


 May 12th to 27th 2012

Folk Arts in the Park

Saturday May 12 11 am to 11 pm	Sunday May 13 11 am to 6 pm
Montebello Park, St. Catharines	

2012 Vendor / Exhibitor Application

Please accept my application to rent space to participate in the 2012 Folk Arts in the Park Event as an Official Festival Vendor / Exhibitor.

Please select your category:

<input type="checkbox"/> Folk Arts Member Club Food Vendor	<input type="checkbox"/> Commercial Marketplace Vendor	<input type="checkbox"/> Community Exhibitor
<input type="checkbox"/> Commercial Food Vendor	<input type="checkbox"/> Marketplace Artisan	

Company/Organization Name: _____

Name of Representative: _____

Position: _____

Address: _____

City: _____ Prov. _____ Postal Code: _____

E-mail Address: _____

Day Phone #: _____ Evening Phone #: _____

Cell Phone #: _____

Web Site Address: _____

My company must provide a fire extinguisher on its site for the two days of the event.

Vendor / Exhibitor Space Rental

- Water source is available in Montebello Park.
- To qualify for the **EARLY BIRD Discount Fee**, your *complete* Application, including supporting documents and your cheque must be **received by March 15, 2012**
- All other applications must be **received by April 20, 2012**
 STANDARD 10' X 10' TENTED SPACE TO BE PROVIDED BY FESTIVAL. THIS EXCLUDES COMMUNITY EXHIBITORS WHO MUST PROVIDE THEIR OWN TENT.
- Food vendors are PERMITTED to sell non-alcoholic beverages excluding bottled water.

(1) 8Ft. table and (2) chairs are available to all vendors at a cost of \$30.

Please order us this package Yes___No___



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Please select the option that best serves you and your customers needs. Fees as *per* Space Dimensions

<input type="checkbox"/> Option #1	Folk Arts Member Club Food Vendor	One 10 ft x 10 ft space in the pavilion - includes 1 x 10 amp electrical line	\$300
<input type="checkbox"/> Option #2	Commercial Food Vendor EARLY BIRD	One 10 ft frontage x 10 ft space - up to 3 x 20 amp electrical line	\$450
<input type="checkbox"/> Option #3	Commercial Food Vendor EARLY BIRD	One 20 ft frontage x 10 ft space - up to 3 x 20 amp electrical line	\$800
<input type="checkbox"/> Option #4	Commercial Food Vendor EARLY BIRD	One 30 ft frontage x 10 ft space - up to 3 x 20 amp electrical line	\$1100
<input type="checkbox"/> Option #5	Commercial Food Vendor	One 10 ft frontage x 10 ft space - up to 3 x 20 amp electrical line	\$500
<input type="checkbox"/> Option #6	Commercial Food Vendor	One 20 ft frontage x 10 ft space - up to 3 x 20 amp electrical line	\$850
<input type="checkbox"/> Option #7	Commercial Food Vendor	One 30 ft frontage x 10 ft space - up to 3 x 20 amp electrical line	\$1150
<input type="checkbox"/> Option #8	Commercial Marketplace Vendor EARLY BIRD	One 10 ft frontage x 10 ft space - includes 1 x 10 amp electrical line	\$350
<input type="checkbox"/> Option #9	Commercial Marketplace Vendor EARLY BIRD	One 20 ft frontage x 10 ft space - includes 1 x 10 amp electrical line	\$700
<input type="checkbox"/> Option #10	Commercial Marketplace Vendor	One 10 ft frontage x 10 ft space - includes 1 x 10 amp electrical line	\$400
<input type="checkbox"/> Option #11	Commercial Marketplace Vendor	One 20 ft frontage x 10 ft space - includes 1 x 10 amp electrical line	\$750
<input type="checkbox"/> Option #12	Marketplace Artisan EARLY BIRD	One 10 ft x 10 ft space - includes 1 x 10 amp electrical line	\$275
<input type="checkbox"/> Option #13	Marketplace Artisan	One 10 ft x 10 ft space - includes 1 x 10 amp electrical line	\$325
<input type="checkbox"/> Option #14	Community Exhibitor (non-profit)	One 10 ft x 10 ft space	\$200

