

Vendor Application Contract | 2017 Lumberjack Heritage Festival

A. INFORMATION

Business Name: _____

Name of Contact: _____

Address: _____

City: _____ Postal Code: _____

Phone #: _____ Cell #: _____

Fax #: _____

Email: _____ Website: _____

Have you ever participated in our festival as a vendor? Yes: [] No: []

B. FEE STRUCTURE & PAYMENT

FOOD VENDOR	# OF BOOTHS	PRICE	TOTAL
10 x 10 space		\$375	
Self-contained unit* *Please specify measurements on page 3		\$525	
RETAIL VENDOR (MANUFACTURED PRODUCTS)	# OF BOOTHS	PRICE	TOTAL
10 x 10 space		\$325	
Self-contained unit* *Please specify measurements on page 3		\$425	
CRAFTS & HANDMADE PRODUCTS	# OF BOOTHS	PRICE	TOTAL
10 x 10 space		\$125	
Payment: Cash [<input type="checkbox"/>] Cheque enclosed [<input type="checkbox"/>] Credit Card: Visa [<input type="checkbox"/>] Mastercard [<input type="checkbox"/>] Card #: _____ Expiry Date: _____ CVC code: _____ Signature: _____			Subtotal: HST (13%): Total:

All vendors must be paid in full by June 30, 2017.



C. SITE INFORMATION

Please specify if you have a self-contained unit that has been pre-approved here within. A “Self-Contained Unit” is defined as a unit (not a tent), which has been inspected, pre-approved by the building inspector, to supply or sell specified merchandise or product. The said unit must be portable and equipped with all required appliances (with proof of code approval).

**Please clearly identify your required space below. Any additional space used that is not indicated on your application will be subject to an additional \$75 fee payable on-site.*

Is your set-up a self-contained unit? Yes [] No []

If yes, please provide measurements: Width _____ Length _____

Additional space (i.e. vehicle attached or parked beside/behind unit) : _____

**Please attach a photo of the unit and/or your complete set-up.*

D. FEE STATEMENT (please refer to Fee Structure on page 1)

The number of booths requested is subject to space availability. You will be contacted if we cannot grant you the requested number of booths. You will be given the option of either withdrawing your application, being placed on a waiting list, or accepting the space that is available at that time. Please note, if you use up more space that was approved at the time of set up, the Lumberjack Heritage Festival reserves the right to charge additional fees payable on site and/or charged after the event.

E. ELECTRICAL REQUIREMENT

Do you require Hydro hook-up?: Yes [] No []

Power requirements (i.e. amperage): _____

If you do not require hydro, please specify how your unit is powered.

Generator (type): _____ Gas: _____ Diesel: _____

***The electrical source on the Festival Grounds has a limited capacity. 3-phase power is not available. Only one outlet per vendor.

F. REFERENCES

Other than the Lumberjack Heritage Festival, please list two of the most recent, festivals, events, fairs or shows you have participated in.

1) Event: _____ Year: _____
Contact: _____ Phone: _____

2) Event: _____ Year: _____
Contact: _____ Phone: _____



G. PRODUCT/MENU

Please fill out your product information below or attach a complete list of items (including prices) with this document.

In an effort to encourage a diverse selection of items, the Kapuskasing Lumberjack Heritage Festival reserves the right to request menu changes.

While we encourage various offerings, we reserve the right to allow other vendors to offer same items as needed to meet crowd demands.

PRODUCT / MENU ITEM	DESCRIPTION / SIZE	PRICE

Notes:

H. SPACE / BOOTH ALLOCATION (see map)

Booths allocated on a first-come, first-serve basis with payment.

BY SIGNING THIS APPLICATION FOR PARTICIPATION, I HEREBY AGREE TO ALL THE CONDITIONS SET FORTH, IN ITS ENTIRETY AND CONSENT TO THE PUBLIC ACCESS BEING PROVIDED TO THE INFORMATION UPON REQUEST.

I have read and agree to the vendor contract/agreement herein and hereby agree to abide by the rules of the Lumberjack Heritage Festival. I understand that any violation of this contract is subject to penalty. This information is being obtained for the purpose of operating a community festival. This information is considered to be available to the public under the Municipal Freedom of Information and Protection of Privacy Act. 1989.

Signature: _____ Date: _____



Hours of Operation & Set-Up | 2017 Lumberjack Heritage Festival

RIVERSIDE PARK HOURS OF OPERATION	
Friday, July 21, 2017	5 p.m. to 11 p.m.
Saturday, July 22, 2017	9 a.m. to 5 p.m.
Sunday, July 23, 2017	9 a.m. to 5 p.m.

VENDOR SET-UP TIMES			
DAY	MOVE-IN TIME	OPEN TO PUBLIC	TEAR DOWN
Friday, July 21, 2017	8 a.m. to 4 p.m.	5 p.m.	N/A
Saturday, July 22, 2017	Before 8 a.m.	9 a.m.	N/A
Sunday, July 23, 2017	Before 8 a.m.	9 a.m.	After 5 p.m.

Vendors must be set up before the gates open to the public at 5 p.m. on Friday and 9 a.m. on Saturday and Sunday.



Vendor Checklist | 2017 Lumberjack Heritage Festival

Please use the following checklist to ensure that you have included all mandatory information:

- ❑ **Payment:** a certified cheque, money order, cash, debit or credit card must be payable to: Town of Kapuskasing (payment will only be processed upon acceptance);
- ❑ Complete the **Site Information** and **Electrical Requirement** on page 2 (if applicable)
- ❑ Complete the **References** form on page 2 (out of town vendors only);
- ❑ Complete in detail the **Product/Menu** form on page 3 by including items sold and price list;
- ❑ Provide **Proof of Insurance:** \$2,000,000 General Liability Policy with the Town of Kapuskasing and the Lumberjack Heritage Festival as additional names insured;
- ❑ **Sign the Contract** on page 3;
- ❑ **Please keep a photocopy** of the Contract for your records and **return the original application**, accompanied by all other mandatory information, to the Kapuskasing Lumberjack Heritage Festival.

Vendors must submit a completed Application to be considered for participation. Applications that are incomplete will not be forwarded to the selection committee.



Rules & Regulations | 2017 Lumberjack Heritage Festival

RESPONSIBILITIES OF THE VENDOR

- All vendors agree to abide by the rules and regulations set by the Lumberjack Heritage Festival, including the following:
 - No direct solicitation, accosting or public disturbances;
 - No annoyance of spectators or other participants;
 - No distribution of literature except from a booth;
 - No electronic amplification from a booth or table;
 - Be responsible for cost of removal of litter;
 - Vendors must exhibit within the contracted space. Overflow not to exceed a total of two (2) feet;
 - Tents and structures must meet building code/fire regulations;
 - Food vendors must comply with health, safety and fire regulations.
- All staff (cashiers/salespersons) are the responsibility of the vendor.
- Vendor is responsible for covering and/or taping down all electrical cords, securing awning, etc. according to safety code.
- Vendor is responsible for supplying all booth items, including tent, appropriate tables or counter space, chairs, extension cords (approved for outdoor use), hand washing buckets and appropriate signage.
- Vendors must display a sign, with their business name, on or within their allocated booth space and display in an area visible to the public. Hand-drawn signs are not permitted.
- Vendors must provide their own heavy duty trash bags. Vendors are to place the bagged trash and breakdown boxes behind the booth and the event staff will collect throughout the day.
- Food vendors must complete the Special Event Application form and return it to the appropriate address (Porcupine Health Unit).

INDEMNIFICATION AGREEMENT

- The Vendor hereby releases and discharges the Lumberjack Heritage Festival organizing committee, its employees and its volunteers from any claim or demand for any loss, damage, injury or liability arising from the operation and display of the exhibit and concessions. The Vendor further agrees to indemnify and save harmless the Lumberjack Heritage Festival, the Town of Kapuskasing, its employees and its volunteers from any such claim of demand.
- The Vendor is responsible for placement of his/her participation in the Lumberjack Heritage Festival. Proof of insurance must accompany the signed contract.
- The exhibitor is responsible for any damage caused to the Lumberjack Heritage Festival premises as a result of operation and display of the exhibit.

FEES AND CHARGES

- Vendor agrees to pay applicable space rental fee.
- Cancellations occurring less than thirty (30) calendar days prior to the event will result in the loss of deposit.
- NSF cheques are subject to a \$40.00 service charge.

ADHERENCE TO POLICY

- On-site rules relating to health, safety and fire must immediately be adhered to.
- All prices set forth by the vendor with this agreement will not be altered without prior written approval from the Lumberjack Heritage Festival.
- Any use of the Kapuskasing Lumberjack Heritage Festival des bûcherons name, trademark or artwork or any derivative thereof requires prior written approval from the Town of Kapuskasing.



Operating Standards | 2017 Lumberjack Heritage Festival

GARBAGE & RECYCLING

We are an environmentally-friendly festival. We ask that all vendors keep their booth space and surrounding area as tidy as possible to facilitate a clean and professional-looking venue. We also encourage vendors to minimize packaging of products that generate waste; it is encouraged to supply recyclable materials.

HEALTH, BUILDING AND FIRE

Food vendors will be subject to public health, electrical safety authority and fire inspection approval.

HYDRO SERVICES

Vendors must complete the electrical requirements section of the Contract. Vendors must identify all of their needs.

