



Vendor Application Form

Event Details:

- **Event Name:** Encore Terrace Summer Series Presents: **Murals in Motion**
- **Date:** July 10, 2025
- **Location:** The Encore Terrace at RBC Place London, 300 York Street
- **Time:** 11:30am - 2:00pm
- **Organizer:** Presented by RBC Place London in partnership with London Arts Council, Encore AV and Downtown London
- **Organizer Contact:** Joy Gallaiford, joyg@rbclplacelondon.com

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

- 10'x10' space
- Electrical outlet* (vendor must submit Electrical form incl. in exhibitor package and pictures of their electrical equipment)
- Table(s)
- 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 9:30am - 11:00am
- 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

Vendor Rules/Regulations:

Food vendors must:

- Provide two (2) options for handheld items and may include an additional side.
- Price food at around \$10-15 for main items or \$7 for smaller items.
- Transport all food products in compliance with Food Health & Safety Standards.
- Provide pictures of booth setup and electrical equipment to organizer.



- Must 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.
- 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 patio.
- Remove all equipment and food items immediately following the event.

Additional Notes:

- No access to RBC Place London kitchen/refrigeration
- Open flame cooking equipment may only be used on Encore Terrace with proper safety precautions (including fire extinguisher)
- **No Deep Fryers allowed** (Air Fryers that meet ESA requirements are permitted)
- 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 and return it to joyg@rbcplacelondon.com.

Company Name:

Contact Full Name:

Email:

Phone:

Social Media Handles:

Number of 6ft Tables Required (1-4):

Food Items to be Served:

Item 1:

- Description:
- Price:

Item 2:

- Description:
- Price:

Side (optional):

- Description:
- Price:

Please read and complete all sections of this form and submit **by June 25, 2025**.
Thank you for your participation in **Murals in Motion!**