

MELA 2023

FOOD VENDORS

SUNDAY SEPTEMBER 10, 2023 11:30 A.M. – 6:30P.M.

City of Kitchener Rotunda & Carl Zehr Square at 200 King Street West, Kitchener,
ON, N2G 4G7

www.melawaterloo.com

hello@icawaterloo.com

Apply online or email to canjaria@uwaterloo.ca and secure a spot

Insurance Information

1. Applicants must provide a certificate of insurance to ICA, naming ICA, and the City of Kitchener as additionally insured prior to the Event. This insurance cover shall hold ICA and its respective directors and officers and the City of Kitchener free from liability for any claims at all arising from bodily injury, death or property damage arising from or caused by, in any manner whatsoever by or through the Applicant's actions, occupancy and use of the facilities at the Mela.
2. Applicant confirms by this application that it carries a comprehensive general liability insurance with coverage including personal injury, broad form of property damage, contractual liability, operations hazard and product liability, in limits, not less than \$5,000,000.00.

Financial Information

Booked stalls must be paid in full by 1st September, 2023

Operational Information

All vendors must comply with the regulations and rules of the Region of Waterloo Public Health Department and Fire Department. Vendors must ensure that they have read the requirements as per the following links and expected to be ready and compliant when the Health Inspector attends to their stall. Any non-compliance shall lead to the Vendor being suspended from the Event. Fire Departments regulations are to be strictly enforced and compliance is absolute.

<https://forms.regionofwaterloo.ca/Public-Health/Special-Event-Form-for-Food-Vendors>

Any issues or concern may be discussed with the Food co-ordinator of India Canada Association of Waterloo Region (ICA). hella@icawaterloo.com

3. Vendors will be allowed to enter the Square from 9.00 a.m. to set up their stalls. Selling must stop at 6.30pm
4. On arrival the Mela Food Vendor Coordinator or designate will direct you to your stall. Vendors must sell only such items as have been approved by the Health Inspector in their applications.
5. Vendors shall only operate in their allocated space.
6. Vendors must keep the areas around the stalls free from clutter and/or garbage and must comply with the requirements of Public Health in maintaining their space, throughout the event.
7. Do not attach staples to tables, chairs, doors or walls. Use masking or sticky tape only.
8. Power where provided, unless otherwise agreed, will be a single 120 volt outlet. Vendors are required to check their equipment to ensure that it is not faulty. **You must request a power outlet and provide your own Fire Extinguisher and no generators allowed.**
9. Any food vendor who has a record of failing to keep to agreements will automatically, in future years be placed, on a waiting list for stalls and only allocated a stall with payment of an additional deposit that may be retained in the event of further non-compliance. Any applicant currently with a history of failure to comply will fall into this category.
10. Any vendor using threatening behaviour to the public, to the authorities or to Mela staff will be barred from future attendance as a vendor or as a member of the public at the Waterloo Region Mela **and any action considered necessary to abate the behaviour shall be taken by the Mela committee.**

VENDOR REGISTRATION – FOOD (FULL MENU)

Please use BLOCK CAPITALS

Contact Name		
Daytime Telephone Number		
Evening Telephone Number		
Fax Number		
Group/Company (if appropriate)		
Contact Address		
Postal Code		
Description of Stall (what you are selling)		
Requirements (Electricity, storage, etc.)		

Stall Rates

ACCEPTABLE FORM OF PAYMENT
CHEQUE: INDIA CANADA ASSOCIATION OF WATERLOO REGION
CASH: AT THE MELA
E Transfer: hello@icawaterloo.com

Location	Cost
Food (The Mela Organizers will provide 2 tables and 2 chairs)	\$500.00

I/We have read and fully understand the Vendor Terms and Conditions and agree to abide by them. Failure to comply with any of the terms, conditions, rules or regulations of this Application shall constitute an automatic termination of this Agreement whereupon the Applicant immediately shall remove the exhibit and articles from the premises and, at their own expense, restore the premises used by the Applicant.

Signature of Vendor _____ Date: _____