



## Sales Commission Agreement / Application Form Outdoor Food Trucks

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Food Truck Legal Trade / Brand Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Onsite Contact Name: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

### **REGULATIONS**

1. This application form must be completed by any Food Truck Operator who wishes to apply for approval to sample or sell food or non-alcoholic beverages on Stampede Park. It is the responsibility of the operator to submit this signed application form and agreement to Calgary Stampede (CS) Food & Beverage department a **minimum of 3 weeks prior to show start date.**
2. All products being sold or sampled must be pre-approved by the Calgary Stampede. Approvals and conditions will be confirmed by CS via e-mail one week prior to the event. Please ensure your e-mail address above is listed clearly and accurately.
3. Food Trucks must also submit a copy of their City of Calgary Business License and a copy of Alberta Health Services (AHS) inspection approval. All operators are subject to approval by both CS and AHS. All information must be received by CS three weeks prior to the show date.
4. Operators and Show Managers must comply with all health and sanitation practices as legally mandated by AHS. Trucks are subject to inspections by environmental health officers at any time. For information please visit the AHS website: <http://www.albertahealthservices.ca/assets/wf/eph/wf-eh-special-events-temporary-food-establishment-vendor-package.pdf>
5. Operator and Show Managers are responsible for meeting safety standards in regards to electrical, HVAC and/or plumbing and gas codes where applicable. Residential and/or non CSA approved appliances may not be used unless approved in advance. The CS Health & Safety officer and the Calgary Fire Department may conduct inspections at any time.
6. CS is the exclusive Food and Beverage provider on Stampede Park. We reserve the right to not approve any menu items that compete with our food service offerings, and may apply a fee to compensate for any potential loss of sales.

### **ITEMS FOR SALE**

Please list all food and non-alcoholic beverages that will be sold. Provide a full description of all products, including portion size, brand name(s) and pricing. Due to exclusive sponsorship agreements on Park (ie: Coca-Cola) all items must be pre-approved based on supplier, portion size and pricing.

1: \_\_\_\_\_

5: \_\_\_\_\_

2: \_\_\_\_\_

6: \_\_\_\_\_

3: \_\_\_\_\_

7: \_\_\_\_\_

4: \_\_\_\_\_

8: \_\_\_\_\_

### **TERMS**

1. Operator agrees to pay a 30% commission on all sales before tax, as well as an admin/processing fee of \$100 (this is a onetime initial fee – subsequent visits to the park would not incur the admin/processing fee). Payment is to be made nightly to the Food and Beverage Supervisor on duty, and within twenty (20) minutes of show closing. Government regulations require that 5% GST is added to all commissions paid.
2. Operators must keep and submit to CS satisfactory sales records. A POS sales system that can provide sales reports by both menu item and total sales by hour is mandatory. Operator agrees that inventory and cash handling are subject to audit by CS.
3. To prevent oversaturation of food services, there are guidelines as to the maximum number of food/beverage outlets that will be approved, based on the type and size of the event. This information is available from your CS Event Manager.
4. Operator is responsible for any charges for occupying a parking stall upon entry to the park.

***I have read and understood the applicable terms and conditions and acknowledge that non-compliance may result in food service activities being suspended until any outstanding issues are rectified.***

\_\_\_\_\_  
Exhibitor/Operator Signature

\_\_\_\_\_  
Trade Show Manager Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Calgary Stampede Approval

**Email Completed Forms to: [CSKitchen@calgariystampede.com](mailto:CSKitchen@calgariystampede.com) a minimum of 3 weeks prior to show date. We will confirm your status via email one week prior to the event.**