

**2026 Festival of Trees
Festival of Wines & Spirits
FOOD AGENT CONTRACT**



Sponsor Name: _____
(Print or type restaurant or establishment name exactly as you would like it to appear in print)

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Telephone: _____ **Email:** _____

Contact Name: _____ **Signature:** _____

Value of Product (not including GST): \$ _____ (min.\$1500.00)

CharitableTax Receipts vs Promotional Receipts RDRHF is under obligation to follow CRA guidelines without exception. **Charitable tax receipts** are issued to individuals only and are calculated based on the donation less the value of any benefits received by the donor. To receive a charitable tax receipt for a donation, the payment must be issued from a personal bank account. Charitable tax receipts cannot be issued for donations made from a business account, or from a personal account where a business is promoted through the donation. The same is true for gift-in-kind donations. **Promotional tax receipts** are issued to companies or individuals who donate from their business bank account and receive promotional benefits (like signage) for the business. **Gifts in Kind:** As per CRA regulations, all gift-in-kind donations of \$1,000 or more must be accompanied by proof of value in order to receive a promotional tax receipt or charitable tax receipt.

Important Information:

- Festival of Wines & Spirits will be held **Friday, November 27, 2026, 7:00 – 11:00 pm at Westerner Park, Prairie Pavilion**
- Set up can begin at 4:00pm. Be service ready when doors open at 7:00 pm. Samples must be to proper serving temperatures by 6:45pm (**AHS Inspectors will be checking**). Hand wash stations are provided.
- All food stations must be staffed until 11:00 pm. Tear down can begin at the completion of the event, 11:00 pm.
- Please indicate any volunteer requirements as well as any paper service you may need.
- Product and equipment can be brought through the most NE door of the Prairie Pavilion. This is a drop off door only, please park in main lot. There are no fees to park.
- Your booth will consist of two 8' skirted tables provided by Festival of Trees (one in back, one in front for service). You are welcome to bring brochures, photos, or décor for your station, but they must remain inside your area and not extend past your booth. A sign featuring your company name is provided.
- There will be up to 750 people in attendance. Servings should be approximately 1/3 of a normal portion served at your establishment. We recommend serving two or three different items at your booth. Please bring enough product so as not to run out mid-event.
- There is no registration fee to be a food agent at the event. Your gift-in-kind donation of food and/or drink are the only costs. Festival of Wines & Spirits is a great way to get your name out in the community!
- **Closer to the event you will be asked to complete and submit the online [AHS Special Event Food Vendor Notification](#) to Environmental Public Health.**

Appetizers/Entrees/ Desserts: (Please list what you will be serving, along with a brief description of each)

Item #1: _____

Item #2: _____

Item #3: _____

Service Items Required and Amount (ex: 250 forks): _____

I have read the above and agree to provide donation and services as requested:

Signature: _____ **Date:** _____

**PLEASE RETURN COMPLETED FORM NO LATER THAN OCTOBER 9, 2026 to:
jozef.mihaly@ahs.ca or fax: 403-346-2128 | Call: 403-343-4699 with questions**

To be completed by RDRHF Office:

Sponsor ID #: _____ **Date:** _____

Assignment: **FOWS- FOOD GIK**