



## 2019 VENDOR INFORMATION PACKAGE

### OVERVIEW:

Wesley Clover Parks is home to another season of exciting events in 2019. This year, we will be hosting two weeks of back-to-back International level show jumping competition in July, plus a national show jumping tournament in June, six weekends of regional hunter/jumper competitions, two horse trials, a dressage festival and 'Horse Day' featuring the RCMP Musical Ride.

Outside of the equestrian events, The Parks will also host the National Capital Classic Car Show in July and the popular Mud Girl obstacle run in August. Vendors are organized by Wesley Clover Parks for the majority of these events. Some events are operated by third party groups, please find their contact information below the list of events.

### WHY JOIN US?

Becoming a vendor at any of the 2019 events at Wesley Clover Parks provides your business with unique access to a motivated and committed audience. Event vendors will always be located outdoors in a location frequently traversed by your target audience. We have designed our vendor options to maximize your organization's visibility and expand your client base. We have created three categories of vendor levels; Artisan, Equine, and Culinary to help best cater to the variable needs of different types of vendors. Please inquire about add-on sponsorship options, either through cash or in-kind donations, as well as advertising opportunities in programs where offered.

### YOUR COMMITMENT

Vendors of equestrian competitions are **required** to be open for business Saturday & Sunday, 10am – 3pm (unless the competition day ends before 3pm). Vendors **can** be open for each day of competition, 8am until close if preferred, but are required to operate within the above noted parameters. Set up or tear down must not interfere with the competition schedule. It is recommended that Food Vendors open by 6:30am, if selling breakfast. Vendor is required to provide all own equipment (tents, tables, extension cords, etc.)

Vendors of other events will be sent the schedule requirements when vendor application is reviewed.

### INSURANCE REQUIREMENTS

The Vendor shall, at its sole expense and cost, carry (i) a policy of general liability insurance against claims of personal injuries, wrongful death, or property damage occurring on or about Wesley Clover Parks with a minimum amount of two million dollars (\$2,000,000). A Certificate of insurance (COI) verifying said policy and naming Wesley Clover Parks, as additional insured must be provided at the time of application. OR (ii) a signed copy of WCP's Hold Harmless Agreement (please request if needed)

## EQUINE VENDORS

Target Events	Vendor Fees
<b>WCP I Bronze/Silver Competition:</b> May 25 - 26	Prize or cash donation
<b>Ottawa Welcome:</b> June 19 - 23	\$350+HST / week
<b>Ottawa International I:</b> July 10 - 14	\$600+HST / week
<b>Ottawa International II:</b> July 17 - 21	\$600+HST / week
<b>WCP II Bronze/Silver Competition:</b> August 10 - 11	Prize or cash donation
<b>Ottawa Horse Trials:</b> September 7 - 8	\$100+HST / weekend
<b>Bronze Championships:</b> September 29	Prize or cash donation

### Vendor space includes:

- 15' x 30' allocated space (suitable for self contained mobile unit)
- Basic electrical: 15 amp. Higher amperage electrical available if requested, 30amp for \$50/event
- A vendor list will be populated and placed on the Wesley Clover Parks website advertising your presence for the reserved event, if registered at minimum one month prior to event.
- Opportunity to present your donated product as a prize to a class winner

## ARTISAN VENDORS

Target Events	Vendor Fees
<b>WCP I Bronze/Silver Competition:</b> May 25 - 26	Prize or cash donation
<b>Ottawa Welcome:</b> June 19 - 23	Prize or cash donation
<b>Ottawa International I:</b> July 10 - 14	Prize or cash donation
<b>Ottawa International II:</b> July 17 - 21	Prize or cash donation
<b>National Capital Car Show:</b> July 28	\$50 + HST
<b>WCP II Bronze/Silver Competition:</b> August 10 - 11	Prize or cash donation
<b>Ottawa Horse Trials:</b> September 7 - 8	Prize or cash donation
<b>Horse Day ft. RCMP Musical Ride:</b> September 21	Prize or cash donation
<b>Bronze Championships:</b> September 29	Prize or cash donation
<b>Holidays at The Parks:</b> December 8	\$50+HST

### Vendor space includes:

- 15' x 15' allocated space (Suitable for self contained pop-up tent or small trailer)
- A vendor list will be populated and placed on the Wesley Clover Parks website advertising your presence for the reserved event, if registered at minimum one month prior to event.

