

Point of Contact
Leah Thomas, Event Coordinator
leah@argylebia.com
(416)888-5786

Argyle BIA Special Event: Food Vendor (Tent or Booth) Agreement

Event Information

Name of Event: East London Canada Day

Date and time of Event: July 1, 2025 from 12pm - 8:30pm

Location of Event: East Lions Community Center, 1731 Churchill Avenue

Vendor fee

Your vendor reservation will not be considered finalized until payment is received in full along with proof of insurance.

A reservation entitles you to a 15 ft x 20 ft space (approx. two parking spaces) for a tent or table food stand, **not a food truck** (if you are a food truck, contact Leah Thomas for a different form).

If you need more space than 15x20ft, you must contact the event coordinator, Leah Thomas at least a month before the event.

Early Bird Pricing: \$210 (if payment is received, in full, on or before May 1)

Regular Fee: \$250

Payment must be received within two weeks of submitting this form and can be sent via e-transfer (general@argylebia.com), cheque (addressed to Argyle Board of Management), or cash delivered or mailed to:

Argyle BIA
Unit 3 - 1815 Dundas St. E
London, ON N5W3E6

Vendor fees will be refundable **NO LATER than six full weeks before** the event date to give time for vendor replacement.

Food Vendor Restrictions

Vendors are not allowed to sell anything that isn't food or directly food related (cups, sauces, drinks, etc.).

Equipment and Supplies

Vendors MUST supply their own equipment: neither the Argyle BIA nor the East London Optimists are responsible for the set up or providing of supplies for your space.

This is an outdoor event, there is **NO ELECTRICITY OR WATER** available.

Recommended Equipment Includes:

- Outdoor tent 10x10

*If you bring a tent you **MUST** bring weights to tie down the tent, **NO EXCEPTIONS.** There will be no staking of any tents in the pavement or grass, **this will be strictly enforced.**

- Any table & chairs you may need
- If you have paper materials **MAKE SURE** you have ways to keep them from blowing away
- Generators are permitted, so long as they are “silent” generators. Please ensure your generator is set up to reduce noise.

Day Of Event:

Vendor Set up Time: Your space must be fully set up and operational by 12:45 pm (event starts at 1pm). Your car must be parked and out of the vendor area a full 45 minutes prior (12:15pm).

This is an all day, outdoor event so be prepared for all weather conditions. Vendors must also be prepared to keep their space set up and open until at least **6:00 pm.**

Parking: We are not able to offer reserved parking.

Parking is extremely limited at the venue and it is advised to find suitable local/street parking before the event becomes busy.

Vendor Tear Down: We ask that your space is closed to the public by **8:30** and you are fully packed and vacated no later than **9:30 pm.** Vendors are responsible for keeping their space free from debris and garbage, please leave your area the same way you found it. Garbage and waste receptacles are provided on the property. There will also be a “**black /grease**” waste bin for your convenience. Vendors are **NOT TO PUT ANY WASTE WATER OR GREASE IN CITY OF LONDON SEWER DRAINS.**

Social Media

We request that vendors make at least one post about the event and follow the guidelines below:

- Use the event hashtag: #EastLondonCanadaDay2025

- Tag our page (@ArgyleBIA on both Facebook and IG)

We will also be providing graphics that you may use in your social media posts but you are not required to.

Anti-Harassment Policy

This event is to celebrate Canada and be welcoming to all who live here regardless of status, race, orientation, belief, etc.,. The Argyle BIA will not tolerate, ignore, or condone discrimination or harassment. All vendors are responsible for respecting the dignity and rights of all event attendees.

In the same vein, if any vendor finds themselves on the receiving end of harassment, please let **Lina Phillips** (Vendor Fair Day-Of Coordinator), **Troy Welch** (Event Security Coordinator), or **Leah Thomas** (Event Coordinator) know and they will assist.

Liability

The Argyle Business Improvement Association and their affiliates will not be held responsible for any liability, lost or stolen or damaged merchandise, or any injury incurred during East London Canada Day. Participants are required to show proof of insurance, please submit your Certificate of Insurance with your participant application.

Participant Signature:

Date:

BIA Rep Signature:

Application Form

Company/Group:	
Point of Contact Full Name:	
Phone Number:	
Event Day Contact Full Name:	
Phone Number:	
Address of Company/Group:	
Email:	
Website and/or socials:	

<p>Brief Description of Business</p> <p>What are the services/food/materials you wish to sell or promote?</p> <p>*NOTE: This is a family friendly event. All vendors must keep their marketing and merchandise appropriate for all ages</p>

You have attached proof of insurance to this form:	
<input type="checkbox"/> Yes	<input type="checkbox"/> I will do so within two weeks of submitting this form. I acknowledge that my application will not be finalized until it has been submitted

Application Submission:

By submitting this form you are confirming you have the proper permits and licenses to operate as a food vendor at this event. Vendors are required to fill out the **“Notice of intent to operate a food premise” (please find the form attached to this application)** as required by MLHU. Vendors must submit their **“notice”** directly to the email on the form and should be sent to the Health Unit no later than 30 days before the event. The Argyle BIA requests a copy of this completed form be submitted with your application.