Along with this signed application, you need to submit the following documents and payments:

Drawing & Photo	<ul style="list-style-type: none"> ▪ A drawing of your booth or vendor / display space that shows the design of your display structure. Please include signage or banner placement. ▪ If available, please provide a photo from a previous event showing your booth.
Fire Resistant Material	<ul style="list-style-type: none"> ▪ Photo or photocopy of the certificate of proof of the fire resistance label on your tent or canopy covering, or similar proof of fire resistance. ▪ This label must be shown to the Fire Chief upon inspection by each vendor the day of the opening of the Festival. Those without proper proof may be required to remove their tent or covering by the City of St. Catharines Fire Department.
Fire Extinguisher	<ul style="list-style-type: none"> ▪ Each vendor must also have a fire extinguisher at their booth space for the entire two days. Please confirm that you have a fire extinguisher which you will be bringing to the site.
Parking	<ul style="list-style-type: none"> ▪ There is no onsite parking.

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	<ul style="list-style-type: none"> ▪ Vehicles will be able to unload/load in designated areas ONLY, and must be removed promptly. ▪ Absolutely no vehicles are allowed on the grass. Any damage to the grass caused by vehicles will be charged to the vendor. ▪ There is free parking available close by and you will be provided with directions.
Food Vendors	<ul style="list-style-type: none"> ▪ List of the restaurant equipment you will be using.
Food Vendors	<ul style="list-style-type: none"> ▪ List of your Food menu items including prices.
Utilities	<ul style="list-style-type: none"> ▪ List of electrical outlets required including amperage requirements.
Commercial Marketplace Vendor	<ul style="list-style-type: none"> ▪ Please send a list and description of the items that you will be selling. ▪ If available, please provide photos. Alternatively, you can email digital images to festivalproducer@folk-arts.ca .
Marketplace Artisan	<ul style="list-style-type: none"> ▪ Please send us a <i>brief biography</i> and <i>artistic statement</i>. ▪ Include a list and description of the items that you will be selling. If available, please provide photos. Alternatively, you can email digital images to festivalproducer@folk-arts.ca .

To complete this application process, you will need a Vendor Authorized Representative Signature and acceptance of your application by the Festival Producer.

TERMS and CONDITIONS

Product Policies

1. Vendors are not permitted to sell any article of clothing and/or souvenir item that shows the words and/or logo, Niagara Folk Arts Festival, unless authorized by the Niagara Folk Arts Festival Committee.
2. Items that are knock-offs of original designers i.e. Nike, Puma, etc. are not permitted.
3. The Niagara Folk Arts Festival is both an adult and a family event, which works to ensure there is something that appeals to all ages. Items considered to be inappropriate include but are not limited to:
 - Pornographic material
 - Items encouraging alcohol or drug use or the use of weapons
 - Racist or sexist material
 - Vulgar or abusive language
 - Political or cause marketing

Any items on display that were not submitted on the list of vendor items as stipulated above, or that were not approved and are prohibited, will result in your immediate removal from the Festival.

Random checks will be done throughout the duration of the festival.

Aisle Spacing

The vendor sites have been specifically laid out to ensure equitable sight lines for all vendors and to facilitate the flow of pedestrian traffic. Vendors may not intrude into the pedestrian traffic area. Please remain within the parameters you applied for. There is no back storage permitted at any time or for any reason.

If for any reason you choose to occupy more space than you requested and previously paid for, you will be charged immediately, for the larger space. This fee is due immediately or you will be required to remove product from the extra space.