## FOOD VENDORS

Target Events	Vendor Fees
<b>Ottawa Welcome:</b> June 19 - 23	15% of gross sales OR 6 staff lunches per day
<b>Ottawa International I:</b> July 10 - 14	15% of gross sales OR 6 staff lunches per day
<b>Ottawa International II:</b> July 17 - 21	15% of gross sales OR 6 staff lunches per day
<b>National Capital Car Show:</b> July 28	15% of gross sales OR 15 staff lunches
<b>Mud Girl Run:</b> August 24	15% of gross sales
<b>Horse Day ft. RCMP Musical Ride:</b> September 21	15% of gross sales
<b>Holidays at The Parks:</b> December 8	\$50+HST

### Vendor space includes:

- 15' x 20' allocated space (Suitable for self contained mobile food truck)
- Electrical hook up may be provided for a fee, if requested
- Area to fill your water tank with City of Ottawa water is available on site
- A vendor list will be populated and placed on the Wesley Clover Parks website advertising your presence for the reserved event, if registered at minimum one month prior to event.

### NEXT STEPS

To request a vendor space, a completed, signed Application and Rental Agreement is required. Your application will be reviewed, and a space will be reserved for you. Please consider this your commitment to attend.

Please submit all required documents to Kim Perry at [vendors@wesleycloverparks.com](mailto:vendors@wesleycloverparks.com).

## 2019 WESLEY CLOVER PARKS EVENTS CALENDAR

Event	Date(s)
WCP I Bronze/Silver Competition 1	May 25 - 26
Ottawa Welcome Gold Competition	June 19 - 23
CSI2* Ottawa International I Gold/Platinum Competition	July 10 - 14
CSI3* Ottawa International II Gold/Platinum Competition	July 17 - 21
National Capital Car Show	July 28
WCP Bronze/Silver Competition 2	August 10 - 11
Mud Girl Obstacle Run	August 24
Ottawa Horse Trials	September 7 - 8
Horse Day ft. RCMP Musical Ride	September 21
Bronze Championships	September 29
Holidays at The Parks	December 8

For additional events being held at Wesley Clover Parks operated by alternative management companies, please contact the following for vendor information:

- **Fiddlers Bronze/Silver @ The Parks (May 11-12 & Aug 17-18):**  
Pam Nuth, [fgsrjn@bellnet.ca](mailto:fgsrjn@bellnet.ca)
- **Ottawa Dressage Festival (May 16-19, 2019):**  
Paul Teeple, [odf@nationalcapitaldressage.ca](mailto:odf@nationalcapitaldressage.ca)
- **Eventing at The Park (June 2, 2019):**  
Milo Cruikshank & Beth Mansfield, [eventingatthepark02@gmail.com](mailto:eventingatthepark02@gmail.com)
- **SFR Bronze/Trillium at The Parks (June 15-16, 2019):**  
Tracy Howard, [t.howard@bell.net](mailto:t.howard@bell.net)
- **RBC Race for the Kids (Sept 15, 2019):**  
Kim Leblanc, [kleblanc@cheofoundation.com](mailto:kleblanc@cheofoundation.com)

# VENDOR APPLICATION



Thank you for your interest in joining us as a vendor.  
 Please complete the form below and return to [vendors@wesleycloverparks.com](mailto:vendors@wesleycloverparks.com)

Event(s) Requested	Equine Vendor	Artisan Vendor	Food Vendor
<b>May 25 - 26:</b> WCP Bronze/Silver Competition	<input type="checkbox"/>	<input type="checkbox"/>	
<b>June 19 - 23:</b> Ottawa Welcome Gold Competition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> % of sales <input type="checkbox"/> Staff meals
<b>July 10 - 14:</b> CSI2* Ottawa International I Gold/Platinum Competition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> % of sales <input type="checkbox"/> Staff meals
<b>July 17 - 21:</b> CSI3* Ottawa International II Gold/Platinum Competition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> % of sales <input type="checkbox"/> Staff meals
<b>July 28:</b> National Capital Car Show		<input type="checkbox"/>	<input type="checkbox"/> % of sales <input type="checkbox"/> Staff meals
<b>August 10 - 11:</b> WCP Bronze/Silver Competition 2	<input type="checkbox"/>	<input type="checkbox"/>	
<b>August 24:</b> Mud Girl Obstacle Run			<input type="checkbox"/> % of sales
<b>September 7 - 8:</b> Ottawa Horse Trials	<input type="checkbox"/>	<input type="checkbox"/>	
<b>September 21:</b> Horse Day ft. RCMP Musical Ride		<input type="checkbox"/>	<input type="checkbox"/> % of sales
<b>September 29:</b> Bronze Championships Competition	<input type="checkbox"/>	<input type="checkbox"/>	
<b>December 8:</b> Holidays at The Parks		<input type="checkbox"/>	<input type="checkbox"/>

**Vendor spaces include:**

- **Equine Vendor:** 15'x30' and 15amp electricity, additional amperage available for fee
- **Artisan Vendor:** 15'x15' space, no power
- **Food vendor:** 20'x15' space, power available for a fee, request on vendor application

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Contact Name

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Website

\_\_\_\_\_  
 City, Province/State

\_\_\_\_\_  
 Telephone

\_\_\_\_\_  
 Postal/ZIP Code, Country

\_\_\_\_\_  
 Cell

Description of Products/Services: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Electricity Request, if applicable (fee may apply):  15 amp  30 amp

