

## Description

The City of Grande Prairie ("City") is seeking up to eleven (11) food vendors operating food trucks or mobile concession trailers ("**Food Vendors**") to participate in the **Canada Day 2026 Event** taking place on **Wednesday, July 1, 2026, in Muskoseepi Park** ("Event"). Approved Food Vendors will be scheduled to operate from approximately **2:00 p.m. to 12:00 a.m.** (midnight) on the Event day.

Submitting this Application Form ("Application") does not guarantee approval. Participating Food Vendors will be selected through a lottery-style random draw from all applications that meet the minimum requirements by the deadline.

Assigned locations and specific arrival/setup times will be provided to approved Food Vendors closer to the Event date. The City will determine all Food Vendor locations in its sole discretion. All assigned locations and setup times are final and non-negotiable.

This Application is for Food Vendors only. Persons interested in having a general participant booth or entering the Canada Day Parade must complete the separate Application Forms available for those activities.

## Fees and Timelines

- **Registration Fee:** A mandatory Registration Fee of **\$115.50 (GST included)** per Food Vendor unit must be paid in advance. Payment instructions, including a facility agreement number, will be provided upon approval.
- **Cancellation by Food Vendor:**
  - If a Food Vendor wishes to cancel their participation in the Event and does so by written notice to the City not less than forty-eight (48) hours prior to the Event, then the Food Vendor will be refunded the Registration Fee.
  - If the Food Vendor cancels for any reason less with less than 48 hours notice, or no-shows on the Event day, there will be no refunding of the Registration Fee.
- **Cancellation by City:**
  - City may cancel the Event due to inclement weather (e.g., sustained winds exceeding 30 km/hr, heavy rain, or other conditions deemed unsafe by the City). If such cancellation occurs, the City will refund Registration Fees to approved Food Vendors who have paid same to the City.

## Submission Information

- Participants must apply. Applications must be submitted electronically to [foodtrucks@cityofgp.com](mailto:foodtrucks@cityofgp.com) or by mail\* to:

Canada Day 2026  
Food Vendor Applications c/o The City of Grande Prairie – Events & Programming  
City of Grande Prairie  
PO Bag 4000  
Grande Prairie AB, T8V 6V3

- All Applications must be received by **Friday, May 29, 2026, at 4:30 p.m. MST** ("Deadline"). Incomplete, unsigned, or late Applications will not be considered.

\*Allow at least 5 business days for mail delivery.

## Questions

If you have any questions, please call 780-357-8710 or send an email to [events@cityofgp.com](mailto:events@cityofgp.com).

## Privacy Statement

The personal information collected herein is authorized under section 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, as amended or replaced from time to time. The information is used to administer the Canada Day 2026 Event. If you have any questions about the collection, use or disclosure of your personal information, please contact the Event Coordinator at [events@cityofgp.com](mailto:events@cityofgp.com).

### Section 1: Applicant Information

Business Name: (Legal Entity of Food Vendor)

Legal Name of Applicant: (Individual if different from Business Name, or Primary Owner)

Contact Person:

Email Address:

Phone Number:

Alternate Phone Number:

Mailing Address:

On-Site Contact: (if different from above)

On-Site Contact Phone Number: (if different from above)

### Section 2: Food Vendor Unit & Menu Information

Type of Mobile Food Concession Unit: (Please select one)

Food Truck

Trailer

Other: (Please specify)

Approximate Length of Unit: (including hitch if applicable)

Feet

Detailed Description of Services/Serving Location: (e.g., service window on driver's side, passenger side; payment window location; any specific operational needs or limitations related to unit placement)

### Power Supply

Will you be supplying your own generator?

Yes

No

**Note:** The City will not provide electrical power hookups for Food Vendors. All Food Vendors requiring power must provide their own quiet-design generator and all necessary, approved extension cords.

