

FACT SHEET: SPECIAL EVENT VENDORS

Event Organizers require a Special Event License when an event includes vendors selling any service or product, when sales proceeds are being donated, when a service or product is being given out for free but is paid for by the event organizer or other involved party. Event organizers must also submit all required information to Peel Public Health for any food vendors. Events that are not in compliance with all laws, by-laws, rules and regulations, may be cancelled either before or during the event. All vendors are subject to approval by Mississauga Celebration Square.

COMMON ACRONYMS	
CoM	City of Mississauga
MCS	Mississauga Celebration Square
RoPHD	Region of Peel Health Department

DEADLINES

MINIMUM 30 DAYS PRIOR TO EVENT, event organizer submits to RoPHD:

- Peel Health [Special Event Application for Event Organizers](#)

MINIMUM 15 DAYS PRIOR TO EVENT, event organizer submits to RoPHD:

- Peel Health [Special Event Application for Food Vendors](#) for each food vendor

MINIMUM 14 DAYS PRIOR TO EVENT, event organizer submits to MCS:

- Final vendor list (electrical requirements, location on site)
- Final MCS Site Map with vendor locations

MINIMUM 7 DAYS PRIOR TO EVENT, event organizer submits to Mobile Licensing:

- [Special Event Licence Application Form & Event Organizer Participation Agreement](#)
- Special Event License payment

DAY OF EVENT, event organizers must carry all applicable documents for each vendor:

- Special Event License
- Proof of Insurance
- TSSA Propane Inspection
- Region of Peel Health Inspection
- Vehicle Ownership
- Vehicle Insurance
- Vehicle Safety Certificate

VENDOR TYPES

All special event vendors are either commercial or display vendors *and* either food or non-food vendors.

Commercial vendor: Vendor who sells or displays for sale any goods, foods, or services

Display vendor: Vendor who is *not* selling or displaying for sale any good, foods or services (can include sponsors, info booths, free games, free food)

Food vendor: Vendor that serves or sells food

Non-food vendor: Vendor that does not serve or sell food

PEEL HEALTH

If an event will be selling or distributing food, [Peel Public Health](#) requires notification. Event organizers must complete a [Special Event Application for Event Organizers](#) a minimum of 30 days prior to the event.

All food vendors that serves or sells food must submit a [Special Event Application for Food Vendors](#) to event organizers. Event organizers must collect the forms from food vendors and submit them to Peel Health on their behalf a minimum of 15 days prior to the event. Food Vendor Applications received less than 5 days prior to an event will not receive written notification from Peel Health. Each food vendor must meet all Region of Peel [Food Safety Guidelines](#), and must provide an adequate hand washing station that includes a large container of warm water, a soap dispenser and a roll of paper towels. The permanent sink at MCS located behind the Market Trellis is not a hand washing station.

A Public Health Inspector will contact event organizers and vendors to review information on the forms, and obtain additional required information prior to issuing written notice to event organizers. A Public Health Inspector may also conduct inspections during the event.

MOBILE LICENSING

Event Organizers require a Special Event License when an event includes vendors selling any service or product, when sales proceeds are being donated, when a service or product is being given out for free but is paid for by the event organizer or other involved party.

The City of Mississauga [Mobile Licensing Section](#) is responsible for the regulation and enforcement of City by-laws governing vehicles licensed by the City. Mobile Licensing is located at **3235 Mavis Road and is open Monday to Friday 9:30am to 4:00pm.**

To obtain a licence for a special event read and complete the [Special Event Licence Application Form & Event Organizer Participation Agreement](#). For questions, refer to the Special Event Licensing [FAQ](#) on the [Mobile Licensing webpage](#). Special Event License costs are noted in the Application form.

MCS SITE

Cooking

Cooking vendors must be located under the Market Trellis or on City Centre Drive. All vendors who are cooking require rubber mats under their cooking area. Cooking vendors must be indicated on the site map submitted by the event organizer 14 days prior to the event in order for mats to be set up. Cooking in a location without a mat may incur additional cleaning costs at the event organizer's expense. A fire extinguisher in good working order is required for each

vendor who is cooking onsite. Vendors without a fire extinguisher in good working order will be shut down.

Barbecues

Barbecues which are deemed "not for commercial use" in the owner's manual may not be used at Mississauga Celebration Square. Any equipment that is deemed unsafe by City staff will be removed. All barbecues require a [TSSA Annual Check List](#). Barricades must be installed around all barbecues for safety to be indicated on the site map submitted by the event organizer 14 days prior to the event. Charcoal barbecues require prior approval from the CoM. All charcoal must be removed by the vendor or event organizer. Disposal of charcoal in any location in the Civic District is prohibited. A fire extinguisher in good working order is required for each vendor who is using a barbecue onsite. Vendors without a fire extinguisher in good working order will be shut down.

Damages

Any damage to City property, furnishings or equipment during an event, including but not limited to additional cleaning required, are the responsibility of the event organizer. The event organizer accepts financial responsibility for any damages to property, furnishings or equipment during an event, and will be charged for any such damages on their reconciled invoice. Should events held at MCS cause damage to neighbouring properties, event organizers may be held responsible by property owners.

