

Description

Pop-up in the Park is an opportunity for small businesses to sell their goods in Muskoseepi Park. Some possible items could include clothing, crafts, jewellery, or any other homemade product, except for food and alcohol. Qualified businesses will possess a business license or be an approved non-profit.

Application Deadline

All completed applications must be received by **June 15, 2021. First come, first booked after that.**

Fees

Non-profit: Free	\$35.00 per day	\$50.00 per week	\$150.00 per month
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Vendor(s) must pay all fees in advance.

Refunds will be issued due to inclement weather only.

Submission Information

Complete applications may be submitted electronically to eventpermits@cityofgp.com or by mail to:

Pop Up Shops C/O Sports Development, Wellness and Culture

PO Bag 4000

Grande Prairie, AB T8V 6V3

If you have questions about the application form or the application process, please contact **780-538-0453**.

FOIP Act Policy

This information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, c. F-25, as amended from time to time. The City of Grande Prairie uses your personal information to administer the application and for contact and billing information. The information is only kept for the length of time necessary to fulfill the purpose for which it was collected. Your personal information is protected by the privacy provisions of the FOIP Act. If you have any questions about the collection, use and disclosure of your personal information, visit cityofgp.com or phone the FOIP Coordinator on **780-538-0300**.

Clear Form

Print Form

Contact Information

Business Name

Contact Name

On-Site Contact

Business Phone

After Hours Phone

Mailing Address

Email

Location

Available City-owned locations include:

- Muskoseepi Park

Please attach a list of all requested dates for the 2021 season. These will be scheduled in the third week of June. After June 15, apply online for specific timeslots and stalls: cityofgrandeprairie.perfectmind.com/SocialSite/MemberRegistration/MemberSignIn

Pop-up Shop Description

Please describe the products and goods that will be sold at your Pop-up Shop. Be as specific as possible.

(e.g., clothing, knit blankets, homemade jewellery, etc.)

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Will you be supplying a tent?

Yes

No

If yes, what is the tent size?

Please be aware that all tents **must** be adequately secured with sandbags if located on pavement or with pegs if on grass. Sandbags and pegs must be provided by vendor. If using pegs, you will be provided with an irrigation map to ensure that no damage is done to the irrigation system. Special permits may be required for tents larger than 10x10.

Pop-up Shop General Terms & Conditions

I/We _____, (“Vendor(s)”) have read and understand the following:

1. Bookings will be available from 11am - 7pm. The Vendor(s) agree to vacate the park by 7:30 pm.
2. The Vendor(s) must stay within the defined 12 x 12 areas (to be set 8 ft back from the path)
3. These conditions, instructions and specifications refer to the operation of a Pop-up Shop (“Shop”) on lands owned by the City of Grande Prairie, Alberta for the _____ (year) season.
4. The Vendor(s) are responsible for obtaining and paying for all required Federal, Provincial and Municipal permits and licenses.
5. The Vendor(s) is solely responsible for all personal property, including vehicles, unless it is determined that the damage is due to the gross negligence of the City, its Employees, Officers or Agents.
6. Under no circumstances will any controlled substances, alcohol, smoking or vaporizing products, marijuana products (including edibles), or food be available from the shops.
7. No permanent structures or fixtures will be permitted. Temporary structures such as tents must be pre-approved in writing by the City and may require additional permits if larger than 10x10.
8. The vendor(s) will be permitted vehicle access for loading and unloading only. Vehicles must be parked in designated public parking zones during selling hours.
9. Vendors shall be responsible for replacement/repair cost of any damage caused by Vendor(s), Employee(s) or Agent(s) to park fixtures or facilities including irrigation equipment and turf.
10. The Vendor(s) shall indemnify and save harmless the City from and against all claims, losses, costs, damages, suits, proceedings or actions arising out of or related to the Vendor(s) operating the Shop at the activities in executing the application, including any omissions, improper acts or delays.
11. The Vendor(s) shall maintain a minimum of Two Million Dollars (\$2,000,000.00), inclusive liability insurance for the entire Event and shall provide to the City **on or before their first day of operating at a City-owned location.**
 - a. *The Vendor(s) must name, as insured, the City as their respective interest may appear.*
12. The Vendor(s) shall comply with all regulations as determined by the Occupational Health & Safety Act and any other safety regulations as determined by the City.
13. The Vendor(s) will actively promote the products that they are offering for the Event, while **representing** the City in a positive manner. All advertising done by the Vendor(s) shall first be approved in writing by the City.

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13. The Vendor(s) are responsible for providing all equipment required for the operation of the Concession, including tents, garbage cans, and power sources (extension cords).
14. Failure to provide documents listed below before the first day of operating on City-owned property will result in cancellation of this application.

Safety

1. The Vendor(s) must not impede pedestrian traffic on the path.
2. Mitigate noise hazards such as generators and music.

Note

Soliciting products to people using the park is prohibited. Solicit is defined as attempting to persuade (a person) to purchase something.

Applicant Checklist

Step 1 Completed Pop-up Shop Application Form

Step 2 **Please include the following as electronic attachments**

- A copy of the Vendor(s) certificate of insurance naming the City as insured. The policy must be effective for all booked dates.
- A copy of the Vendor(s) commercial vehicle insurance, if applicable.
- A copy of the Vendor(s) business license or proof of approved non-profit status.

Signature

Applicant Signature

Date

Submit

Email Complete applications may be submitted electronically to eventpermits@cityofgp.com

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