Section 2: Food Vendor Unit & Menu Information (Continued)

**Tent Usage**

Do you plan to use a separate tent? (e.g., for condiments, customer queuing, menu display)  Yes  No

If Yes, will you be supplying your own tent?  Yes\*  No

If Yes, what is the size of your tent? (e.g. 10x10) Feet

\*If using a tent, it must not exceed 10 feet by 10 feet. Tents must be flame-retardant (CAN/ULC-S109 compliant), securely anchored with sandbags on pavement or pegs on grass (avoiding irrigation – map to be provided if on grass). The Food Vendor is responsible for providing all anchoring materials and for any damage caused.

The City does **not** rent tents, tables, or chairs to Food Vendors for this event.

**Menu and Pricing**

Please attach a detailed menu with proposed prices for all items to be sold at the Event. The City aims to offer a diverse range of food options. Please note that alcohol sales and cannabis sales are strictly prohibited.

Section 3: Additional Required Forms

Please include the following with this Application:

- A copy of your current City of Grande Prairie Business License (if this has not already been submitted for 2026).
- A copy of your valid Alberta Health Services (AHS) Food Handling Permit for the mobile food unit listed (if this has not already been submitted for 2026).
- A Certificate of Insurance demonstrating Commercial General Liability coverage (see Section 2 of Rules and Participation Agreement for details) (if this has not already been submitted for 2026).
- Your proposed Menu with Prices (as per above).
- A copy of your completed and signed Mobile Food Concession Parking Application Form (if this has not already been submitted for 2026).

Failure to provide all required documents with your Application may result in your Application being refused or not considered.

## Section 4: Food Vendor Rules and Participation Agreement

By signing this Application, you, the Applicant ("Food Vendor"), agree to the following terms and conditions for participating in the Canada Day 2026 Event ("Event"):

### 1. Application Approval & Compliance:

- If this Application is approved, the City may include specific conditions within the approval. The Food Vendor must comply with all conditions of approval, or approval may be suspended or revoked.
- The Food Vendor must comply with all applicable laws (federal, provincial, and municipal bylaws), regulations (including all AHS food safety regulations), and any instructions given by City staff or officials regarding the Event.
- The Event is scheduled to proceed rain or shine. However, the City reserves the right, in its sole discretion, to delay, modify, or cancel the Event, or require the temporary closure or removal of Food Vendor units, in the event of extreme weather conditions or other circumstances deemed to pose a safety risk. The City is not liable for any costs, lost revenue, or losses incurred by the Food Vendor due to such decisions.

### 2. Insurance Requirements:

- **Commercial General Liability (CGL):** The Food Vendor must obtain and maintain Commercial General Liability insurance with a minimum limit of \$2,000,000 per occurrence. This insurance must cover the entire Event period, including setup and takedown times.
- **Automobile Liability:** If the Food Vendor unit is a vehicle or towed by a vehicle, valid Automobile Liability insurance with a minimum limit of \$2,000,000 must be maintained.
- **General Requirements:**
  - The Food Vendor must provide the City with Certificate(s) of Insurance as proof of the required coverage.
  - The Certificate(s) of Insurance must name the City of Grande Prairie as an Additional Insured, providing coverage for any liability arising from the Food Vendor's operations, and must include a Waiver of Subrogation, confirming that the insurer will not seek recovery from the City for any claims paid in connection with the Food Vendor's participation.
- **Note:** Standard vehicle pink cards are not acceptable as proof of Automobile Liability coverage. Please consult your insurance provider.

### 3. Licenses & Permits:

The Food Vendor is solely responsible for obtaining, maintaining, and paying for all necessary licenses and permits for its specific operations, including but not limited to a City of Grande Prairie Business License and an Alberta Health Services (AHS) Food Handling Permit. Copies must be provided to the City with this Application and be available for inspection on-site during the Event.