Electrical Access

Electrical access is available [across the site](#). Electrical access must be requested in advance with specifications of what is required. All vendors with electrical requirements must be indicated on the site map submitted by the event organizer 14 days prior to the event, and specific electrical requirements must be listed on the corresponding vendor list. Each vendor with electrical requirements must supply their own 100' extension cord(s) rated for outdoor use in safe working condition, ideally 12/3 gauge. All electrical cords must be taped down with cable path tape or gaffer tape to prevent tripping hazards. Electrical cords that cross roadways where vehicles will drive must be covered with cable mats. Event organizers are responsible for submitting vendor electrical requirements to the CoM, and ensuring that all cords are taped or matted down.

Electrical Appliances

All electrical appliances must display a Canadian Standards Association (CSA) sticker. Appliances without a CSA sticker that are unsafe will be removed. Mobile vehicles (trucks, trailers) must have an Electrical Standards Association (ESA) certificate of inspection. Mobile vehicles without proof of ESA inspection will be removed.

Grease

If vendors require grease disposal onsite, event organizers must make arrangement with a grease disposal company. Grease may only be disposed of in grease barrels. All grease disposal onsite must be approved by the CoM. The permanent grey water sink must not be used for grease or food disposal. Disposal of grease or food in the sink, or in any other location in the Civic District other than the CoM approved grease disposal sites and equipment will incur additional cleaning costs at the event organizer's expense.

Insurance

If event organizers do not have blanket vendor insurance, they will be required to collect proof of vendor insurance coverage *for each vendor* that includes \$2 million in liability (\$5 million will be required for high risk activities) and names the City of Mississauga as an additional insured for the dates the vendor is on site. A Certificate of Insurance for each vendor must be signed, dated, and stamped by the insurance provider or broker for each vendor of the [City of Mississauga template](#). Vendor insurance can be purchased through the Customer Service Centre on the ground floor of the Central Library Monday to Friday 8:30am to 4:30pm.

Display vendors require this same insurance coverage unless otherwise approved by the CoM. In order for display vendors to be exempt from this requirement, a full vendor list with this request specified and the details of the vendor's set-up must be submitted a minimum of 14 days prior to the event.

Propane

All propane tanks must be properly labeled and secured vertically by chains to a stable support. Event organizers are responsible for providing a valid [Technical Standards & Safety Authority \(TSSA\) Propane Inspection Certificate](#) dated within the past 12 months is required for all equipment and propane. A reputable registered gas contractor with a minimum G2 or G1 certificate will provide the required form and inspection.

Staking

Staking, spiking or digging into the ground, grass or concrete/pavement on municipal property is prohibited at MCS. Any damages to underground utilities as the outcome of staking, spiking or digging will be charged to the event organizer.

Water

There is a permanent potable grey water sink behind the Market Trellis. The sink must not be used for grease or food disposal. Disposal of grease or food in the sink will incur additional cleaning costs at the event organizer's expense. Potable water hookups are available [across the site](#). Water access must be requested in advance Vendors must supply their own potable water hose.

Vehicles

Vehicles are allowed onsite for load-in and load-out only; vehicles must park offsite during events. Vehicles that must remain onsite for food safety purposes require prior approval from the CoM and must be indicated on the site map submitted by the event organizer 14 days prior to the event.

Waste

Vendors are responsible for the cleanliness of their assigned space. They must dispose of the waste that they generate in a timely manner throughout the event themselves. Following the event, vendors must leave their space clean and free from all garbage and debris. Waste must be disposed of in the industrial dumpsters. Vendors are responsible for ensuring that only recyclable material is disposed of in the recycling dumpster. Failure of vendors to dispose of their own waste correctly may incur additional cleaning costs at the event organizer's expense.

Weights

All temporary shade structures must be properly weighted at all times regardless of the forecast. Proper weights are: concrete blocks, rubber tent weights, sandbags, water barrels. For 10x10' shade structures a minimum of 40lbs or more must be attached to each leg. For temporary shade structures larger than 10x10', 50lbs or more must be attached to each leg. All temporary shade structures are subject to inspection at any time during event set-up, operation and removal. Vendors with improperly weighted temporary shade structures will receive a warning and will be asked to obtain proper weights prior to continuing to operate at the event. If proper weights are not arranged immediately, the City will provide weights at the event organizer's expense, or will remove the structure.

RULES & RESTRICTIONS

- Vendors must abide by all Federal, Provincial and Municipal Laws, By-laws and Guidelines.
- Applicable City of Mississauga By-laws include: [PARKS BY-LAW 186-05](#); [VENDORS BY-LAW 522-04](#); [ICE CREAM TRUCK BY-LAW 523-04](#); [VEHICLE LICENSING BY-LAW 520-04](#)
- Mississauga Celebration Square is a smoke-free space [SMOKING BY-LAW 94-14](#). Any person who violates this By-law may be fined.
- Vendors must follow all instructions from City staff. They must cease vending if requested. Vendors must comply with the City's [RESPECTFUL WORKPLACE POLICY \(01-03-04\)](#) and the [CITY'S RESPECTFUL WORKPLACE STATEMENT OF COMMITMENT](#): no form of discrimination, harassment, or bullying will be tolerated
- Vehicles are allowed onsite for load-in and load-out only; vehicles must park offsite during events. Underground parking is free on weekends and after 6:00pm on weekdays.
- Solicitation is prohibited on City property [ADVERTISING POLICY 03-09-01](#); all sales must be made only from a vendor's assigned area.
- All printed materials to be distributed or displayed are subject to prior approval by Mississauga Celebration Square. Any materials, displays or speeches that could be frightening or deemed inappropriate to any age group are prohibited.