

# Party in the Park 2025

## Presented by The Ambassadors Events

### Date: Saturday, September 13, 2025

### Location: Mississauga, Ontario

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## **1: Rules and Regulations**

### **1. Vendor Eligibility and Compliance**

- Vendors must comply with all local, provincial, and federal laws.
- Vendors must have appropriate permits and licenses for their products/services.
- Vendors agree to abide by all health and safety regulations.

### **2. Booth Assignments and Space**

- Booth sizes are 10x10 ft unless otherwise indicated.
- Booth locations are assigned by event organizers and are final.
- Vendors must not move booths without organizer approval.

### **3. Setup and Teardown**

- Setup begins at 7:30 AM and must be completed by 9:30 AM.
- Teardown begins at 6:00 PM and must be completed by 7:30 PM.
- Early teardown is prohibited without prior approval.

### **4. Conduct**

- Vendors are expected to conduct themselves professionally.
- Harassment or disruptive behavior is not tolerated.
- Vendors must keep their booth area clean and presentable.

### **5. Sales and Transactions**

- Vendors are responsible for all sales and financial transactions.
- Event organizers are not responsible for lost or stolen goods.

## **6. Cancellation and No Show**

- Vendors who do not show up without notice forfeit all fees.
- Refunds are subject to cancellation policy outlined separately.

## **7. Liability**

- Vendors assume all risks related to participation.
- Vendors must carry their own insurance and hold event organizers harmless.

## **8. Amendments**

- Organizers reserve the right to amend these rules as necessary with notice to vendors.

## **2: Terms and Conditions**

### **1. Payment Terms**

- A deposit of \$50 is required to secure your vendor spot.
- Full payment must be received by deadlines specified in the application timeline.

### **2. Vendor Responsibilities**

- Ensure compliance with all event rules.
- Provide accurate information during registration.
- Arrive and set up within designated times.

### **3. Cancellation Policy**

- Cancellations made before July 15, 2025, receive full refund minus a \$25 processing fee.
- Cancellations between July 15 and August 15 receive a 50% refund.

- No refunds after August 15.

#### **4. Indemnification**

- Vendors agree to indemnify and hold harmless the organizers from any claims or damages.

#### **5. Photography and Media**

- Event organizers may photograph or record vendor booths for promotional use.
- Vendors waive rights to compensation for such media.

#### **6. Governing Law**

- These terms shall be governed by the laws of Ontario, Canada.

### **3: Fees and Cancellations**

#### **Vendor Types and Fees:**

- Food Vendor: \$300 (1 Vendor in 1 10x10 ft tent)
- Drinks Vendor: \$150
- Non Food Vendor: \$200
- Shared Food: \$400 (2 Vendors share 1 10x10 ft tent @\$200 each)
- Shared Drinks: \$200 (2 Vendors share 1 10x10 ft tent @\$100 each)
- Shared Non Food: \$150 (2 Vendors share 1 10x10 ft tent @\$75 each)
- Non Profit: \$150 (Table with limited sales allowed)
- Exhibitors: \$150 (Table with no sales allowed)

#### **Deposit and Payment:**

- A \$50 deposit via e-transfer to [pay@canadadiamondawards.com](mailto:pay@canadadiamondawards.com) is required to secure a spot.
- Full payment deadlines:

\* Early Bird Deadline (10% discount): July 15, 2025, 5pm

\* Application Deadline: August 15, 2025

#### **Cancellation Refunds:**

- Before July 15: Full refund minus \$25 processing fee
- July 15 - August 15: 50% refund
- After August 15: No refund

### **4: Security Guidelines**

#### **1. Security Personnel**

- Event organizers will provide security throughout the event.
- Security staff will patrol the grounds to ensure safety.

#### **2. Vendor Responsibilities**

- Vendors are responsible for securing their own booths and valuables.
- Do not leave cash or valuables unattended.

#### **3. Incident Reporting**

- Report any suspicious activity or incidents to event staff immediately.

#### **4. Emergency Procedures**

- Follow instructions from event staff in emergencies.
- Familiarize yourself with emergency exits and first aid stations.