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Garbage: Vendors are responsible for their individual sites. The Niagara Folk Arts Festival is not responsible for any loss or damage to the site. Vendors must leave their sites as they found them, clear of all garbage. Recycling containers will be placed throughout the festival for compost materials. A list of items that can be placed in these containers will accompany your acceptance package. It is the desire of the Festival to take the opportunity provided by the Region Municipality of Niagara to do our part in recycling.

Fee Payment

Please include with your application a cheque or bank draft payable to the Niagara Folk Arts Festival for the size of space you intend to occupy.

Setup & Display

SETUP TIMES:

Friday May 11th, 2 pm to 8 pm ***** NO EXCEPTIONS

Saturday May 12th, 8 am to 10 am ***** NO EXCEPTIONS

FESTIVAL HOURS OF OPERATION:

Saturday May 12th - 11 am to 11 pm

Sunday May 13th - 11 am to 6 pm EXHIBITORS ARE NOT PERMITTED TO TEAR-DOWN BEFORE 6PM

Vendors and Artisans must be open for business on both Saturday & Sunday of Folk Arts in the Park.

- 1. Booth Placement Priority** - Booth placement will be based on exigencies of space and sight lines as determined by the Park Vendor Coordinator in consultation with the Festival Producers.
- 2. Booth Set up and Strike** - Each vendor will set up, maintain, market, operate, take down and remove their own booth from the space provided to them.
- 3. Agreement to Market** - Each vendor will endeavour to market their participation in the Festival to their network to help increase attendance in coordination with the Festival Producer when possible.
- 4. Health Guidelines for Food Distribution** - All accepted Food Vendors must visit in person the Regional Municipality of Niagara Health Department, or read online on the department's web pages the Guidelines for Temporary Outdoor Food Service and Special Event Information:
http://www.niagararegion.ca/living/health_wellness/inspection/outdoor-food-safety.aspx

At least FOUR Weeks prior to the event, Food Vendors must also complete the Regional Municipality of Niagara Health Department's Application Form for Food Vendors and must send the completed form to the Niagara Folk Arts Festival Office. This form can be downloaded from the Health Department website. As per Health Department guidelines, each food vendor must provide their own hand washing stations for foodservice at the Festival site. You will be inspected during the Festival by the Health Department to make sure you are selling only healthy, safe and clean food, and it is your sole responsibility to meet all of the department's food preparation and cooking requirements of cleanliness. Please be aware of the various temperatures at which you are required to keep your food on your menu. The Festival accepts no liability or responsibility for your rejection from the Festival by the Health department, after their inspection, for any reason whatsoever. There is no refund of your rental fee for your failure to comply with local health department regulations.

- 5. Fire Regulations Regarding Use of Propane Cooking Equipment** - All food vendors must be aware of the City of St. Catharines Fire Department rules regarding the operation of a food service facility in the Park, especially in regards to the use of any propane or other cooking equipment. If, for any reason, the City of St. Catharines Fire Department rejects a food vendor from operating in the Festival for failure to comply with those cooking rules, it will be solely the responsibility of that food vendor, and there will be no rebate on their rental fee or legal recourse against the Festival, as a result of their cancellation, by the Fire inspector or any other regulatory agency.

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6. Fire Regulation's regarding Use of Tents and Canopies - All tents and coverings must be fire retarded and meet local fire department rules and regulations. It is the sole responsibility of each vendor to know and meet these rules. You will be inspected at the Festival by the St. Catharines Fire Department and you must pass that inspection to be allowed to stay in the Festival. Your covering must have a fire rated sticker attached to your material. Failure to pass the inspection is the sole responsibility of each vendor. Each vendor must also have a commercial grade fire extinguisher on site. There is no refund of your rental fee for your failure to comply with local fire regulations.

7. Digging or Driving Stakes Into the Parkland - You are financially responsible for breaking any hydro or underground water lines as a result of driving stakes or spikes into the park grounds to install your tent or booth. Sensitive utility locates are clearly marked at the festival site on the grass by the City of St. Catharines Parks Department and must be strictly avoided.