Are you able to make a prize donation, if applicable:  Yes  No

# VENDOR RENTAL AGREEMENT

UPON RECEIPT, THIS VENDOR AGREEMENT CONSTITUTES A VALID AND BINDING CONTRACT

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**Venue Name:** Wesley Clover Parks (WCP)

**Location:** 401 Corkstown Rd, Ottawa, ON K2H 8T1

**Date(s):** To cover any requested event dates, May 2019 – Dec 2019

**Placement:** Placement of all vendors will be determined by Wesley Clover Parks. Vendors may not assign or sublet any portion of the assigned vendor space, or have representatives, equipment and/or materials from any firm other than its own in the vendor area.

**Right of Refusal:** Wesley Clover Parks reserves the right to review and reject any application for vendor space without prejudice. WCP reserves the right to terminate the Vendor Rental Agreement providing the event vendor is in breach of contract.

**Security:** Security will **not** be provided explicitly to the vendor area at any time. Wesley Clover Parks is not responsible for theft or damage of property or product.

**Cancellation:** Written cancellation is required a minimum of 30 days prior to requested event to receive a full refund of applicable vendor fees. If cancellation occurs within 30 days of requested event, 50% of applicable vendor fees will be refunded.

**THIS CONTRACT** is executed by the undersigned vendor for the benefit of Wesley Clover Parks. A company whose prime objective is to manage events at 401/411 Corkstown Rd in Ottawa, ON. The vendor is requesting participation in select events being offered at Wesley Clover Parks between May -December, 2019. The vendor hereby agrees as follows:

## VENDOR RESPONSABILITIES:

In connection with the execution of this contract, the vendor shall:

1. Provide their own fully self-contained mobile unit or tent (tents are not recommended due to inclement weather possibilities).
2. Undertake to observe all rules and directions which are imposed by Wesley Clover Parks generally or specifically in respect of the space which is being used.
3. Vendors are **required** to be open for business within the parameters previously stated in the vendor information package.
4. Provide at its own expense the necessary safeguards to protect the Vendor's property where left overnight at the venue.
5. Signage will be professional in appearance. There are no walls around your space to hang or lean merchandise on.
6. No use of the Wesley Clover Parks or specific event logos are permitted without prior consent in writing.
7. Food vendors must meet all food safety requirements and apply through the Ottawa Public Health.

**INSURANCE REQUIREMENTS:** The Vendor shall, at its sole expense and cost, carry (i) a policy of general liability insurance against claims of personal injuries, wrongful death, or property damage occurring on or about Wesley Clover Parks with a minimum amount of two million dollars (\$2,000,000). A Certificate of insurance (COI) verifying said policy and naming Wesley Clover Parks, as additional insured must be provided at the time of application. OR (ii) a signed copy of WCP's Hold Harmless Agreement (please request if needed)

**RELEASE AND INDEMNIFICATION:** In consideration of the vendor's acceptance to participate in the Event, the Vendor hereby voluntarily assumes responsibility for, and releases, waives, acquits, and forever discharges Wesley Clover Parks along with their respective boards of directors, officers, agents, employees, members, sponsors, contributors, exhibitors and volunteers (collectively, the "Releasees"), of and from, and agrees legal action cannot be perused on account of, any and all liability, demands, losses, claims, and damages of every kind whether now or hereafter existing, arising out of, or in any way connected, directly or indirectly, with the event or vendors participation in the event, whether arising out of, attributed to or caused or alleged to have been caused by the negligence (sole, joint, concurrent, active, or passive), gross negligence, or intentional conduct of any of the releases.

Vendor further agrees to indemnify, defend, and hold harmless the Releasees from and against any and all claims, demands, losses, liabilities, damages, costs, and expenses, including but not limited to reasonable attorney fees, for injury, death, loss or damage of whatever nature to any person, property, or any claim resulting from, arising out of, or in any way related to (i)Vendors use and occupancy of the premises, (ii) Vendors participation in the event, or (iii) any act or omission of Vendor, its agents, employees, or independent contractors or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable, whether arising out of, attributed to or caused or alleged to have been caused by the negligence (sole, joint, concurrent, active, or passive), gross negligence, or intentional conduct of any of the Releasees.

In executing this contract, Vendor acknowledges and represents that the Vendor has read the forgoing contract and will be bound by its contents.

\_\_\_\_\_  
Vendor Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Agent \_\_\_\_\_  
Authorized Agent Signature

**Payment Information (if applicable):**  
*Please make cheques payable to Wesley Clover Parks.*

\_\_\_\_\_  
VISA/MC # \_\_\_\_\_  
Expiry Date \_\_\_\_\_  
CVV

\_\_\_\_\_  
Name on Card

I authorize Wesley Clover Parks to charge the credit card number provided the appropriate fees.

\_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date