

## **City of St. John's Downtown Pedestrian Mall - Vendor Markets 2025**

### **Call for Proposals**

#### **The opportunity:**

The City of St. John's is inviting local event organizers to submit a proposal for Vendor Markets on the Downtown Pedestrian Mall.

- The space is provided free of charge to the organizer.
- There may be one or multiple event organizers operating markets on the Downtown Pedestrian Mall throughout the summer.
- The City of St. John's will provide a map of the available space
- Licensed Food Vendors/ mobile vendors/food trucks are allowed
- Market organizers may not charge admission to the public

#### **Market Area/Space:**

- Water Street, within the footprint of the Downtown Pedestrian Mall. The best /prime location is between Beck's Cove and Prescott Street.
- Based on previous markets, the space can accommodate approximately 60 vendors.
- Tables/booths must be set up in parking stalls (parking spaces) in front of non-retail store fronts.

#### **Day, Dates & Times:**

- Available dates: Saturday, July 7 through Monday, September 1
  - Select dates may be unavailable due to other events occurring in the area.
- Thursdays are preferred (but other days will be considered)
- Markets may be weekly or bi-weekly. Preference will be given to organizers who propose markets that follow a regular pattern
- Market operating hours must be within the hours of the Downtown Pedestrian Mall, (noon -10:00pm). No minimum or maximum time limits.
- Preference will be given to organizers who include markets on Thursday, August 14 and or Thursday, August 21 in their proposal.
  - Canada Games organizers will be setting-up special activations at the markets on Aug 14 & 21.
- Preference will be given to organizers who include 3 or more markets in their proposal.

**Logistical Considerations:**

- Organizers are responsible for providing tables, chairs and market assets; the City of St. John's is providing space only.
- Vehicles are not permitted on the Downtown Pedestrian Mall between 12pm – 10pm.
- Vendors can drop off and pick up equipment from any cove along Water Street.
- Vendors may bring 10 x 10 pop up (Canopy) tents, however tents must be adequately weighted for the conditions and may not be staked into the ground or the asphalt.
- Reserved parking is not available.

**Power Source:**

- Organizations are welcome to bring battery-powered devices or power banks.
- Generators are *not* permitted. (\*Exception: generators are permitted for food trucks, if required)
- Cables and cords must be secured, clearly marked and must not pose a tripping hazard.

**Street & Sidewalk Access:**

- In case of emergency, Water Street must always remain clear and accessible to emergency vehicles.
- Vendors may use parking stalls only. Vendors are not permitted to use sidewalks for setup or display.
- Sidewalks must always remain accessible to pedestrians.

**Insurance:**

- The event organizer will be required to obtain a certificate of insurance, issued to "City of St. John's" that includes the required coverages noted below.
  - Minimum limit of \$2M Commercial General Liability (CGL) inclusive per occurrence for bodily injury, damage to property
  - 30 Days written notice of cancellation
  - "City of St. John's" named as an additional insured
  - Policy in the legal name of the business/entity
  - Coverage for Cross Liability included
- Individual insurance is also requested for all vendors (if available) and required for any vendors who are selling or distributing food or doing demonstrations/ activities at their booth.

- **For Food Vendors:** insurance must contain coverage for Products and Completed Operations
  - This applies to any vendor selling or distributing any kind of food including food such as jam or popcorn that is prepared off site.
- The event organizer must provide the certificate of insurance for themselves and any third-party groups to the City of St. John's **at least 10 days prior** to the event.

**Branding:**

- Markets will be branded as: *Markets on Water by \*\*Name of the Organizer\*\**
- Markets will be promoted by the City of St. John's on social media, website and Calendar of Events

**Deadline for Proposals:** Friday, May 30

**How to submit your application:**

Email your proposal to [ccook@stjohns.ca](mailto:ccook@stjohns.ca)

Be sure to include the following in your proposal:

- A brief description of your market concept and the type of vendors you plan to include
- Dates of your proposed markets
- The number of markets you plan on delivering
- Will you be delivering a market on Thursday, August 14?
- Will you be delivering a market on Thursday, August 21?
- Are you aware of the insurance requirements and can you meet the requirements?

**Questions?** Email [ccook@stjohns.ca](mailto:ccook@stjohns.ca)