

## Long Point Country BayFest

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



Community Festival • Labour Day Weekend • September 1-3, 2018

Dear **Merchandise 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. All Merchandise Vendors who return this application with a cheque **by August 13, 2018** are automatically registered and a spot will be reserved in your name. Merchandise Vendors **MUST** complete the Fire and Rescue Services Form along with application and fees. **THERE WILL BE NO EXCEPTIONS.** Please provide Proof of Insurance as well.

### Registration Information:

- *Final deadline is August 13, 2018* (including cheque payable to Long Point Country BayFest 2018)
  - **No pre-authorized payments or e-Transfers – cheque or cash only**
  - In the event of a cancellation, please call (519) 586-9026
  - 50% refund if cancellation occurs by July 31, 2018
  - No refunds after August 1, 2018

### Event Overview:

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

If you have any questions, please do not hesitate to contact Andrea Hecker at:  
[andrea.hecker@gmail.com](mailto:andrea.hecker@gmail.com)

Looking forward to seeing you there!

Sincerely

*Andrea Hecker*

Andrea Hecker  
Vendor Chairperson

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### Contract for BayFest Merchandise Vendors

1. The purpose of this Festival is to spotlight our local people and their endeavors. **Any Food items will be subject to licensing with the Norfolk Health Unit.**
2. Long Point Country BayFest has liability insurance for this event. We strongly advise that all vendors carry \$1M Comprehensive General Liability. Check with your own insurance agent concerning coverage for this event. **NOTE: BayFest is NOT responsible for damages, injuries, or loss to person or property.**
3. The location for this Festival will be at Harbourview Park and the area adjacent to the Information booth, and Lion's Park.
4. Receipts and signage identifying your location will be staked out for you when you arrive at Lions Park and Harbourview Park. Parking for ONE vehicle will be available nearby. There is **NO** parking on the Harbourview or directly on your rented lot.
5. Overnight camping available through the Long Point Region Conservation Authority. Reservations can be made here: <https://secure.camis.com/lprca/>
6. Booth Costs:
  - Individual space 10'L x 10'D: **\$85.00** / Double Space 20'L x 10'D: **\$135.00**
  - Cheques are to be made payable to *Long Point Country BayFest 2018* (**no pre-authorized payments please – cheques or cash only**)
  - **Final due date is August 13, 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.**
7. Power will be available at a cost of \$15.00 (no discounts).
8. 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.
9. 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.
10. 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 @ \$85.00  
 Double 20'L x 10'D @ \$135.00

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**

**Reply to: BayFest: 941 Concession Rd. 2, Port Rowan, ON N0E 1M0**

Liability Insurance Clause Coverage for this event  attached.

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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**