

Vendor Information- Albert Campbell Square*

VENDOR PLACEMENT

1. THE EVENT ORGANIZER IS RESPONSIBLE FOR PROPERLY ALLOCATING SPACE IN THE SQUARE BASED ON VENDOR SIZE, NEED TO ACCESS POWER AND SAFETY.
2. ALL CABLES AND EXTENSION CORDS ARE TO BE MATTED. NO EXCEPTIONS.
3. CITY STAFF WILL HELP SET UP INDIVIDUAL VENDORS WITH POWER SOURCE TO AVOID LAYING CABLES WHERE UNNECESSARY.

GARBAGE/SUPPLIES

1. THE VENDOR RESPONSIBLE FOR CLEANING UP IN THEIR LOCATION, THEY CHECK WITH MARKETPLACE / SECURITY IF THEY MEET THE CLEAN UP REQUIREMENTS
2. ALL SUPPLIES INCLUDING SKIDS ARE TO BE REMOVED FROM CITY PROPERTY.
3. VENDORS MUST DISPOSE OF THEIR OWN GARBAGE IN THE GARBAGE DISPOSAL. EVENT ORGANIZERS WILL INSPECT FOR FINAL CLEANUP

FOOD/BARBECUES

1. FOOD SALES ARE PERMITTED ONLY WITH PRIOR APPROVAL FROM TORONTO PUBLIC HEALTH, FOOD CONCESSIONS AND VENDORS ARE TO BE COMPLETELY SHUT DOWN BY 10:00 PM.
2. ONLY PROPANE BARBECUES ARE PERMITTED PROVIDED VENDORS MUST HAVE FIRE EXTINGUISHER AND PLYWOOD FOR EACH BARBECUE UNIT.
3. BARBECUES MUST HAVE A 10-FOOT CLEARANCE IN ALL DIRECTIONS FROM ANY STRUCTURES, TENTS, ETC.
4. BARBECUE TANKS MUST BE CHAINED AND LOCKED IN AN UPRIGHT POSITION IF THEY ARE STORED OUTSIDE OVERNIGHT.
5. FOR SAFETY REASONS, BARBECUES MUST BE ENCLOSED WITHIN A BARRIER, EX. BARRICADES.
6. ALL BARBECUES, ELECTRIC COOKING UNITS, FREEZERS AND COOKING TOPS MUST BE PLACED ON CONCRETE.
7. NOTHING IS TO BE Poured DOWN ANY EXTERIOR OR INTERIOR DRAIN EXCEPT FOR CLEAN WATER. NOTHING IS TO BE Poured INTO THE REFLECTING POOL OR THE FOUNTAINS. NO HOT WATER, GREASE, ETC. IS TO BE Poured ON ANY GRASS AREAS.
8. LEFT OVER COFFEE OR DRINKS ARE TO BE BROUGHT TO THE MAINTENANCE STAFF FOR PROPER DISPOSAL.
9. **ALL GREASE AND OILS ARE TO BE PLACED IN SEALED CONTAINERS AFTER USE AND REMOVED BY VENDOR.**

VEHICLES

1. ONLY VEHICLES THAT ARE ESSENTIAL TO THE OPERATION OF THE EVENT WILL BE PERMITTED ON THE SQUARE. PARKING IS PERMITTED FOR LOADING AND UNLOADING PURPOSES ONLY.
2. THE SPEED LIMIT ON THE SQUARE MUST NOT EXCEED 5 KM/HOUR. ALL VEHICLES DRIVING ON THE SQUARE MUST HAVE HAZARD LIGHTS ON AND MUST BE ESCORTED ON AND OFF THE SQUARE.
3. NO VEHICLES OF ANY KIND WILL BE ALLOWED TO DRIVE INTO ALBERT CAMPBELL SQUARE DURING THE EVENT. AFTER THE CUT OFF TIME FOR SETUP, LATE VENDORS MUST WALK IN THEIR MATERIALS NO EXEMPTIONS
4. NO VEHICLES OF ANY KIND WILL BE PERMITTED ON THE LAWN AREAS, GARDEN AREAS, POOL, ETC.

TENTS

1. TENTS ARE TO BE ANCHORED WITH ROPE AND CEMENT BLOCKS / SAND BAGS / WATER JUGS. STAKES AND TREES ARE NOT PERMITTED FOR THIS PURPOSE.
2. THERE WILL BE NO DRILLING OF HOLES INTO THE GROUND, WALKWAY, ROADS, STAGE, ETC.
3. TENTS MUST BE PLACED ON CEMENT; NOT ON THE GRASS.
4. TENTS OR CANOPIES LARGER THAN 600 SQUARE FEET REQUIRE A PERMIT FROM URBAN PLANNING AND DEVELOPMENT SERVICES, BUILDING DIVISION. THEY WILL REQUIRE A CERTIFICATE OF INSURANCE FROM THE COMPANY ERECTING THE TENT.

***FAILURE TO ADHERE TO THE ABOVE GUIDELINES WILL RESULT IN EXTRA OVERTIME COSTS OR CHARGE-BACKS TO THE PERMIT HOLDER.**