

Welland Afro-Caribbean Festival 2026



OFFICIAL VENDOR APPLICATION & CONTRACT PACKAGE

Infusing culture and community through Music, Dance, Food & Fashion

EVENT DATES

August 8 & 9, 2026

HOURS

12:00 PM – 10:00 PM Daily

VENUE

Merrit Park,
151 King St, Welland ON

ADMISSION

Free Entry — Maximum Audience Reach,

EARLY BIRD SPECIAL — SAVE \$75!

Register and pay in full by June 10th, 2026 and lock in the discounted rate of \$425 (regular price: \$500). Spaces are limited!

INVESTMENT OPTIONS

EARLY BIRD RATE

\$425

Pay in full by June 10, 2026

STANDARD RATE

\$500

After June 10, 2026

DEPOSIT TO HOLD SPOT

\$200

Due 60 days before event

Payment methods: Cheque • Cash • E-Transfer • PayPal • Credit/Debit

All payments are non-refundable.

Questions?

wellandafrocaribbeanfest@gmail.com | +1 (905) 577-5708 | www.wellarf.ca

@wellandafrocaribbeanfestival

Vendor Application Form

SECTION A — COMPLETE ALL FIELDS | PAGE 2 OF 6

SECTION A — BUSINESS INFORMATION

BUSINESS / TRADING NAME *

OWNER / CONTACT NAME *

PHONE NUMBER *

EMAIL ADDRESS *

WEBSITE (OPTIONAL)

ONTARIO BUSINESS LICENSE #

TYPE OF BUSINESS *

BRIEF DESCRIPTION OF PRODUCTS / SERVICES *

SECTION B — BOOTH DETAILS

TENT SIZE REQUIRED

COOKING ON-SITE?

ELECTRICITY NEEDED?

SECTION C — PAYMENT SELECTION

SELECTED PACKAGE

PREFERRED PAYMENT METHOD

HOW DID YOU HEAR ABOUT WACF? (OPTIONAL)

* Required fields. Submit completed form to: wellandafrocaribbeanfest@gmail.com

Note: Submitting this form does not confirm your spot. Confirmation occurs upon deposit receipt.

Requirements & Compliance Checklist

SECTION D — READ CAREFULLY AND CHECK EACH ITEM

Ontario Business License

All vendors must hold a valid Ontario Business License.

City of Welland Food Permit

Food vendors: \$142.12 new application | \$107.12 returning vendors.

PASS Food Permit or Kitchen Rental

Required if you do not have an active restaurant food permit.

Fire Inspection (On-site cooking)

Arrange through the City of Welland — approx. \$77.00.

Liability Insurance

Min. \$1,000,000 per occurrence / \$2,000,000 aggregate. Proof due 30 days prior.

All Documents Due

Submit all permits and insurance proof no later than 30 days before the event.

SECTION D — COMPLIANCE CHECKLIST

Please check each item that applies

- ☐ I hold a valid Ontario Business License and will provide it if requested.
- ☐ I hold (or will obtain before June 10) a City of Welland Business License or Permit for the event weekend.
- ☐ I hold a valid PASS Food Permit OR have arranged use of a licensed/commercial kitchen (food vendors only).
- ☐ I will arrange a City of Welland fire inspection prior to the event (required if cooking on-site).
- ☐ I will provide proof of General Liability Insurance (\$1M/\$2M) no later than 30 days before the event.
- ☐ I will provide all my own equipment including tent (8x8 or 10x10), tables, chairs, and POS/cash system.
- ☐ I have read, understood, and agree to all vendor guidelines, setup, cleanup, and safety requirements.
- ☐ I understand that all payments made to WACF are non-refundable.

IMPORTANT: Failure to meet any regulatory requirement may result in removal from the event without refund.

Permits & Applications Step-by-Step Guide

SECTION E — REQUIRED APPLICATIONS FOR ALL VENDORS

COMPLETE THESE APPLICATIONS BEFORE THE EVENT

All vendors are required to obtain the appropriate permits before the festival. Use the links and QR codes below to apply online. Scan the QR code with your phone camera or type the URL directly into your browser.

