

Long Point Country BayFest

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



Community Festival • Labour Day Weekend • Sept 4th 5th, & 6th, 2020

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** 2020. Food Vendors **MUST** complete (1) the **BayFest** Application (2) and fees to attend, (3) Provide applicable proof of insurance, (4) completed Health Unit Inspection **30 days prior to the event**, and (5) **Business Application with Norfolk County** in order to obtain Licensing with Norfolk County. The link for all Food Vendors to apply to the Norfolk Health Unit is:

<https://hnhu.org/health-topic/special-event-food-provider-application/> Please refer to **Documentation/ Registration Steps 1-5** (on next page) Final deadline for completion of applications/forms is **August 1st, 2020**. Norfolk County and Norfolk Health Unit request that Food Vendors send all of your completed documentation directly to **BayFest** and that **BayFest** will submit all documentation together as one package to them on your behalf. **BayFest** will provide each Food Vendor with a Permit issued by Norfolk County for display at your Booth on the day of your arrival to BayFest.

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/>

- o **Please note: NORFOLK COUNTY Licensing HAS STIPULATED THAT ALL FOOD VENDORS MUST PRESENT PROOF OF INSURANCE NAMING “NORFOLK COUNTY” AS ADDITIONALLY INSURED WITH \$2 MILLION COVERAGE FOR THIS EVENT**

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) *BayFest Food Vendor Application and Norfolk County Fire and Rescue Services Approval Form*
- 2) *Review Special Event Food Provider Information Package- HNHU*
- 3) *Complete Special Event Food Provider Application- HNHU*
- 4) *Complete Business Application- Corporation of Norfolk County*
- 5) *Proof of Insurance indicating Norfolk County as additionally insured x\$2 Million Coverage*
- *Please complete and forward all of the above forms to:*

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*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 BayFest2020*

Event Overview:

Friday, Sept 4th, 2020	Set-up: 6:00 until dark	Booth Set Up (Booth opening Friday night is at vendor discretion)
Saturday, Sept 5th, 2020	Set-up: 7am – 10am	Booth Set Up
Saturday, Sept 5th, 2020	Opening at 9am – 6pm (or later)	Booth closing time is at vendor discretion.
Sunday, September 6th, 2020	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
Port Rowan BayFest
Vendor Organizer

Long Point Country BayFest

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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. Booth Costs:
 - Individual space 10'L x 10'D: **\$100.00** / Double Space 20'L x 10'D: **\$150.00**
 - Cheques are to be made payable to *Long Point Country BayFest2020* (**no preauthorized payments please – cheques, cash or e transfers accepted**)
 - **Final due date is August 1st, 2020** -50% refund for cancellations before July 31st, 2020 will be given. **No refunds will be given for cancellations on or after August 1st, 2020.**
5. Hydro will be available at a cost of \$15.00 (no discounts).
6. Set-up will be 6pm 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. Vendors are always welcome to stay open after the suggested hours for as long as they wish
7. Be prepared to remain on your site during official opening hours (Saturday 9am – 6pm; Sunday 9am – 6pm). **BayFest** does not provide security for your property if/when left unattended.

Name: _____ Phone: _____

Address: _____

e-Mail: _____

Product Description: _____

Space Needed: Single 10'L x 10'D @ \$100.00
 Double 20'L x 10'D @ \$150.00

Hydro 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 BayFest2020

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**