

## Carrot Fest 2018

### Vendor Information and Terms & Conditions

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All approved local Vendors for **Friday, August 17, 2018**: Vendors may begin setting up at 2:00pm on Friday, August 17, 2018. All vehicles must be out of the festival area by 3:00pm. Teardown is permitted after 10:00pm. No vehicles will be permitted into the festival area until after 10:00pm.

All approved Vendors for **Saturday, August 18, 2018**: Vendors may begin setting up at 7:00am on Saturday, August 18, 2018. All vehicles must be out of the festival area by 8:00am. Teardown is permitted after 6:00pm. No vehicles will be allowed into the festival area until after 6:00pm.

Parking is available on streets and parking lots outside of the festival area. It is the vendor's responsibility to find adequate parking. If accepted, a parking map will be sent out for directional information.

#### How Are Vendors Selected?

Vendor spaces are limited. All vendors are requested to be creative and develop an entertainment/uniqueness element for their booth (e.g. games, carrot related products/items, decorating in orange). Each food vendor is required to incorporate a carrot related food item. All vendor applications will be reviewed based on this criteria. Only vendors that meet these requirements will be considered. Returning vendors will also be evaluated based on past festival participation. Carrot fest is continually undergoing improvements and **we cannot guarantee previous site locations**.

- There will be **No Exclusivity Rights**. Booths are **non-refundable and non-transferrable**.
- No fireworks, weapons or illegal substances are allowed on the grounds.

#### When Will Vendors Be Approved?

Vendor applications will **begin** to be accepted on March 1, 2018. To ensure your vendor application is considered **please ensure you apply before this date**. We will continue to accept applications after this date as space permits. Once approved, health permit (if required for your booth), **insurance and payment must be received within 10 business days**. Failure to do so will result in booth loss and you will not be permitted to participate. Payment instructions will be sent to you upon approval.

#### Food Vendors

If you are a food vendor, interested in selling food at Carrot Fest, you are required by the Simcoe Muskoka District Health Unit to fill out the following **Food Vendor Permit**. Failure to abide by these rules and regulations may result in removal from the festival. If you have any questions, please contact Mona Ziaee, Public Health Inspector at [Mona.Ziaee@smdhu.org](mailto:Mona.Ziaee@smdhu.org)

#### Business Licencing

As per the Town's Business Licensing By-law 2014-70, all food vendors that are considered to be a refreshment vehicle or refreshment cart that wish to participate at 2018 Carrot Fest **will require a temporary Business License from the Town of Bradford West Gwillimbury**. Please note that not all food vendors will have to obtain this license i.e. a restaurant serving outside a store front or handing out food samples.

If you have any questions, please contact Randi-lynn Blanchard at [rblanchard@townofbwg.com](mailto:rblanchard@townofbwg.com).

### **Vendor Costs Friday August 17:**

Local Vendors (10X10 ft space) - \$20

Insurance - \$16.20

### **Vendor Costs Saturday August 18:**

Local Vendors (10X10 ft space) - \$50

Non-Local Vendors (10X10 ft space) - \$70

Insurance - \$16.20

Each booth area is **10X10 feet** in size. You may purchase additional booths, but are **restricted to maintaining an extension of 10 feet from the curb** (e.g. 10X20, 10X30, 10X40). You are responsible to bring anything you may require for your booth, including a tent, weights, table, etc. ALL booths are expected to have a trash receptacle and ensure that it is disposed of before leaving the festival. Access to power and/or water is not provided. Vendors using generators must indicate so on their application and **ensure the generator is under 70 db**. Carrot Fest is a rain or shine event, please plan accordingly. Refunds will not be issued due to weather.

### **Terms and Conditions**

1. The Town of Bradford West Gwillimbury has the right to refuse the sale of certain products at any time and to limit the number of exhibitors in any one category (Category Examples: food vendor, retail vendor, service business, community group, entertainment). Your application will be reviewed and you will receive notification whether your application has been accepted by July 13, 2018.
2. No aggressive sales will be permitted. Ambush marketing strategies are strictly prohibited. All items for sale need to be kept inside the designated booth space, you cannot display outside the purchased space.
3. All food vendors must read and understand the information in the Food Contract and submit the appropriate documents to the Simcoe Muskoka District Health Unit and Town of BWG Licencing Officer.
4. We will attempt to consider special requests if indicated on the application form. However, once the festival opens, **BOOTH LOCATION IS FINAL**. We cannot guarantee previous site locations.
5. **INSURANCE REQUIREMENTS:** Vendors are require to provide a certificate of insurance listing the Town of Bradford West Gwillimbury as an Additional Insured in an amount not less than two million dollars (\$2,000,000) per occurrence, two million dollars (\$2,000,000) aggregate. Vendors are solely responsible for any personal property at all times. Vendors who are not able to provide a certificate of insurance will have the option to purchase insurance from the Town of Bradford West Gwillimbury for the event.
6. **INDEMNIFICATION:** Contractor agrees, by accepting this agreement, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Town of Bradford West Gwillimbury and it agents (as applicable) harmless from all claims, demands, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of the contractor or its principals, employees, subcontractors or other agents while performing services under this contract.

### **Questions**

Please contact:

Daniella Severino

Leisure Events & Marketing Assistant

[dseverino@townofbwg.com](mailto:dseverino@townofbwg.com)

905-775-2162 ext. 5103