

## Long Point Country BayFest

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



Community Festival • Labour Day Weekend • Sept 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup>, 2020

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 2020**. All **Craft & Merchandise Vendors** who return this application with a cheque **by August 21, 2020** are automatically registered and a spot will be reserved in your name. Vendors **MUST** complete the Fire and Rescue Services Form enclosed along with application and fees. **THERE WILL BE NO EXCEPTIONS**. Please note that **BayFest** carries Event Insurance for Liability. It is recommended, but not mandatory, that all Vendors have individual insurance for Fire, Theft, & Vandalism. **BayFest** will issue Peddler's Permit from Norfolk County to each registered Vendor on the day of your arrival.

### Registration Information:

- **Final deadline is August 21, 2020** (including payment to **Long Point Country BayFest**
  - **Payments can be made by Cash, cheque, or e-transfer**
  - 50% refund will be given if cancellation occurs by July 31st, 2020
  - No refunds will be given for cancellations made on or after August 1st, 2020
  - Craft & Merchandise Vendors to complete the BayFest Application, Fire & Rescue Services Form and send directly to BayFest to the address above or below

### Event Overview:

|                                    |                                 |   |
|------------------------------------|---------------------------------|---|
| <b>Friday, Sept 4th, 2020</b>      | Set-up: Noon until dark         | Booth Set Up (Booth opening Friday night is at vendor discretion) |
| <b>Saturday, Sept 5th, 2020</b>    | Set-up: 7am – 10am              | Booth Set Up  |
| <b>Saturday, Sept 5th, 2020</b>    | Opening at 9am – 6pm (or later) | Booth closing time is at vendor discretion.                       |
| <b>Sunday, September 6th, 2020</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 Artisans and Craft & Merchandise Vendors

1. The purpose of this Festival is to spotlight the talent of local Artisans and Merchandise Vendors. Showcasing your items with clearly marked prices is very important. **All FOOD ITEMS will be subject to licensing with the Norfolk County and Norfolk Health Unit and these Vendors will have separate application forms and procedures with BayFest.**
2. While Long Point Country BayFest has liability insurance for this event, it is strongly advise that all vendors carry individual insurance where possible for their own protection. 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. Receipts and signage identifying your location will be staked out for you when you arrive at Lions Park and Harbourview Park. There is **NO** parking on the Harbourview or directly on your rented lot. **BayFest** Volunteers will be on site when you arrive to direct you to parking outside of the barricades.
4. Booth Costs:
  - Individual space 10'L x 10'D: **\$25.00** / Double Space 20'L x 10'D: **\$50.00**
  - Cheques are to be made payable to **Long Point Country BayFest. No pre-authorized payments available. Payment can also be made by Cash or e-transfer**
  - **Final due date is August 21, 2020**♦50% refund for cancellations before July 31, 2020. **No refunds after August 1, 2020.**
5. Hydro is available in limited locations for an additional cost of \$15.00.
6. 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.
7. Be prepared to remain on your site during official opening hours (Saturday 9am – 6pm; Sunday 9am – 6pm). **NOTE:** Vendors are always welcome to remain open after 6pm for as long as they wish. There is no security for property left unattended.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

e-Mail: \_\_\_\_\_

Product Description: \_\_\_\_\_

Space Needed:  Single 10'L x 10'D @ \$25.00  
 Double 20'L x 10'D @ \$50.00

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

Hydro:  20A 110V       Other: \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_ Signature of Vendor: \_\_\_\_\_

**Cheque Payable to: Long Point Country BayFest 2020**

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

Insurance 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**