## Section 4: Food Vendor Rules and Participation Agreement (Continued)

### 4. Food Vendor Unit Operation & Safety:

- **Equipment Responsibility:** The Food Vendor is responsible for supplying all necessary and safe equipment for its operation, including the mobile food unit itself, any tent, tables, chairs (if used), display materials, garbage containers (in addition to City-provided bins), and power sources (generators, cords). All equipment must be in good working order and meet applicable safety standards.
- **Fire Safety:**
  - All Food Vendor units must be equipped with at least one currently certified and tagged 2A-10BC (or larger) portable fire extinguisher. Units with deep fryers require a Class K extinguisher.
  - Any tent or canopy fabric used must have a permanently attached label indicating it conforms to the CAN/ULC-S109 standard for flame resistance.
  - Decorative materials must be inherently non-flammable or treated to be flame-retardant (CAN/ULC-S109 or NFPA 705). Prohibited materials include untreated plastics, cardboard, or foam products used as decoration if deemed a fire hazard.
- **Electrical Safety & Generators:**
  - All electrical equipment must be certified by a recognized Canadian authority (e.g., CSA, ULC listed) and be in good condition. Homemade or non-compliant electrical items are strictly prohibited.
  - Only heavy-duty, outdoor-rated, three-prong (grounded) extension cords appropriate for the electrical load may be used. Cords must not create tripping hazards.
  - Generators must be quiet-design, placed so exhaust fumes do not enter other vendor areas or public spaces, and refueled safely away from ignition sources. A spill kit may be required.
- **Propane & Pressurized Gas:** Propane cylinders must be currently certified, secured upright, and located to prevent tipping or damage. All connections must be leak-free.
- **Health & Safety:**
  - The Food Vendor must comply with all Alberta Health Services regulations for food preparation, storage, handling, and service at all times.
  - The Food Vendor must comply with all applicable health and safety regulations, including Alberta's Occupational Health and Safety Act.
  - The Food Vendor must maintain clear access around the assigned space; and must not obstruct pathways or access to fire safety equipment.
- **Inspections & Enforcement:** The City and AHS may, but shall not have the duty to, inspect Food Vendor units before and during the Event. The Food Vendor must comply immediately with any directions given. Failure to comply may result in removal from the Event without refund.

## Section 4: Food Vendor Rules and Participation Agreement (Continued)

### 5. Site Management, Conduct & Content:

- **Cleanliness:** The Food Vendor must keep its assigned area and immediate surroundings clean, tidy, and free of debris. All food waste, garbage, and recyclables generated by the Food Vendor must be collected and disposed of in City-provided receptacles or removed from the site by the Food Vendor. Liquid waste (e.g., grey water, grease) must be contained and disposed of properly off-site, not onto park grounds or into storm drains.
- **Conduct:** Promote your business positively and respectfully towards the City, public, volunteers, and other participants. Abusive, threatening, or disrespectful behaviour will not be tolerated and may result in immediate removal.
- **Advertising:** Any advertising materials or signage beyond the standard branding of the Food Vendor unit must be approved in writing by the City beforehand.
- **Prohibited Items/Sales:** Selling, distributing, possessing, or consuming any alcohol, cannabis products (including edibles), illegal substances, or smoking/vaping products is strictly forbidden. Sunflower seeds are also not permitted in Muskoseepi Park.
- **Menu Adherence:** Food Vendors must adhere to the menu submitted and approved with this Application. Any changes must be pre-approved by the City.

### 6. Vehicle Access & Damages:

- One (1) primary Food Vendor unit (truck/trailer) and one (1) auxiliary vehicle (if necessary for supplies, must be parked in designated areas) are permitted per approved Food Vendor.
- Food Vendor units must arrive and set up during specified times and using City-approved access routes. Units must remain in their assigned location for the duration of their scheduled operating hours unless directed otherwise by the City.
- Driving or parking on grass/turf areas is prohibited without prior written permission of the City.
- The Food Vendor is financially responsible for repairing any damage caused by its unit, staff, volunteers, or agents to park property, City equipment, facilities, turf, irrigation systems, or any other assets.

### 7. Photography & Media:

- Be aware that media representatives and the general public may take photographs or videos throughout the Event, which might include your Food Vendor unit, staff, or customers.
- By signing the Photography & Video Release Form attached to this Application, the Food Vendor confirms it has the authority to grant the release on behalf of the business/entity. The Food Vendor is further responsible for informing all its participating employees and agents about this and for obtaining any necessary internal consents consistent with the Release Form.

Section 4: Food Vendor Rules and Participation Agreement (Continued)

**7. Photography & Media: (Continued)**

- Food Vendors who do not wish their unit/staff to be prominently featured in City promotional materials can contact the City at [foodtrucks@cityofgp.com](mailto:foodtrucks@cityofgp.com) not less than 30 days prior to the Event to discuss.

**8. Release, Waiver, and Indemnity:**

- In consideration for being permitted to participate in the Event, the Applicant, on behalf of itself and its employees, contractors, volunteers, agents, successors, and assigns, hereby agrees as follows:
  - **Release and Waiver:** To the fullest extent permitted by law, the Applicant RELEASES, WAIVES, and FOREVER DISCHARGES the City of Grande Prairie, its elected officials, employees, agents, volunteers, and contractors (collectively, the "Releasees") from any and all liability, claims, demands, actions, or causes of action whatsoever arising out of or related to any loss, damage, property damage, or injury, including death, that may be sustained by the Applicant or any persons affiliated with the Applicant in connection with the Event, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise. The Applicant acknowledges that the City accepts no liability or responsibility for any loss, damage, injury, theft, or expense the Applicant may suffer related to its participation.
  - **Indemnification:** The Applicant agrees to INDEMNIFY, DEFEND, and HOLD HARMLESS the Releasees from and against any and all claims, demands, suits, actions, liabilities, losses, damages, costs, and expenses (including, without limitation, all legal fees and disbursements on a solicitor-client basis) which may arise out of, result from, or be in any way connected with the Applicant's participation in the Event, including but not limited to the Applicant's operations, activities, presence, setup, movement, takedown, acts, errors, omissions, negligence, or delays, or those of its employees, contractors, volunteers, agents, or any other person for whom the Applicant is legally responsible.

**9. Acknowledgement:**

- By signing below, you confirm that you have read, fully understand, and agree to comply with all the rules, regulations, terms, and conditions contained within this entire Application Form. You acknowledge that you have had the opportunity to seek independent legal advice before signing this agreement.

**10. Survival:**

- Notwithstanding the completion of the Event or the termination of this Agreement for any reason, the following sections and obligations shall survive: Section 2 (Insurance Requirements), Section 6 (Vehicle Access & Damages, specifically financial responsibility for damages), Section 8 (Release, Waiver, and Indemnity), and any other provisions which by their nature are intended to survive.

Section 5: Applicant Signature

By signing below, I certify that I am an authorized representative of the Food Vendor business named herein, that all information provided in this Application is true and accurate, and that the Food Vendor agrees to be bound by all terms and conditions outlined in this Application and the Food Vendor Rules and Participation Agreement if this Application is approved.

Full Name:

Title / Position:

Applicant Signature:

Date:



**Section 7: Photography & Video Release**

- I hereby authorize the City of Grande Prairie and its agents to record my name, likeness, image, voice, interview and performance as captured by the photographer or videographer during the **Canada Day 2026 Event on July 1, 2026**. I understand that the content may be edited, altered, modified or combined with other content.
- I understand that photographs or visual recordings of me may be used for public publications, displays, broadcasts and exhibitions for promotion, publicity, advertising or art created by/for the City of Grande Prairie. This may be in the form of print publications, advertisements, or media distribution and digital formats such as websites, social media, electronic direct mail or any such communication. I agree that the City of Grande Prairie shall retain final editorial, artistic, and technical control of all content.
- I agree that I have no rights to the content and all rights belong to the City of Grande Prairie, without limitation. I acknowledge that I will receive no compensation should any of my personal imagery be used for any purpose. All rights to inspect or approve usage are waived and I will not receive notification prior to the content's use.
- The City of Grande Prairie and its agents will be discharged from/against any claims, damages or liability arising from or related to use of this material.
- I am at least 18 years of age and have the full legal capacity to execute this release. I have read this document and I fully understand the contents, meaning and impact of this consent form.

**If under 18 years of age: Parent or Guardian Consent**

I represent and warrant that I am the parent or legal guardian of \_\_\_\_\_  
(full name of minor) who is a minor and that I am entitled and authorized to sign this release and grant full rights to the City of Grande Prairie. I have read, understood and agreed to the foregoing.

Full Name: (Please Print)	
Name of Minor: (If Applicable)	
Signature:	Date:

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