



Ladysmith Festival of Lights  
PO Box 98  
Ladysmith, BC, V9G 1A1  
FOLvendors@gmail.com

Dear Interested Food Vendor;

Thank you for your interest in the 36<sup>th</sup> Annual Festival of Light event on Thursday November 30, 2023.

The Festival of Lights committee is entertaining proposals from certified food vendors with valid Vancouver Island Health permits to provide food and non-alcoholic beverage services during the event. All vendors must be self-contained as access to power and water will not be available on the sites. The event takes place between approximately 3:00pm-9:00pm in downtown Ladysmith, in and around First Avenue. The event typically sees between 15,000-20,000 people each year and draws visitors from all over the island. The cost to participate is \$350 per vendor, paid to the Ladysmith Festival of Lights.

Ladysmith Festival of Lights Committee will review all applications and choose a variety of providers to offer food and beverages services during the event. Those applicants chosen to participate will be notified by October 22, 2023.

If you have any questions about the event or the application process please email Kathy Gonzales at [FOLvendors@gmail.com](mailto:FOLvendors@gmail.com). Thanks again for your consideration in this event.

Sincerely,

A handwritten signature in black ink that reads "Kathy Gonzales".

Kathy Gonzales  
FOL Member



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Food Vendor Application

Name of Vendor/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Concession and Product Sold:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Use:

- Completed Application Form
- Copy of Health Permits/Food Safe Certification
- Proof of Insurance
- Self-Contained Unit; including independent power supply
- Payment of Fee
- Notified: \_\_\_\_\_



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### Event Information

Event Date: 30 November 2023

Event Location: Downtown Ladysmith, BC. In and around First Avenue. All vendors must be set up in their assigned location before the start of the Festival of Lights. First Avenue access closes at approximately 3:00pm on the night of the event and access to and from assigned locations will be unavailable until after the road reopens following the fireworks (approximately 9:30pm). Festival of Lights members will assign locations to each vendor and vendors must remain in their assigned location. There is no parking on First Avenue before or during the events. Vendors will be responsible for ensuring their vehicles are not on First Avenue.

Participation Cost: \$350/vendor vehicle or booth.

Insurance Requirements: The applicants is required, as a condition of participation in the *Ladysmith Festival of Lights*, to have provided **Proof of Liability Insurance** by way of a certificate of insurance issued by the insurer noting policy number, type of liability coverage, expiry date, and naming Festival of Light co-insured. Insurance must be at least \$2,000,000.00 inclusive of Bodily Injury and/or Property Damage for non-food vendors and \$2,000,000.00 inclusive of Bodily Injury/Property Damage for any vendor supplying food and/or beverages.

Hold Harmless Agreement: The applicant hereby agrees to save and hold harmless the *Ladysmith Festival of Lights*, it's officers, directors and members, from any and all claims for bodily injury, property damage, and personal injury made by any and all third parties as a result of any accident, omission, or incident giving rise to any third party bodily injury, property damage, or personal injury claim occasioned by the applicants participation in the *Ladysmith Festival of Lights* event.

Permits: All vendors must have all pertinent current VIHA permits, must provide a copy of the permits to *Festival of Lights*, and must display the permits in the vendor vehicle/booth during the event.

Acceptance: As evidenced by the authorized signature(s) below, the applicant hereby agrees to comply with the above noted requirements and further agrees that they have provided the required payment and documentation by Friday, 3 November 2023. Failure to provide the required proof of insurance, health permits, or payment may disqualify the applicant from participation in the event.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_