

Long Point Country BayFest

941 Concession Rd. 2
Port Rowan, ON Canada
NOE 1M0



Community Festival • Labour Day Weekend • August 31, September 1&2nd, 2018

Dear **Food Vendor**

We hope that you'll be joining us for this fun family event in Port Rowan along the shores of Lake Erie!

Enclosed is an application for participation in the Long Point Country BayFest 2018. Food Vendors **MUST** complete the Bayfest Application, Health Unit Documentation, and obtain Licensing with Norfolk County **30 days (NO EXCEPTIONS)** prior to the event. Please refer to **Documentation/ Registration Steps 1-4** section listed below. Final deadline for application, fees payment, Licensing and Health Unit documentation and approval is July 31st, 2018. In the event of a cancellation, please call (519) 519-586-9026. 50% refund for cancellations before July 31, 2018 will be offered. No refunds will be granted after August 1, 2018. Health Unit and licensing requirements will need to be submitted beforehand in order for the Corporation of Norfolk County and Haldimand Norfolk Health Unit (HNHU) to process them by the July 31st deadline.

Please read the requirements listed below very carefully as incomplete applications will not be accepted. All documentation can be found on the Bayfest Website: <http://go-bayfest.ca/vendors/> or Haldimand Norfolk Health Unit website: www.hnhu.org

- **Please note: NORFOLK COUNTY HAS STIPULATED THAT ALL FOOD VENDORS MUST PRESENT PROOF OF INSURANCE DIRECTLY TO BAYFEST NAMING NORFOLK COUNTY AS ADDITIONALLY INSURED WITH \$2 MILLION COVERAGE**

The Corporation of Norfolk County (Licensing Office) is located at:

50 Colborne St. S.,
Simcoe, ON,
N3Y 4H3.
Telephone: 519-5870
Fax: 519-426-8573

The HNHU is located at:

12 Gilbertson Drive (PO BOX 247)
Simcoe, ON
N3Y 4L1
Telephone: 519-426-6170
Fax: 519-426-9974
specialevents@hnhu.org

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Required Documentation/ Registration Information:

- 1) **Complete Bayfest Food Vendor Application and Norfolk County Fire and Rescue Services Approval Form (pages 3 & 4 of this document) and send with appropriate fees to:**

*Port Rowan Bayfest ,
c/o Andrea Hecker
941 Concession Rd. 2,
Port Rowan, ON,
NOE 1M0*

**Cheques can be made payable to Long Point Country Bayfest 2018*

- 2) **Review Special Event Food Provider Information Package- HNHU**
- 3) **Complete Special Event Food Provider Application- HNHU**
- 4) **Complete Special Event Permit- Corporation of Norfolk County**

Event Overview:

Friday, August 31st , 2018	Set-up: Noon until dark	Booth Set Up (Booth opening Friday night is at vendor discretion)
Saturday, September 1st, 2018	Set-up: 7am – 10am	Booth Set Up
Saturday, September 1st, 2018	Opening at 9am – 6pm (or later)	Booth closing time is at vendor discretion.
Sunday, September 2nd, 2018	Opening 9am – 6pm (or later)	

If you have any questions, please do not hesitate to contact Andrea Hecker at andrea.hecker@gmail.com

Looking forward to seeing you there!
Sincerely

Andrea Hecker

Andrea Hecker BayFest Vendor Chairperson

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Contract for BayFest Food Vendors

1. The purpose of this Festival is to spotlight our local people and their endeavors.
2. BayFest is NOT responsible for damages, injuries, or loss to person or property. Insurance is the responsibility of the applicant.
3. The location of Food Vendors will be in Lions Park by the Harbour unless otherwise arranged by the BayFest Committee. Space will be assigned upon arrival. Parking for ONE vehicle will be available nearby.
4. Overnight camping available through the Long Point Region Conservation Authority. Reservations can be made here: <https://secure.camis.com/lprca/>
5. Booth Costs:
 - Individual space 10'L x 10'D: **\$125.00** / Double Space 20'L x 10'D: **\$175.00**
 - Cheques are to be made payable to *Long Point Country BayFest 2018* (no preauthorized payments please – cheques or cash only)
 - **Final due date is July 31st, 2018.**
 - In the event you must withdraw, please call (519) 586-9026 immediately.
 - 50% refund for cancellations before July 31, 2018. **No refunds after August 1, 2018.**
6. Power will be available at a cost of \$15.00 (no discounts).
7. Set-up will be noon on Friday and after 7:00 am on Saturday. Tear down and clean up can start after 6:00 pm on Sunday. **NOTE:** Please leave the site as you found it.
8. Be prepared to remain on your site during official opening hours (Saturday 9am – 6pm; Sunday 9am – 6pm). **NOTE:** During the Parade, business tends to drop off, but picks up after.
9. We will pay someone to pick-up BayFest garbage. If you have extra garbage, the charge is \$5.00.

Name: _____ Phone: _____

Address: _____

e-Mail: _____

Product Description: _____

Space Needed: Single 10'L x 10'D @ \$125.00
 Double 20'L x 10'D @ \$175.00

Power Needed @ \$15.00: Yes No Extra Garbage Pick-Up @ \$5.00: Yes No

Hydro: 220 50A 20A 110V 3 Prong Trailer Plus Other: _____

TOTAL: \$ _____ Signature of Vendor: _____

Cheque Payable to: Long Point Country BayFest 2018

Mail to: BayFest c/o Andrea Hecker 941 Concession Rd. 2, Port Rowan, ON N0E 1M0

Liability Insurance Clause Coverage for this event attached.



Fire Prevention Bureau
95 Culver Street, Simcoe, Ontario N3Y 2V5
519-426-4115 Fax: 519-426-4140
Administration Headquarters

**Norfolk County Fire and Rescue Services Approval Form
Vendor Fire Safety Requirements**

(A signed copy must accompany your Municipal Licence Application if required)

Name of Event: (If Applicable) _____

Name of Vendor: _____ Phone #: _____

Note: Norfolk County requires that all vendors ensure that they are in compliance with the following requirements prior to set-up at the function/event:

- 1) All non-cooking vendors must have, not less than a 2A10BC fire extinguisher, that has been purchased within one calendar year of the date of the event, or, that has been examined monthly and inspected annually. Vendors must be prepared to present a copy of the technician's maintenance tag or the fire extinguisher receipt of purchase, upon inspection.
- 2) All cooking vendors must have, not less than a 40BC or Type K fire extinguisher, that has been purchased within one calendar year of the date of the event, or, that has been examined monthly and inspected annually. Vendors must be prepared to present a copy of the technician's maintenance tag or the fire extinguisher receipt of purchase, upon inspection.
- 3) All vendors that utilize tents must be prepared to present proof that the tent meets a recognized flame retardant standard (NFPA 701, CAN/ULC S109, CPAI) and a tent fire safety plan (tents larger than 30 sq. m), that must be available upon inspection.
- 4) All tents that are larger than 60 sq. m or 645 sq. ft in aggregate area must have a building permit (Norfolk County Building Department). See specific requirements for tents on Page # 2.

By signature, the vendor certifies that they understand and will comply with the above conditions. Any vendor found not to be compliant, may be subject to the provisions of the applicable Norfolk County by-law.

Vendor Signature: Date:

**FORM MUST BE SIGNED AND RETURNED
FOR VENDOR PARTICIPATION**