor expenses will be refunded should an emergency of any nature, and outside the control of SAPC, arise on the day of the event prior to the opening time or during the event that would prevent or cancel its production. Inclement weather is not an emergency in this context.

Approved: February 18, 2019

Reviewed: