

Carrot Fest 2020

Vendor Information and Terms & Conditions

Carrot Fest is being held on Friday, August 14 and Saturday, August 15, 2020. Please review the following information.

Vendor Costs:

Friday, August 14, 2020:

Local Vendors (10X10 ft. space) - \$20
Insurance - \$16.20

Saturday, August 15, 2020:

Local Vendors (10X10 ft. space) - \$50
Non-Local Vendors (10X10 ft. space) - \$100
Insurance - \$16.20

Community Centre – *contact Tasha directly to be located here* (tbain@townofbwg.com)

Booth Size & Information:

- 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).
- You are responsible to bring anything you may require for your booth, including a tent, weights, table, etc. Access to power and/or water is not provided.
- ALL booths are expected to have a trash receptacle and ensure that it is disposed of before leaving the festival.
- Vendors using generators must indicate so on their application and **ensure the generator is under 70 db.**

Vendor Market Information:

Please remember to remain calm and patient during vendor set up and take down due to the high amount of vendors participating in the festival. **While driving in the festival area, there is a speed limit of 10km/h.** Parking is available on streets and parking lots outside of the festival area. It is the vendor's responsibility to find adequate parking.

Friday, August 14:

- Vendors may begin setting up starting at 2:00pm.
- All vehicles must be out of the festival area by 3:00pm. **If arrive after 3:00pm you will have to walk your items into the festival area.**
- Vendor market operates from 4:00-10:00pm.
- Teardown is permitted after 10:00pm. No vehicles will be permitted into the festival area until after 10:00pm. **All vendors must be out of the festival area by 10:30pm.**

Saturday, August 15:

- Vendors may begin setting up starting at 6:30am. Specific set up times will be assigned based on location.
- All vehicles must be out of the festival area by 8:00am. **If you arrive after 8:00am you will have to walk your items into the festival area.**
- Vendor market operates from 9:00am-6:00pm.
- Teardown is permitted after 6:00pm. No vehicles will be allowed into the festival area until after 6:00pm.

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Vendor Selection & Approval:

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 not permitted in the event area.

Vendor applications acceptances will begin on March 9, 2020. 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 food vendor documents 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 will be processed upon acceptance.

Booth Location:

- Booth locations will be sent out to vendors approximately 1 week prior to the festival.
- **Booth locations are final** but are subject to change the day of at the discretion of event organizers.
- **We cannot guarantee previous locations.**

Food Vendors:

If you are a food vendor and are 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 10 days after being accepted into the festival**. Failure to abide by these rules and regulations may result in removal from the festival. If you have any questions, please contact Megan McCabe, Public Health Inspector at megan.mccabe@smdhu.org

Food Trucks/Refreshment Carts:

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 2019 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.

Insurance Requirements:

Vendors are required 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. Insurance can also be purchased.

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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 17, 2020.
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 but is subject to change the day of at the discretion of the event organizers. **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.

Tasha Bain
Leisure Events & Marketing Programmer
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