PARKING

No parking is permitted on Festival Grounds after 4 p.m. on Friday and 8 a.m. on Saturday and Sunday. All vehicles must be parked outside the Festival Grounds. Vendor parking is reserved in the North Star Linen/Northern Times parking lot, accessible via Kolb Avenue.

ACCOMMODATIONS

No camping on site at any time. Vendors can get information on local accommodations by contacting the Kapuskasing Welcome Centre at 1-800-463-6432, 705-335-2244 or welcome@kapuskasing.ca.

FIRE-PROOFING

All exhibits must conform to the Fire Code. For more information, please contact the Kapuskasing Fire Department at 705-335-4225.

FAMILY THEME POLICY

The Kapuskasing Lumberjack Heritage Festival prides itself on being the premiere family entertainment event in Northern Ontario. We promote the "Family" theme and strive to ensure that all aspects of the festival fit within this theme. Consequently, we do not knowingly allow the sale of materials we consider inappropriate to our theme. The material considered inappropriate for sale or display within at the Festival include, but are not limited to, such items as the following:

- Pornographic/lewd material
- Racist, sexist, hate material/propaganda
- Materials encouraging or condoning the consumption of alcohol and/or drugs or use of weapons (i.e. Ninja Sticks, Knives, etc.)
- Anyone found displaying or selling materials that fall outside the Festival's Family theme criteria will be required to cease such display or sales and/or close their display.
- Public Service Display, Political & Cause Marketing; we acknowledge that all causes are good causes; however, the purpose of our event is to provide a fun-filled family weekend.
- Pyramid sales, jam auctions or card exhibits.
- Unauthorized raffles, fundraising and/or solicitation of funds on behalf of charitable or non-profit organizations.

The Festival Coordinator, in consultation with the Lumberjack Heritage Festival management committee, shall have the authority to make decisions on issues during the Festival.

PRODUCTS EXHIBITED

Only approved products and services may be exhibited or sold. Exhibition of other items are subject of removal. Contents are limited to those products identified and approved in vendor Contracts.



STAFFING

Exhibitors are required to maintain a staff person in their exhibit area at all times during the hours defined. The buying public is on site until the last minute of the event and expect exhibitors to be present. Security is an added problem when exhibitors are not manned.

SECURITY

- Vendors should cover or lock up their displays at night.
- Security personnel patrols the Festival Grounds at night; however, we are unable to provide 24-hour security presence specifically for the Vendor Alley.
- During move-out, an employee should remain with the exhibit until all products have been re-packed.
- Vendors should report any damaged, lost or stolen items to the Site Coordinator and/or Festival Office immediately.
- Theft and vandalism have not been significant problems over the Festival's history. However, we suggest that vendors take every reasonable precaution to avoid theft and vandalism.

LATE-COMERS / NO-SHOWS / EARLY TEAR-DOWN

Any space not claimed and occupied, or for which no special arrangements have been made by 3 p.m. on Friday, July 21, 2017, may be re-sold or re-assigned without obligation or refund on behalf of the Lumberjack Heritage Festival. Please contact us immediately in the event of a last-minute emergency!

AISLE SPACE

Aisle space may not be used for exhibit purpose or for general solicitation of business. Distribution of literature or other material is forbidden outside the immediate exhibit area.

SIGNAGE

All signs must be professionally produced (hand-drawn signs are not permitted). Vendors are permitted to display signs within their exhibit space. Signs cannot be taped or glued to the tents; tie wraps work well.

GIVEAWAYS, DRAWS, PROMOTIONS AND CONTESTS

Exhibitors may offer promotional prizes as a means to encourage sales of displayed products and/or services. Programs of this nature must be "free entry" or offered as "added value", in conjunction with an immediate product and/or service purchase. Any exhibitor planning to conduct one of these promotions in their exhibits must first notify, in writing, and receive a written approval from the Festival Manager prior to June 30, 2017.

FOOD AND BEVERAGE SAMPLING

Any non-food vendor planning to conduct food and/or beverage sampling in their exhibit must first notify, in writing, and receive written approval from the Festival Manager prior to June 30, 2017, and meet the health regulations for storage and distribution of food and beverages.

BACK DROPS

Backdrops are not included in the space rental. Each exhibitor is responsible for his/her own backdrop(s).

RETURNING VENDORS

All returning vendors must be in good standing with the Lumberjack Heritage Festival. "Good standing" means the vendor has not violated any rules or regulations as set in the contracted agreement, has paid all fees in a timely fashion, and has established a good working relationship. There are no guarantees that returning vendors will be accepted or given the same location as in previous years.

INFORMATION & INQUIRIES

Please contact the Festival Coordinator, Kelly Kraby, at the following:

Telephone: 705-335-2259 | Cell: 705-367-0096 | Email: kelly.kraby@kapuskasing.ca

