



CITY OF
FORT SASKATCHEWAN proudly presents...



Planning for the 23rd Annual Legacy Park Family Festival is underway. The Culture Services Department would like to invite your organization to offer food services during the Festival in Legacy Park on Saturday, June 2, 2018. In past years this fun festival has attracted approximately 2000 attendees.

Please be advised that Registrations are processed on a 'First Come, First Served' basis. Early registration is recommended.

Please complete the requirements, below, by May 4, 2018. Late registrations may not be accepted.

1. Submit a completed Registration Form (attached below).
2. Submit a Certificate of Liability Insurance, with a minimum of \$2,000,000 in General Liability that names the City of Fort Saskatchewan as an additional insured entity.
3. Complete the *Special Events Food Vendor Package* (fortsask.ca/SpecialEventsFoodVendorPackage) and return it to Alberta Health Services as per the instructions in the package. Proof that this has been completed must be submitted with your completed Registration Form.

Site Details:

- Please arrive on-site at 9:30 a.m. to set up your food service. All vendors must report to the check-in tent prior to set-up.
- Please be ready to serve the public by 10:30 a.m.
- Please remain on-site offering food services until the event ends at 3:00 p.m.
- All participating food vendors must accept the Legacy Park Family Festival Volunteer Food Coupons. At the end of the event one of the festival organizers will collect all coupons and pay vendors for the food purchased using the coupons.

Please mail, deliver, or e-mail your completed Registration package to:

Attn: Community Events and Tourism Specialist. Re: Legacy Park Family Festival
City of Fort Saskatchewan
10005 - 102 Street
Fort Saskatchewan AB T8L 2C5

specialevents@fortsask.ca

For more information, please call 780.912.2157.

Sincerely,

Community Events and Tourism Specialist

specialevents@fortsak.ca

T: 780.912.2157

C: 780.940.1325



**Legacy Park Family Festival (June 2, 2018)
Registration Form - Food Vendors**



Name of organization: _____

Cell phone: _____ Email: _____

Food items for sale: _____

How many tables do you require? Select 0-2 _____

How many chairs do you require? Select 0-4 _____

Do you require a 10'x10' (10 meters squared) tent? *One provided per each vendor.* Yes _____ No _____

How much space (squared feet or meters squared) is required for your Business/ Food Truck?

Do you require power? Yes _____ No _____

If you require power, please describe what it will be used for. *Please provide your own extension cord(s). A minimum length of 100 feet or 30.5 meters is required.*

Registration Submission Check List – Please ensure your submission includes:

Proof of Submission to Alberta Health Services of the Special Events Food Vendor Package.

A Certificate of Liability Insurance (Minimum of \$2,000,000 in General Liability) naming the City of Fort Saskatchewan as an additional insured entity.

Amount of space required for your food service booth or truck.

Submission deadline is May 4, 2018 by 4:00 p.m.

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