



Vendor Information, Terms and Conditions

Festival Date: August 12, 2017

Application Fees and Deadlines:

Booth Space Size:	10' x 10'	20' x 20'
Early Bird Rate (must be received by April 21, 2017):	\$60	\$240
Basic Rate (must be received by June 20, 2017):	72	300
Last Minute Rate (must be received by July 21, 2017):	90	330

Application Form can be found at badencornfest.ca

PLEASE NOTE: ABSOLUTELY NO FOOD VENDOR APPLICATIONS CAN BE ACCEPTED AFTER JULY 21, 2017 (SEE "FOOD REGULATIONS" BELOW)

NO APPLICATIONS WILL BE ACCEPTED AFTER JULY 21, 2017

Vendor space is limited. We must receive your complete application and payment in order to process your application. No post-dated cheques can be accepted. We regret that not all applicants can be accepted; we will make every effort to inform you as soon as possible whether you have been accepted.

You will find out your booth location on Festival Day. Please do not ask to change locations – every effort will be made to keep similar vendors apart.

Each booth is restricted to the applicant to whom it was assigned. The Applicant may not assign the space or permit any other applicant, person, firm, or organization to use any part of such space without the express written permission of the festival committee.

Vehicles: If a vehicle is used as part of your booth throughout the day, there is a minimum of two spaces required.

Parking: Passenger vehicles will not be allowed in the booth area after set-up. Free parking is available nearby for ONE vehicle per booth. Additional parking in the vendors' lot is \$20 per vehicle, payable with application. **Vendors' parking is limited and must be paid in advance.**

Cancellations: Notification of cancellation must be received in writing on or before July 28, 2017. Cancellations received by this date will receive a refund of 50% of fees paid. No-shows forfeit all fees paid. No refunds whatsoever after July 28, 2017.

Booth Set Up: Space **only** is provided. Vendor must supply table, chairs, all set up equipment and shelter. There is no available water supply

Electric Power: *A limited number of sites will be available with access to electricity. Any vendor requiring access to an electrical outlet (110V) will pay a minimum of an additional \$25 to*

cover our electrical maintenance costs. For the minimum rate, vendors must limit their usage to **15 amps**. **All appliances must be listed on the application form. Additional charges will apply for more than 1 - 3 small appliances or more than 15 amps. We will check this on festival day.** Vendors using more electricity than approved will be shut down immediately.

All electrical cords must be covered to avoid tripping - no exceptions. All extension cords should be minimum 100' long and be #14 size wire. The "ground" on the cord **MUST** be intact and in good condition.

FOOD TRUCKS (20' X 20' SPACES): contact us for information about generators

Absolutely NO generators allowed without prior arrangement

Direct Sales Vendors: We will only be accepting a very limited number of Direct Sales Vendors (reps from large companies). You must indicate on your application if you are a Direct Sales Vendor (even if such products are only part of what you will display or sell). Any vendors found displaying or selling any Direct Sales products not listed on their application will be asked to remove the items from their booth.

Set Up: Booths may be set up Saturday **between 9 am and 10 am. The festival begins Saturday at 10 am** - all vehicles not used as part of booth must be out of the vendor area before 10 am. Designated parking will be available for vendors on Saturday from 9 am until 6 pm.

Food Regulations: All food vendors must comply with the regulations as established by the Waterloo Regional Health Department and the Wilmot Township Fire Department. These regulations are available on our website (badencornfest.ca).

IT IS THE FOOD VENDOR'S RESPONSIBILITY TO SUBMIT THEIR SPECIAL EVENT FORM TO THE REGION AT LEAST 30 DAYS PRIOR TO FESTIVAL DAY, NO EXCEPTIONS

<http://chd.region.waterloo.on.ca/en/healthyLivingHealthProtection/resources/FoodVendorRequirements.pdf>

Clean Up: Booths may not be taken down until 5 pm on Saturday; all vendors must be out of the vendor area by 6:00 pm. It is the vendor's responsibility to remove all garbage and leave their booth area clean. This will be monitored on festival day.

Vendor's Permit: All vendors are responsible for obtaining an Ontario Sales Tax Permit where applicable. Hawkers and Peddlers permits will be arranged by the festival committee.

Insurance: Liability insurance is the vendor's responsibility.

Code of Conduct: All vendors must read, sign, return, and comply with the Baden Corn Festival's Code of Conduct (download from badencornfest.ca).

Inquiries: Please direct all questions regarding vendor information, terms and conditions to vendors@badencornfest.ca or call 226-747-7559.