



Corporation of the Town of Penetanguishene

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

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Email: events@penetanguishene.ca

Website: www.penetanguishene.ca

2018 BAYSIDE SUMMER SOIREE VENDOR PERMIT

Friday, June 1st to August 31st, 2018 Amphitheatre at Parc Rotary Champlain Wendat Park

Contact Name:	Business Name:	
Mailing Address:	Town:	Postal Code:
Business Phone:	Cell Phone:	
Website:	Email:	
Penetanguishene Business <input type="checkbox"/>	Community/Non-Profit/Charitable Organization <input type="checkbox"/>	

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)

Are your products entirelyly handmade, homegrown or produced by you?

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

VENDOR ATTENDANCE - EVENT DATES

June 1 st <input type="checkbox"/>	June 8 th <input type="checkbox"/>	June 15 th <input type="checkbox"/>	June 22 nd <input type="checkbox"/>	June 29 th <input type="checkbox"/>	July 6 th <input type="checkbox"/>	July 13 th <input type="checkbox"/>
July 20 th <input type="checkbox"/>	July 27 th <input type="checkbox"/> <small>All Things Canadian Event</small>	Aug 3 rd <input type="checkbox"/>	Aug 10 th <input type="checkbox"/>	Aug 17 th <input type="checkbox"/>	Aug 24 th <input type="checkbox"/>	Aug 31 st <input type="checkbox"/>

~ INDEMNITY ~

I, (Print Name) _____ agree to comply with all rules and regulations of participating in the **2018 BAYSIDE SUMMER SOIREE** event 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: _____

INSURANCE/EVENT FEES PER EVENT DAY (Vendor Permit Fees Waived)

\$8.10 Non-Food Vendor Insurance Fee / \$13.50 Food/Beverage Vendor Insurance Fee Per Week \$
(See #7 of Rules and Regulations for Insurance Policies)

Do you require Hydro? (Limited Availability – One unit per vendor)
 (1) 20 AMP Household Connection (1) 30 AMP Twist Connection **PER-DAY Hydro Fee (13% HST) \$5.65** \$

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

Expires: _____ CVV Code #: _____ Card Holder Signature: _____

~ FOR OFFICE USE ONLY ~

CHEQUE # (\$40 NSF Fee) **VISA** **MASTERCARD** **DEBIT** **CASH** **TOTAL \$**

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. **Vendor Fee is waived for Bayside Summer Soiree, but insurance is still mandatory for all vendors.**
4. Vendors will be accepted last minute IF all paperwork and insurance is in place, but advance notice of attendance is appreciated each week by Thursday at noon. If you will be absent for an event date, please contact Recreation & Events Coordinator by email events@penetanguishene.ca or call/text cell at 705-529-5465. Failure to not show up without notice may result in being banned as a vendor for future Town events.
5. 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.
6. **FRIDAY VENDOR SET-UP starts at 5:15 PM and all booths must be completely ready by 6:15 PM**
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 teardown time. Booths must be cleaned up and vacated within 1 hour of end time.
7. 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 participating in the market, otherwise vendors have the option to purchase insurance through our BFL Municipal Insurance Program for a discounted daily fee of \$8.10 for Non-Food Vendors or \$13.50 for Food/Beverage Vendors (including 8% PST).
8. 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>
9. 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.
10. A professional, positive and polite attitude towards other vendors, the public, volunteers and the event staff is to be maintained at all times.
11. 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.
12. 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.