## 5: Setup and Teardown Guidelines

### 1. Setup Schedule

- Arrival & Check-In: Begins at 9:00 AM
- Setup Window: 9:30 AM – 11:30 AM
- All booths must be fully set up by 11:30 AM
- Vendor vehicles must be off the event grounds by 11:30 AM
- Late arrivals may forfeit their spot without a refund

### 2. What to Bring

- Confirmation email from organizers
- Any additional booth materials not provided (e.g., signage, décor)
- Protective covers in case of light rain or wind
- Extra tablecloths, weights for tents, and hand sanitizer are recommended

### 3. Provided by Organizers

- One 10x10 ft tent (unless shared)
- One 6' table and one chair per booth
- Booth signage (if applicable)

### 4. During the Event

- Vendors are responsible for keeping their booth clean and tidy throughout the event
- Staff or volunteers will check in periodically to offer assistance

### 5. Teardown Schedule

- Begins at 7:00 PM

- Vehicles will only be allowed back onto the grounds for loading after the event ends and it is safe to do so
- Booth areas must be cleared by 8:00 PM
- Vendors must remove all materials, debris, and trash from their booth space

## **6. Early Pack-Up**

- Vendors are not permitted to pack up early unless explicitly approved by event organizers
- Early departure without approval may affect participation in future events

## **6: Parking Guidelines**

### **1. Vendor Drop-Off and Loading**

- Vendors may temporarily park near the event site between 9:00 AM – 11:15 AM to unload equipment and materials.
- After unloading, vehicles must be moved immediately to designated parking to avoid congestion.
- No vehicles will be allowed on-site after 11:30 AM.

### **2. Vendor Parking**

- A designated vendor parking area will be provided within walking distance of the event grounds.
- Parking passes or directions will be sent via email by August 25, 2025.
- One parking space per vendor booth will be allocated.

### **3. During the Event**

- Vendors are not permitted to drive on event grounds during open hours (10:00 AM – 7:00 PM).
- Emergency or accessibility needs must be communicated in advance for special arrangements.

#### **4. Teardown Parking Access**

- Vehicles will be allowed back on-site for load-out after 7:15 PM or when deemed safe by event staff.
- Vendors must follow all instructions from parking and security personnel during exit.

#### **5. General Parking**

- Public and attendee parking will be available at nearby lots. Signage will be posted to direct guests accordingly.

### **7: Cleaning and Waste Disposal Guidelines**

#### **1. Vendor Responsibilities**

- Vendors are responsible for maintaining cleanliness within and around their assigned booth space.
- Trash, packaging, food waste, and other materials must be regularly disposed of in designated bins throughout the day.
- At the end of the event, vendors must leave their booth space free of any garbage, stains, or leftover items.

#### **2. Waste Disposal Stations**

- Multiple waste and recycling stations will be available on-site.
- Organizers will provide labeled bins for general waste, recycling, and compost (if applicable).
- Vendors are encouraged to sort waste appropriately.

#### **3. Prohibited Disposal Practices**

- Dumping waste outside of bins, in public spaces, or in nearby bushes or water systems is strictly prohibited.



- Vendors found violating disposal rules may be subject to removal from the event and banned from future participation.

#### **4. Food Vendors**

- Food vendors must use drip trays and ensure all cooking equipment is placed on a protective surface.
- Grease, oils, and other food-related waste must not be disposed of in public bins or storm drains.
- Bring containers or bags for proper off-site disposal of grease and food waste.

#### **5. Cleaning Deposit (If Applicable)**

- Some vendors may be subject to a refundable cleaning deposit (to be determined based on vendor type). This will be communicated prior to the event if required.

#### **6. Final Check**

- A site inspection may be carried out by event staff before departure to ensure booth cleanliness.
- Vendors who leave their space unclean may forfeit participation in future events and/or deposits.

### **8: General Guidelines for All Vendors**

#### **1. Vendor Eligibility**

- Vendors must comply with all local, provincial, and federal laws.
- Food vendors must have all necessary permits and certifications, including health inspections.
- Non-food vendors and exhibitors must ensure all products meet safety standards.

#### **2. Booth Operation**

- Vendors must staff their booths during all event hours (10:00 AM – 6:00 PM).
- Booths must be set up by 9:30 AM and remain open until official closing.
- Early pack-up or leaving before event close is prohibited without prior approval.

### **3. Permits and Insurance**

- Vendors are responsible for obtaining any necessary permits or licenses.
- Vendors are strongly encouraged to carry their own liability insurance.
- Event organizers are not liable for any claims arising from vendor operations.

### **4. Sales and Promotions**

- Vendors must clearly display prices.
- All sales transactions are the responsibility of the vendor.
- Vendors must not sell prohibited or illegal items.

### **5. Conduct and Appearance**

- Vendors must maintain a professional and respectful demeanor.
- Booths should be neat, organized, and appropriate for a family-friendly environment.
- Offensive or inappropriate displays are not permitted.

### **6. Use of Event Branding**

- Vendors may use event logos and branding only with permission from event organizers.
- Unauthorized use of logos or promotional materials is prohibited.

### **7. Compliance with Event Policies**

- Vendors must follow all event rules, including those related to setup, teardown, safety, and waste disposal.

- Failure to comply may result in removal from the event and loss of fees.

## **8. Communication**

- Vendors will receive updates and instructions via email prior to the event.
- It is the vendor's responsibility to check email regularly and respond promptly.