

**Corporation of the Town of Penetanguishene**

10 Robert Street West, PO Box 5009, Penetanguishene, ON, L9M 2G2

PHONE: 705-549-7453 FAX: 705-549-3743

Email: events@penetanguishene.ca Website: www.penetanguishene.ca**OUTDOOR SPECIAL EVENT VENDOR PERMIT APPLICATION (Please print neatly)**

EVENT NAME	2018 ALL THINGS CANADIAN	EVENT DATES & TIMES	FRI. July 27th <input type="checkbox"/> *5:00 PM – 10:00 PM VENDORS 5:00 PM – 8:00 PM	SAT. July 28th <input type="checkbox"/> *11:00 AM – 6:00 PM VENDORS 11:00 AM – 5:00 PM
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Contact Name:	Business Name:
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Mailing Address:	Town:
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Postal Code:	Email:
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Business Phone:	Cell Phone:
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Website:

Penetanguishene Business (See #3 a.) <input type="checkbox"/>	Community/Non-Profit/Charitable Organization (See #3 c.) <input type="checkbox"/>
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Please explain what service/products you will be offering at the event:

Are you selling food/beverages/snack items at your booth? (SMDHU Special Event Permit Required)

Business/organization represents local cultures of Francophone or Indigenous (If yes explain above & fee may be waived)

Please list any other special requirements for your booth (extra fees may apply):

~ INDEMNITY ~

I, (Print Name) agree to comply with all rules and regulations of participating in the **2018 ALL THINGS CANADIAN** festival organized by the Town of Penetanguishene. I further agree and understand that non-compliance with these rules and regulations will result in removal from the event without a refund and may include exclusion from future events. I hereby agree to hold the Town of Penetanguishene, it's elected officials, employees, volunteers and any other person for whom it is in law responsible, harmless from any damage, expense or liability from any injury or damage done to any person, including the general public, the vendor, its agents or employees or to the property of the vendor arising out of the vendors participation at the said event.

The Town of Penetanguishene will not be responsible for any loss or losses incurred by the vendor, as a result of fire, theft, accidents, attendance, weather, acts of God or other mishap or incidents not specifically enumerated herein.

Vendor Signature:	Date:
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REGISTRATION FEES (Tax Included)	TWO-DAY Event Vendor Permit Fee (HST Exempt)	\$60.00	\$
INSURANCE REQUIREMENTS (See # 6 attached)	PER DAY (Daily) Non-Food Vendor Insurance Fee (Incl 8% PST)	\$16.20	\$
	PER DAY (Daily) Food/Beverage Vendor Insurance Fee (Incl 8%	\$27.00	\$
Do you require Hydro? (Limited Availability – One unit per vendor)		TWO-DAY Hydro Fee (13% HST)	\$11.30
<input type="checkbox"/> (1) 20 AMP Household Connection	<input type="checkbox"/> (1) 30 AMP Twist Connection		

Visa/MasterCard # (Debit-Visa cards cannot be processed by email/fax):

Expires:	CVV Code #:	Card Holder Signature:
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~ FOR OFFICE USE ONLY ~

<input type="checkbox"/> CHEQUE # (\$40 NSF Fee)	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DEBIT	<input type="checkbox"/> CASH	TOTAL \$
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OUTDOOR SPECIAL EVENT VENDOR PERMIT RULES AND REGULATIONS

1. Vendors must adhere to the agreed upon Rules and Regulations of the Special Event and sign a Special Event Vendor Permit Application form verifying this commitment. Vendors will be exclusive by company, NOT by product.
2. All outdoor events run regardless of weather, be prepared to operate according to the weather forecast and conditions. ***Extreme Weather may cause a cancellation or early closure of the event**
3. Vendors will be required to pay a set fee for a Vendor Permit; limited hydro spaces are available for a fee.
EXEMPTIONS: According to Business Licensing By-law 2004-101, the fee will be waived for the following;
 - a. any existing Penetanguishene business that pays tax on property within the Town in the commercial or industrial classes, Schedule C, Section 6
 - b. any licensed Vendor, Hawker, Peddler, Schedule D
 - c. Non-Profit/Charitable/Community Organization, Schedule C, Section 6 and Schedule D
 - d. OR if your business/organization enhances our event theme of All Things Canadian, and represents one of our local cultures; Francophone or Indigenous (at the discretion of the event organizer).
4. Vendors will be exclusive by company, but not by product. Approved vendors are provided with a minimum 10' x 10' space to sell their products/services. Vendors are responsible for providing all required items for their booth space including tents, tables, chairs, change floats, etc. The location will be designated by the Event Coordinator and confirmed with vendor once layout is finalized. Company name and pricing for products/service is to be clearly displayed. Due to fire and safety regulations, all equipment, tents, displays, supports, signs, etc. must remain within the allotted booth dimensions and must be set-up in a safe, secure manner. All tents MUST be weighted down; the wind and weather conditions can change quickly and is unpredictable.
5. **FRIDAY VENDOR SET-UP starts at 3:00 PM and all booths must be completely ready by 4:40 PM SATURDAY VENDOR SET-UP starts at 9:00 AM and booths must be completely ready by 10:40 AM**
Only vehicles that are part of display will be allowed to stay at the booth location at the discretion of the Event Coordinator. Due to safety reasons, all other vehicles must be moved out of the event area and will not be allowed back in until tear-down time. Vendors can leave booth set-up overnight Friday at their own discretion; all valuables should be locked. Booths must be cleaned up and vacated within 1 hour of end time.
6. General Liability Insurance with a minimum amount of \$2 million dollar coverage is required by all vendors and a certificate that names the Corporation of the Town of Penetanguishene as an additional party insured on your policy must be submitted prior to event, otherwise vendors have the option to purchase insurance through our BFL Municipal Insurance Program for a daily fee of \$15.00 for Non-Food Vendors or \$25.00 for Food/Beverage Vendors (*plus 8% PST*).
7. All Food/Beverage/Snack vendors are required to submit a Vendor Application for Event Permit to the Simcoe Muskoka District Health Unit a minimum 10 days prior to event date and must show proof of approved permit to the Event Coordinator. Vendors are subject to an onsite inspection during the event by the local Health Inspector and all Safe Food Handling rules and regulations must be followed. Food Vendors must also adhere to fire safety policies within the TSSA Directors Order for Mobile Food Service Equipment.
<http://www.simcoemuskokahealth.org/JFY/Businesses/foodoperators/specialevents.aspx>
<https://www.tssa.org/en/fuels/food-trucks.aspx>
8. Vendors will ensure that their designated site is kept presentable, neat & clean, organized and free from garbage and waste at all times. Although garbage/recycling receptacles will be placed throughout the area for public use, vendors are responsible for their own waste/recycling materials and must take it home, i.e., empty boxes, papers, cardboard, waste water and garbage/recycling, etc.
9. A professional, positive and polite attitude towards other vendors, the public, volunteers and the event staff is to be maintained at all times.
10. Town staff are permitted to request that sale items or services be stopped or be removed from the event if found to be offensive, not in compliance, poor quality or inappropriate to the event theme.
11. Town staff will do their best to work cooperatively with all vendors and will have final say in the operation of the event. Event and vendor location is subject to last minute operation changes as deemed necessary.
12. No cancellation refund requests within 14 days of event date and are subject to a \$10 administration fee.