

# Party in the Park 2025

## Vendor Guidelines

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### Rules and Regulations

All vendors must comply with the guidelines set forth by the City of Mississauga and Region of Peel.

No illegal items or prohibited substances allowed. Noise levels must be controlled. Vendors are responsible for maintaining the cleanliness of their areas.

### Terms and Conditions

Vendor registration is not confirmed until payment is received. Booth assignments are at the discretion of the event organizers. Vendors must operate during posted event hours. Non-compliance may result in removal without refund.

### Fees and Cancellations Policy

All vendors are required to pay a deposit of \$50. Full payment is due by August 15, 2025. Cancellations made before August 1st will receive a 50% refund. No refunds for cancellations after August 15, 2025.

## **Security Protocols**

Security will be on-site throughout the event. Vendors are responsible for securing their goods. All suspicious activity must be reported to security or event staff immediately.

## **Setup and Tear Down Procedures**

Setup begins at 8:00 AM on September 13, 2025. All vendors must be ready by 11:00 AM. Tear down begins after 7:00 PM and must be completed by 9:00 PM. Early departure is not permitted without approval.

## **Parking Guidelines**

Vendor parking is designated at the rear lot of the park. One parking pass per vendor will be issued. Loading and unloading zones will be marked and time-limited.

## **Cleaning and Waste Disposal Guidelines**

Each vendor is responsible for disposing of waste in designated bins. Dumping outside of these areas is prohibited and will incur fines. Tables and surrounding areas must be left clean.

## **General Vendor Guidelines**

All vendors must display their business name prominently. Food vendors must have proper food handling certificates. Shared booths must comply with shared guidelines and display info for both vendors.

## Vendor Categories and Payment Details

Each vendor space includes a 10' x 10' tent, one 6' table, and one chair (for vendors selecting tented options).

Vendors will be promoted on the official Party in the Park website and social media platforms.

### Vendor Types and Fees:

- Food Vendor: \$300 (1 vendor per 10' x 10' tent)
- Drinks Vendor: \$150
- Non-Food Vendor: \$200
- Shared Food Vendor: \$400 (2 vendors share 1 tent @ \$200 each)
- Shared Drinks Vendor: \$200 (2 vendors share 1 tent @ \$100 each)
- Shared Non-Food Vendor: \$150 (2 vendors share 1 tent @ \$75 each)
- Non-Profit Organization: \$150 (table to display goods/services with limited sales allowed)
- Exhibitor: \$150 (table to display goods/services, no sales allowed)

To register, vendors must send a \$50 deposit via e-transfer to:  
pay@canadadiamondawards.com

## Vendor Application Timeline

- June 20, 2025: Vendor Application Opens
- July 15, 2025: Early Bird Deadline (10% Discount) – Full payment must be received by 5 PM.
- August 15, 2025: Application Deadline
- August 25, 2025: Vendors receive event instructions and logistics details.
- September 13, 2025: Event Day