8. Size of Tents and Building Permit Requirements - All tents or booths over 225 sq. meters (2420 sq ft.) will require a building permit from the City of St. Catharines Buildings Department which is the responsibility of each individual Festival vendor to obtain.

9. Electricity Provisions - Electrical outlets and electricity needs must be submitted with this application for prior approval on your booth diagram. Any special electrical hook-up you require, beyond those defined in the option you have chosen in the Vendor / Exhibitor Space Rental Fee Schedule, will be billed individually to you by the appointed Festival electrician and only after approval by the Festival Committee.

10. Waste Water Holding Tanks for Food Vendors - Waste water holding tanks and disposal are provided by the Festival in a centralized location in Montebello Park.

11. Liability Insurance - All vendors are required to carry their own individual liability insurance. A certificate of insurance must be submitted along with this application.

12. On Site Festival Security - Daytime security and overnight security will be provided by the Festival from setup time on Friday, on the Folk Arts in the Park event days of Saturday, and Sunday, and through to 2:00 AM Monday, May 14th.

13. Tear Down and Removal Times - Tear down and removal of your booth from the park is to be done immediately after the end of the festival on Sunday evening at 6:00 PM. Due to driving restrictions in the park during special events, all vendors must comply with Festival hours of operation in the interest of safety and Festival image.

14. Damages - Each individual vendor is financially responsible for any damages they cause Montebello Park during the setup, operation, tear down and removal of their booth and will be notified of such damages by the Festival after final site inspection. The repair of the damages will be done by the City of St. Catharines. The Festival will bill the offending vendor accordingly. Vendor agrees to pay such bills immediately to avoid any further legal charges.

15. Recycling Garbage & Clean Up - Each vendor is responsible to sort and classify all garbage for recycling. The Festival will provide commercial garbage bins which may be used by each vendor according to the green rules of the event for garbage control. Those who do not clean their site according to the green rules for garbage control will be billed a separate cleanup fee by the festival.

16. Driving in the Park during the Folk Arts in the Park Hours of Operation is Banned. Driving in the park for setup, operation, take down and removal of your booth may be no faster than 5 mph. and only 60 min. prior and 60 min. following the events hours of operation. Any vendor who breaks this rule may have their booth space cancelled without notice and their fee forfeited as liquidated damages to the Festival. Pedestrian safety and Festival image is our highest priority.

17. Parking Permits and Rules - Vehicles illegally parked in the Park during the Festival will be ticketed and towed at the expense and liability of the registered owner. Be warned that the parking regulations will be

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strictly enforced by the Niagara Regional Police and the Festival accepts no responsibility whatsoever for any tickets received by any vendor during the Festival.

18. **Rain or Shine** -The Festival will operate rain or shine according to the posted scheduled hours of operation. There are no refunds for use of space as a result of inclement of weather.

19. **Fire Extinguisher** - Each vendor is required to have one working fire extinguisher on site at their booth in case of fire.

20. **Indemnification** - Each vendor indemnifies the Niagara Folk Arts Festival, its management team, its volunteers, and the City of St. Catharines from any litigation resulting from any loss or damage that they may incur to them as a result of their being accepted and operating a booth at the festival's Folk Arts in the Park event for any reason.

By signing this application form I acknowledge that I have read and understood the terms and conditions set forth herein, and as a Festival Vendor, Artisan, or Exhibitor will fulfill them as required.

Name of Vendor Authorized Representative (PLEASE PRINT)

Signature

Dated this _____ day of _____, 2012

NOTE: Applicants whose applications are not selected will have their cheques returned to them without penalty.

FOR OFFICE USE ONLY

Date Application Received _____ By _____

- Payment by Cheque
- Certificate of Insurance
- Booth Drawing / Photo
- Proof of Fire Resistance
- List of Restaurant Equipment to be used
- Food Menu including Prices
- List and Description of Items to be sold
- List of Electrical Requirements including amperage

Region Health Department Application for Food Vendors Received _____ DATE