



Vendor Application Form

The Encore Terrace Summer Series consists of five free community events taking place on select Fridays at lunchtime from June-September.

We need 2-3 vendors per event to serve lunch and/or snacks. Please indicate below which event(s) you would like to participate in. Note that indicating certain date(s) does not guarantee your participation. You will be contacted with confirmation.

I would like to participate on the following Friday(s):

☐ ~~June 12~~ ☐ ~~June 26~~ ☐ ~~July 17~~ ☐ August 21 ☐ September 18

Event Details

Location: Encore Terrace at RBC Place London, on King Street

Time: 11:30am – 2:00pm

Organizer: Presented by RBC Place London in partnership with London community partners

Organizer Contact: Joy Gallaiford, joyg@rbcplacelondon.com

To be provided by RBC Place London (RBCPL) free of charge:

- 10'x10' space
- Electrical outlet* (vendor must send pictures of electrical equipment with ESA labels)
- Tables & chairs
- Potable water
- Wastewater and garbage disposal available

To be provided by Vendor:

- Cooking/serving utensils and all other necessary equipment
- Any food safety items required by the [London Middlesex Health Unit](#)
- Extension cord(s) (if needed)
- Plates, bowls, cups, utensils, and napkins (compostable where possible)
- Ingredients lists with known allergens listed.
- Fire Safety equipment (e.g., fire extinguisher)

Arrival/Setup Instructions:

- Arrival/setup time: Between 10:30am - 11:15am
- Unload at the loading dock and transport equipment to terrace using provided carts
- Once items are unloaded, car must be moved to underground parking
- Parking is complimentary in the underground lot

Please read and complete all sections of this form and submit to joyg@rbcplacelondon.com. Thank you for your participation in **the Encore Terrace Summer Series!**

Vendor Rules/Regulations:

Food vendors must:

- Provide two (2) options for handheld items and may include an additional side.
- Transport all food products in compliance with Food Health & Safety Standards.
- **Fill in and submit the “Notice of Intent to Operate as a Food Vendor” to London Middlesex Health Unit at least 14 days before start of event.**
- Submit pictures of electrical/cooking equipment and their electrical labels.
- Provide staff to prepare, serve and accept payment for food.
- Have a complete breakdown of menu components including allergens and dietary restrictions.
- Remain until all food components have concluded and cleared (tear down will take place after 2:00pm, once guests have cleared the terrace).
- Remove all equipment and food items immediately following the event.

Additional Notes:

- If you require a tent for your space, you must request it in advance
- There will be no access to the RBC Place London kitchen/refrigeration
- **Deep fryers cannot be used.** Only air fryers with approved ESA labels may be used.
- **VEVOR Cooking Equipment is NOT permitted as it is not ESA approved.**
- Open flame cooking equipment may only be used on the Encore Terrace with proper safety precautions (including fire extinguisher)
- For food safety questions, contact Environmental Health Team at:
 - Phone: 519-663-5317 or Email: inspections@mlhu.on.ca

Fill in your details in the form below:

Company Name:

Phone:

Social Media Handles:

Food Items to be Served:

Contact Full Name:

Email:

of Tables Needed (up to 3):

Item 1:

Description:

Price:

Item 2:

Description:

Price:

Side (optional):

Description:

Price: