



## Vendor Application Form

Lynn River Music & Arts Festival

August 4, 5 & 6, 2018

PO Box 700, Port Dover, ON N0A1N0

Ph: 519-583-1314

Fax: 519-583-3275

[info@portdover.ca](mailto:info@portdover.ca)

Date Rec'd \_\_\_\_\_ Insurance \_\_\_\_\_ Payment \_\_\_\_\_

Business Name: \_\_\_\_\_ New \_\_\_ Returning \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Booth #: \_\_\_\_\_

List of Items to be sold (see conditions page and insurance requirements)

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- Booth 10'x 10' (\$225)     Booth 20'x 10' (\$425)     Booth 30'x 10' (\$650)     Hydro 30 amp \$20  
Booth Fee \$ \_\_\_\_\_  
Early Bird Reduction (\$ \_\_\_\_\_) Payment due on April 1<sup>st</sup> to be eligible for \$25.00 early bird reduction  
Hydro Requested \$ \_\_\_\_\_  
HST (13%) \$ \_\_\_\_\_  
Total Fee Due \$ \_\_\_\_\_

**Cheques payable to: Lynn River Music and Arts Festival. Payment by email transfer is accepted – [info@portdover.ca](mailto:info@portdover.ca) - Remember to place your business name in the comment section.**

**Insurance Requirements:** All Vendors are required to provide insurance as follows:

1. \$2,000,000 Bodily Injury & Property Damage – Inclusive
2. Port Dover Board of Trade - Lynn River Music & Arts Festival, and The Corporation of Norfolk County shown on the Certificate of Insurance as an additional insured.  
Port Dover Board of Trade, 19 Market St. W., Port Dover, ON N0A1N0  
Corporation of Norfolk County, 50 Colborne St. S., Simcoe, ON N2Y4H3
3. Certificate of Insurance can be faxed directly to the Port Dover Board of Trade at 519-583-3275.

**Municipal Requirements: (due 30 days before event):** Vendors selling consumable goods (food/drink) must complete the Norfolk County Special Event Vendor Permit and the Haldimand-Norfolk Health Unit Food Providers Application and return it with their application to Lynn River Music & Arts Festival, P.O. Box 700, Port Dover, ON N0A 1N0. **Forms available on: <https://hnhu.org/forms/> or [www.lynnriverfestival.com](http://www.lynnriverfestival.com) or <http://www.norfolkcounty.ca/business/organizing-special-events/>**

**By signing this application, the vendor certifies that they agree to all the festival conditions outlined.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 2018 FESTIVAL FACTS:

**AUGUST 4, 5 & 6, 2018**

The Lynn River Arts & Music Festival, celebrating its 51<sup>st</sup> season is located in Simcoe's lovely downtown Parks. Attendance is estimated at 30,000 over the three days of civic holiday weekend. Admission is free and hosts over 100 craft, commercial and food vendors, Kids Zone activities for children and live music on 3 stages. The licensed refreshment area stage is open during the day and evenings presenting a variety of musical talent. The vendor fees are competitive offering an early bird rate, vendor referral bonus and draw for \$100.00 off next year's booth fee. Vendor hours of operation are 9 a.m. until 6 p.m. (Sat. and Sun.) and 9 a.m. until 4 p.m. (Mon.). There is ample parking and ATM's available for your convenience. Our management team is on site throughout the festival to provide assistance during the day and security teams provide over night presence.

**Application Process: all forms available on:** <https://hnhu.org/forms/> or [www.lynnriverfestival.com](http://www.lynnriverfestival.com) or <http://www.norfolkcounty.ca/business/organizing-special-events/>

1. Complete the site application and vendor safety requirement form and Food vendors must submit HN Health Unit information 30 days prior to the event set up date.
2. Send booth fee (cheque, money order or e-transfer) payable to **Lynn River Music and Arts Festival** - payment required by June 1st. Note: returning vendors have until May 15th to hold their space then we will start assigning space to new vendors on a first come first served basis. Payment is required to hold or assign booth space. No vendor fees will be refunded after June 15.
3. Early bird rate application must be paid in full before April 1<sup>st</sup>.

## Registration and Set Up Process:

**Use the checklist to make sure you have completed all steps; we will confirm your registration by phone or email. Please read the "conditions of application" and note that all vendors must comply with item #1 and #2 on the "Norfolk County Special Event Safety Requirements Form"**

- Completed and signed Lynn River Festival application form
- Attached/mailed payment (April 1<sup>st</sup> deadline to claim early bird deduction of \$25.00)
- Attached completed Vendor Safety Requirements Form
- Certificate of Proof of Insurance required by all vendors
- Vendors bringing "consumable" products must complete a **Special Event Vendor Permit** and a **Haldimand-Norfolk Health Unit Food Providers Application** and return it with this application **(30 days before event)** There is no longer a fee for a Norfolk County Mobile Food Premise License. There are changes to the process so please take the time to read the application and submit documentation within stated deadlines to avoid disappointment.

**Vendor set up is Friday August 3rd. The registration desk opens noon to 8pm on Fri. Aug. 3rd and 7am on Sat. Aug 4<sup>th</sup>. Please check in at the Information Tent in Wellington Park-50 Bonnie Drive, Simcoe before setting up your booth.**

## **- EXPECTATIONS, CONDITIONS & CODE OF CONDUCT-**

*Please keep this page for your reference*

### **Venue:**

The festival is held in a municipally owned park. Changes to landscape occur (e.g. new gardens, trees) that are beyond our control. These changes may impact your booth location from year to year but we will attempt to give you the best space available. Night security is provided but you are ultimately responsible for your property. Our security is a deterrent, not a guarantee against any kind of mischief.

### **Booth Operation:**

Sales must be conducted within your rented area. Only products listed on your application are permitted for sale, no substitutions. All vendors must leave their booth(s) intact until 4 p.m. on Monday afternoon. This is a family event and we expect all vendors to conduct themselves in a professional manner. Please speak with someone at the Information Tent if you have any questions or concerns. The person in charge of your area will be contacted to resolve the matter to the best of his/her ability. This decision will be final.

### **Safety:**

All booths must have a fire extinguisher-see attached Norfolk County Vendor Safety Requirements Form Tents over 645 square feet require a Norfolk County building permit and fire plan. Safety mats are required to cover cords/water hoses and must be secured safely to avoid tripping hazards. Extension cords must be grounded and CSA approved (30 amp)-use a single cord (no connections) to run from source to your location. It is the responsibility of the vendor to maintain a safe and clean site.

### **Parking:**

On-site parking subject to availability – only one vehicle may be parked behind your booth where possible. Off-site parking information for additional vehicles will be provided in your registration package. Vehicles in the park are not to be moved during the core hours of operation.

### **Insurance:**

***All Vendors are required to provide proof of insurance.***

**Liability Insurance:** Vendors must supply a Certificate of Insurance showing proof of Commercial General Liability with their application as follows:

1. \$2,000,000 Bodily Injury & Property Damage – Inclusive
2. Additional Insured listed as: Port Dover Board of Trade, 19 Market St. W., Port Dover, ON N0A1N0  
Corporation of Norfolk County, 50 Colborne St. S., Simcoe, ON N2Y4H3

Certificate of Insurance can be faxed directly to the Port Dover Board of Trade at 519-583-3275.  
Or emailed to [info@portdover.ca](mailto:info@portdover.ca)

*(Please keep this information page in case you need to refer to it later)*

**Vendor Referral Form**  
Lynn River Music & Arts Festival  
P.O. Box 700, Port Dover, ON N0A1N0  
www.lynnriverfestival.com

**We appreciate you promoting our festival to people you meet during the year. If you refer a new non-food vendor to us and they attend our event we'll send you a \$50.00 cheque. It's just our way of saying thanks for your support!**

**Here's how the program works:**

Complete this form or instruct your contacts to add "referred by (your name)" at the top of their application form

New vendors mean that they have not attended the festival in the prior five years.

If the same new non-food vendor is referred more than once – the application processed first will be identified as the referral agent (others will be notified of the duplication).

Business or Contact Name:

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Business or Contact Name:

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Business or Contact Name:

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Business or Contact Name:

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Business or Contact Name:

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Business or Contact Name:

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Business or Contact Name:

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Business or Contact Name:

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**Referred by:** \_\_\_\_\_ **Date:** \_\_\_\_\_