



Municipal Events - Vendor Selection and Attendance Policy

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Department Responsible: Culture and Recreation

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1. Policy Statement

- 1.1 The process for selecting vendors to participate in Town events shall be fair and transparent, and that all vendors participating abide by the rules, regulations and responsibilities as outlined in this policy.

2. Scope

- 2.1 This policy applies to all vendors attending an event that is operated by the Town.

3. Definitions

- 3.1 **Event** shall refer to any type of festival, tournament or activity held for the purposes of social, cultural, or recreational objectives.
- 3.2 **Event Season** shall refer to the period of the year in which an event is held.
 - Winter Event Season (January – March)
 - Spring Event Season (April – June)
 - Summer Event Season (July – August)
 - Fall Event Season (September – December)
- 3.3 **Facility** shall refer to any Town owned or operated building, structure or space, both indoors and outdoors.
- 3.4 **Town Event** shall refer to an event that is organized and hosted by the Town.
- 3.5 **Town** shall mean the Corporation of the Town of LaSalle.

- 3.6 **Vendor** shall refer to a business or individual that has been approved by the Town and has paid to attend a Town Event for the purpose of selling merchandise or promoting a service.

4. Policy

4.1 Vendor Application Process

- 4.1.1 To be considered to participate as a vendor in a Town event, an application must be completed and submitted online prior to the application period closing. Once the application period has closed, the Town will not accept any further applications. The Town may choose to reopen the vendor application period at its discretion. An email or voicemail sent to Town employees by a vendor does not constitute an application. The Town will post all vendor opportunities online.
- 4.1.2 An application received past the deadline will not be considered.
- 4.1.3 The Town will maintain a cancellation list. If a cancellation is received, the first vendor that meets criteria on the cancellation list will be notified that a space has become available. Payment in full is required immediately upon notification to secure the vendor booth space for the event.

4.2 Vendor Selection Process

- 4.2.1 Vendors will be selected based on criteria identified within each sub-category below. Each sub-category is weighted equally in the selection process. The Town reserves the right to use discretion when selecting vendors and may select or decline a vendor based on any of the criteria below, subject to review by the Town.
- a. Quality of product: Vendors who sell quality, handmade items may receive priority consideration in the selection process. Quality of product may depend on the style, artistry, craftsmanship or mastery. Town events are often an opportunity for local artisans to display handmade items, and as such, the Town shall support these opportunities where possible.
 - b. Previous experience at Town events: Vendors who have worked successfully with the Town at a previous event may receive priority consideration in the selection process. Successful experience with the Town includes reliability of the vendor for attendance at previous events, ability to make payments on schedule as well as demonstrated the ability to respect others and maintain a positive environment for all persons at an event. Experience shall also be judged based on the ability of the vendor to adhere to Town policy and direction from employees.

- c. Quantity of events attended: For event seasons that include more than two (2) events, vendors who have attended two (2) or fewer events may receive priority consideration in the selection process. The Town makes efforts to ensure all vendors receive an opportunity to attend a Town event.
- d. Category of merchandise: Vendors who are representative of a certain category of merchandise may receive priority consideration in the selection process. Vendors who sell merchandise in a highly competitive category may be rotated through different events to ensure all vendors within that category are provided an opportunity to participate in a Town event, at the same time ensuring the event has a broad array of vendor categories.
- e. Regional Consideration: Vendors who are geographically located within Essex County may receive priority consideration in the selection process.

4.2.2 The notification timeline for selected vendors may vary depending on the event. In most cases, the Town will aim to advise vendors four (4) or more weeks in advance of the event date of their acceptance into a Town event.

4.3 Payment

- 4.3.1 All vendors will be charged event vendor fees as outlined in the Town's User Fee By-Law in effect at that time. Full payment of vendor fees must be received by the deadline established in the vendor acceptance notification. Vendors who fail to pay their vendor fee by the established deadline will have their acceptance rescinded.
- 4.3.2 After receiving selection notification, any cancellation by the vendor shall count as one of their selected event dates for the event season, regardless of the reason for the cancellation. All vendor fees are non-refundable and non-transferrable to any other vendor or event.
- 4.3.3 Vendors shall not sub-let their vendor space at an event to another vendor.

4.4 Health and Safety

- 4.4.1 Vendors must comply with all applicable health and safety laws, including the Occupational Health and Safety Act and the advice and instructions of public health officials. Users must also comply with all orders issued by the Chief Medical Officer of Health and the Region's Medical Officer of Health. Vendors must comply with all additional health and safety guidelines and requirements of the Town.

- 4.4.2 Vendors shall familiarize themselves with the locations of emergency safety equipment at an event including the location of emergency exits, fire alarms and lifesaving equipment.
- 4.4.3 In the event of a medical emergency, the vendor shall immediately suspend activity and alert Town employees of a medical emergency and aid in the process where applicable. For example, calling emergency services.

4.5 Vendor Responsibilities at an Event

- 4.5.1 In most cases, an accepted vendor will receive one (1) booth space which is ten (10) feet wide and ten (10) feet deep. All equipment must fit inside the confines of the vendor space. Vendors may request additional booths on their application, but acceptance of more than one booth space is not guaranteed. Vendors are required to pay for each vendor booth space requested. Vendor booth spaces are assigned by the Town. Any relocation of vendor space must be approved by the Town.
- 4.5.2 The vendor is solely responsible for providing all items for their booth including tent, chairs, tables, extension cords and other set-up equipment required for the operation of their space. All equipment must be in good condition.
- 4.5.3 Tents must be in good condition. It is the responsibility of the vendor to secure their tent safely by using sandbags, weights, or tie-downs. Any tents being set up indoors must have a fire rating information tag on the tent.
- 4.5.4 In some cases, electrical outlets may be available throughout the event area. The Town will make efforts to provide vendors with access to electrical, but it is not guaranteed. Vendors are responsible for providing their own extension cords which must be a 3-prong grounded cord, outdoor rated with a maximum 125V.
- 4.5.5 Vendors shall not play music or other sound within their assigned space, unless approved by the Town.
- 4.5.6 Town events are held at both indoor and outdoor facilities. It is the responsibility of the vendor to prepare for all types of forecasts and weather, including direct sunlight, rain, and wind.
- 4.5.7 Vendors will be notified of the time allocated to set up for an event. Set up must be completed no later than ten (10) minutes prior to the opening time. Vendors will not be permitted into the event earlier than the scheduled arrival time, as determined by the Town.

- 4.5.8 Vendors shall move their vehicles upon completion of set up at the event to identified vendor parking lots to allow space for customer parking. Access of vehicles to the event grounds by pedestrian walkways or trails is prohibited, unless approved by the Town.
- 4.5.9 Vendor tear down begins at the immediate conclusion of the event. Early tear down is prohibited. Tear down should be completed no later than one hour past the end of the event. Vendors must remove all materials, equipment, and garbage.
- 4.5.10 Vendors shall ensure that all garbage and refuse associated with their vendor space is disposed of appropriately. Vendors shall be responsible for additional cleaning costs for excess garbage, as determined by the Town. Large items and excess cardboard shall be removed from the event by the vendor.
- 4.5.11 Vendors are responsible to protect their inventory from theft or damage. The Town is not responsible for lost, stolen or damaged inventory.
- 4.5.12 Vendors selling food items should note that the Windsor Essex County Health Unit (WECHU) is notified of all events. All vendors must be in compliance with the WECHU food vendor responsibilities. Vendors found to be in violation of this must cease operations and sales to the public until the issue is resolved. If health and safety concerns are prevalent, the Town reserves the right to decline entry into the event or any future events. It is the sole responsibility of the vendor to ensure adequate paperwork and inspection records are always present with the vendor and that the proper forms have been submitted to the health unit in advance of the event.
- a. Food trucks must be self-contained and self-sufficient. Greywater, wastewater, and oil disposal must be completed off-site of the event and disposed of properly at an appropriate facility.
 - b. Food truck vendors must ensure adequate paperwork, including ESA permits, health unit permits, TSSA permits and fire inspection records. These records must be always present with the vendor as vendors are subject to an inspection at any time.

4.6 Vendor Behaviour and Consequences

- 4.6.1 The Town reserves the right to regulate goods sold by vendors and accept or deny entry with just cause. Sale of any items deemed offensive, unprofessional, and hurtful is strictly prohibited. Vendors will be monitored and may be asked to withdraw sales of specific items or leave the event. Vendors are prohibited from selling or displaying any of the following items:

- a. Firearms, ammunition, knives and weapons of any kind.
 - b. Bear repellent spray or any other deterrent spray.
 - c. Objects or toys that appear or resemble firearms or weapons.
 - d. Fireworks or other similarly explosive and/or flammable objects.
 - e. Horns, whistles, large megaphones, or artificial noise makers.
 - f. Alcoholic beverages, unless approved by the Town.
 - g. Controlled substances.
 - h. Tobacco and tobacco products including vapes and pipes.
 - i. Items that discriminate against race, national origin, religion, sex, gender, sexual orientation or age.
 - j. Items that degrade any individual or group.
- 4.6.2 Vendors are expected to observe and comply with all policies, procedures, rules and regulations of the Town. The Respect and Responsibility Policy (RZone) requires that while using Town facilities, users take responsibility for their actions and respect people, property and equipment. Violation of the Respect and Responsibility Policy is grounds for disciplinary action. For more information, please refer to the Respect and Responsibility Policy.
- 4.6.3 The vendor is responsible for the conduct and supervision of all persons associated with their business operation and shall ensure that all facility rules and regulations are strictly observed and enforced. All vendors shall be aware of prohibited items and activities for any person attending a municipal event. Vendors shall abide by these rules and shall report any contravention of this policy to the Town.
- 4.6.4 The Town reserves the right to deny admission to or remove any person wearing attire that is considered inappropriate or attire that could detract from the experience of other participants. Proper attire, including shoes and shirts, must be worn.
- 4.6.5 Vendors are prohibited from the following activities:
- a. Engaging in any unsafe act or other act that may impede the operation of the event.
 - b. Unauthorized events, speeches, or use of any flag, banner, sign, or other material for commercial purposes, or as part of a demonstration.
 - c. Unauthorized solicitations of any kind, whether commercial, religious,

educational, or otherwise, or conducting any unauthorized commercial activities, including solicitations of money or other contributions or donations.

- d. Obstructing walkways, entrances, driveways, or exits.

4.7 Adherence to Town By-Laws and Policies

Vendors must abide by all Town By-Laws and policies. Failure to abide by Town By-Laws and policies may result in the vendor being asked to leave a Town event and prohibited from attending a future Town event. While all Town By-Laws and policies must be adhered to, the following have been recognized of special importance for vendors. Town policies are available for reference on the Town's website.

- 4.7.1 In accordance with By-law 8398, parking and stopping is prohibited in any area designated as "No Parking" including Town owned and operated outdoor sport surfaces or property other than parking lots. Parking is only permitted in parking lots. The Town reserves the right to close parking lots without notice. Parking on any grass surface is prohibited. Users who are parked illegally may be towed or ticketed.
- 4.7.2 In accordance with By-Law 7775 and Smoke-Free Ontario Act, 2017, smoking is prohibited within Town owned and operated parks, facilities, playgrounds and sportsfields. This includes any lighted or heated equipment used to smoke or vaporize anytobacco and non-tobacco products and smokeless tobacco.
- 4.7.3 Alcohol is prohibited at functions or events held at Town owned facilities, properties or areas without the authority of a Special Occasion Permit or a Caterer's Endorsement. All guidelines outlined by the Alcohol and Gaming Commission of Ontario shall be adhered to in addition to the Town of LaSalle Alcohol Risk Management Policy.
- 4.7.4 In accordance with policy M-GEN-001, the Accessible Customer Service Standards Policy, vendors shall use reasonable efforts to ensure that goods and services offered are in alignment with AODA standards and Town Policy.
- 4.7.5 In accordance with By-Law 7935, no vendor shall operate a lottery without holding a license. Lottery licensing will not be permitted for any vendor for the purpose of operating a lottery while attending a Town event. If a vendor operates an illegal lottery, they may be in contravention of statute laws such as the *Criminal Code, R.S.C., 1985, c. C-46*, and the Alcohol and Gaming Commission of Ontario, as well as Town By-laws. As a measure of risk management, any vendor that operates an illegal lottery will be removed from the event and shall be reported.

- 4.7.6 No unauthorized signs, marketing, promotional materials, flags, banners or signs shall be posted on Town property or attached to Town facilities. The Town reserves the right to remove items to be in violation of the Town By-Law 6407.

5. Roles and Responsibilities

- 5.1 The Director of Culture and Recreation is responsible to oversee and administer this policy and may delegate authority to other employees to oversee and administer this policy.

6. References and Related Documents

- 6.1 Accessibility for Ontarians with Disabilities Act
- 6.2 Alcohol and Gaming Commission of Ontario Resources
- 6.3 Town of LaSalle Accessible Customer Service Policy
- 6.4 Town of LaSalle Alcohol Risk Management Policy
- 6.5 Town of LaSalle Harassment and Discrimination Policy
- 6.6 Town of LaSalle Respect and Responsibility Policy
- 6.7 Smoke Free Ontario Act, 2017
- 6.8 Windsor Essex County Health Unit Resources