01

City of Welland — Business Licence / Event Permit

ALL VENDORS

Link: <https://cviewportal.welland.ca/cityviewportal>

FEE: \$142.12 for new applicants | \$107.12 for returning vendors

HOW TO APPLY:

- 1 Visit the link or scan the QR code to open the CityView Portal
- 2 Create an account or log in if you already have one
- 3 Select "Business Licensing" and choose the event/temporary permit option
- 4 Complete the application form with your business and contact details
- 5 Pay the permit fee online (\$142.12 new / \$107.12 returning)
- 6 Download and save your approved permit — submit to WACF 30 days before event



Scan or visit URL

02

Niagara Region Public Health — Food Vendor Approval

FOOD VENDORS ONLY

Link: <https://www.niagararegion.ca/events/vendor-form.aspx>

FEE: Fee varies — contact Niagara Region Public Health for current amounts

HOW TO APPLY:

- 1 Visit the link or scan the QR code to open the Niagara Region vendor form
- 2 Complete the Special Events Food Vendor Application form in full
- 3 Attach your menu, food preparation details, and equipment list
- 4 If you lack a PASS Food Permit: attach proof of licensed/commercial kitchen rental
- 5 Submit the form and await approval from Niagara Region Public Health
- 6 Provide your approval confirmation to WACF no later than 30 days before the event



Scan or visit URL

03

ALL VENDORS — COMING SOON

Vendor Contract

SECTION F – LEGAL AGREEMENT | READ ALL CLAUSES CAREFULLY

Event: Welland Afro-Caribbean Festival | Dates: August 8 & 9, 2026

Venue: Merrit Park, 151 King St, Welland, ON L3B 5N5

01 EVENT INFORMATION

The Event will take place on August 8th & 9th, 2026 at Merritt Park, Welland, ON. The Vendor will provide food, beverage, and/or other services during the Event.

02 VENDOR FEES AND PAYMENT

The Vendor shall pay a fee of \$500 for the two-day weekend. A \$200 deposit is due no later than 60 days prior to the Event; remaining balance is due 30 days prior. Failure to pay in full may result in forfeiture of participation. All payments are non-refundable. Early bird rate: \$425 if paid in full by June 10th, 2026.

03 VENDOR SETUP AND EQUIPMENT

The Vendor shall provide all equipment including tables, chairs, tents, and cooking equipment. The Vendor is responsible for setup and takedown. All equipment must be in good condition, safe, and clean.

04 FOOD SAFETY AND PERMITS

The food Vendor shall comply with all local health and safety regulations, obtain all necessary permits and licenses, and maintain food safety and hygiene standards. All food vendors must have a valid City of Welland Business License OR permit for the weekend. Food vendors must also obtain approval from Niagara Region Public Health via the Special Events vendor form. Proof of all permits must be provided to the Event Organizer no later than 30 days prior to the Event.

05 SALES AND TAXES

All sales and taxes collected during the Event shall be the sole responsibility of the Vendor.

06 INSURANCE AND LIABILITY

The Vendor shall maintain comprehensive general liability insurance, including product liability insurance, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Proof of insurance must be provided no later than 30 days prior to the Event. The Vendor agrees to indemnify and hold harmless the Event Organizer, its agents, employees, and volunteers from any claims, damages, or expenses arising from the Vendor's participation.

07 TERMINATION

The Event Organizer reserves the right to terminate this Agreement at any time if the Vendor fails to comply with any terms, local laws, or health and safety requirements. In the event of termination, the Vendor shall forfeit any fees paid.

08 ASSIGNMENT AND GOVERNING LAW

The Vendor shall not assign or transfer this Agreement without prior written consent of the Event Organizer. This Agreement shall be governed by the laws of the Province of Ontario.

09 ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations and agreements. No modification shall be binding unless in writing and signed by both parties.

Contract Signature Waiver of Liability

SECTION G — SIGN BOTH SECTIONS BELOW TO COMPLETE YOUR APPLICATION

SECTION G1 — CONTRACT EXECUTION

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written below.

Event Organizer: The Welland Afro-Caribbean Event Planning Committee — Signed: Chico Kambo, April 12th, 2026

VENDOR FULL NAME *

BUSINESS NAME *

VENDOR SIGNATURE (TYPE YOUR FULL LEGAL NAME) *

DATE *

By signing above, the Vendor confirms they have read, understood, and agreed to all terms of this Vendor Contract.

SECTION G2 — WAIVER OF LIABILITY

I, _____, a participating vendor, hereby agree to participate in the Welland Afro-Caribbean Festival on August 8th & 9th, 2026. I acknowledge that participation involves risks, including but not limited to personal injury, property damage, and other losses that may result from my participation.

I hereby agree to waive and release all claims against the organizers, sponsors, partners, volunteers, and any other parties involved in the organization and execution of the Event from any and all liability for injuries, losses, or damages that I may suffer as a result of my participation.

I understand the Organizers shall not be responsible for any medical expenses or costs incurred by me. I acknowledge I am solely responsible for obtaining adequate insurance coverage for myself and my property.

I represent and warrant that I am in good health and have read and understood all rules and regulations governing the Event, and agree to comply with all such rules.

PRINTED NAME *

DATE *

VENDOR SIGNATURE (TYPE YOUR FULL LEGAL NAME) *

Thank you for being part of the Welland Afro-Caribbean Festival!

Save this completed PDF and email it to: wellandafrocaribbeanfest@gmail.com