



Bridge St. Summer Fest 2018

All Vendor Application and Agreement Form

The festival date is Saturday, August 4th, 2018, from 9 am to 3 pm.

Set up starts at 6:30 am, **all vendors need to be set up by 8:30 am.**

Tear Down is at 3:00 pm (unless you are serving a customer)

Bridge St. opens to traffic at 4:00 pm.

Application deadline is July 30th 2018.

The music theme this year is Rock 'n' Roll!

Price for a 10 x 10 space is \$75.00. Vendor must provide: tables, tents, extension cords.

Applications **MUST** be accompanied by a cash or cheque.

All cheques need to be made out to DOWNTOWN CARLETON PLACE.

Applications and payment may be mailed or dropped off to:

136 Bridge Street, Carleton Place, ON K7C 2V5.

Applicant name: _____

Business name: _____

Email Address: _____

Event Day Phone Number: _____

Electricity: Y/N – (Please circle one)

Description of your products and business:

Please read the Terms and Conditions below and sign.

By signing the All Vendor Agreement, I HEREBY DECLARE THAT WITH THE PURCHASE OF RETAIL OR FOOD VENDOR SPACE, to include, I HAVE READ THE FOREGOING WAIVER AND INDEMNITY AND FULLY UNDERSTAND ITS TERMS.

Signature: _____

Print Name: _____

Date: _____

Retail Vendor Agreement:

By submitting your application and payment for a retail vendor space at Downtown Carleton Place, Bridge St. Summer Fest, you are agreeing to the following Terms and Conditions.

- I understand I will not smoke at my booth.
- I understand that as an exhibitor, my products/services, table, displays, and likeness may be photographed.
- I agree to being photographed at the event. In addition, I agree to allow these photos to be used for promotional purposes.
- I understand that I may not share or sublet my table without the show organizer's permission.
- I understand that any photos and logos I submit as a part of the application process may be used on promotional materials for the show.
- I understand that if I am a 'no show' (i.e. pay the table fee and not show up to the show), that it may affect whether or not I am accepted to future shows.
- I understand that I am legally liable for any negative consequences resulting from the purchase or consumption of my products.
- I understand and agree that producers of this event nor Town of Carleton Place or Downtown Carleton Place are legally liable for any merchandise, behaviour or equipment and therefore cannot be held responsible for any injury, death or negative consequence because of a vendor's participation in the show.
- Downtown Carleton Place reserves the right to restrict any vendor's participation in the show at any time.
- I understand volunteers will not be supplied to set up or remove my vendor space.
- I understand I must operate my booth for the full hours of the event
- I understand I must have my booth removed from the site by 4pm on the day of the event.
- I understand that I must cancel within 10 days of being confirmed to the show and before the applications deadline, to receive a refund. I understand that after that date, my payment will be processed even if I cannot participate.
- Vendors are allowed to bring their own shade tent, however it MUST remain within the measurements of their purchased space and not impede other vendors. Tents may not include walls. Shade tents are available for rent and may be reserved and paid for during vendor space purchase, orders must be received by the application deadline to ensure availability.

Food Vendor Agreement:

By submitting your application and payment as a Food Vendor at Bridge St. Summer Fest, you agree to the following Terms and Conditions:

- Must have a municipal food truck license in accordance with Refreshments Vehicles By-law 16-2016
- Must be a self contained Food Truck or Trailer.
- Must be able to operate in cold weather (including rain).
- I agree that no alcohol of any sort will be sold or served during the event.
- I understand that I must display all allergy warnings at my table.

By submitting your application and payment for a FOOD VENDOR space at Lambs Down Park Festival 18 June 2018, you agree to the following Terms and Conditions:

- I agree to operate my food booth for the full hours of the event and must operate in cold weather (including rain).
- I agree to maintain the premises occupied in a clean and orderly condition. Food containers and litter on the premises occupied by my booth shall be removed as soon as practical during the day.
- I agree that no alcohol of any sort will be sold or served during the event
- I understand that I must display all allergy warnings at my vendor area/table.
- I understand I will follow safe food handling procedures (i.e. wash your hands, clean utensils, and clean surfaces, avoid cross-contamination, etc.). Keep food hot or cold as appropriate. Wrap or cover for protection if possible and do not unwrap or uncover until serving.

In consideration of me being permitted to participate in Bridge St. Summer Fest; coordinated by Downtown Carleton Place BIA; I hereby acknowledge and agree for myself:

- That I hereby release and discharge Downtown Carleton Place BIA, the Corporation of the Town of Carleton Place, and its employees, agents, and representatives from any and all claims, demands, damages, actions or causes of action for any loss, injury, or damage to my person or my property incurred by reason of my participation in the program, including any that may be due to negligence of any of those persons;
- That I hereby indemnify and hold harmless the persons mentioned in clause 1, as well as the designated organization or group facilitating this program, against any and all liabilities, actions, claims and demands whatsoever that may be made against them, or any of them, arising from or by reason of my participation in this program.

Please keep pages 3,4 & 5 FOR YOUR RECORDS:

On the day of the event:

You may arrive at Bridge Street starting at 6:30 am to set up your display.

- Please bring a table cloth for your table and your own extension cord if you need one.
- If you specified needing electricity or a wall space, we will try our best to accommodate you but cannot guarantee anything.
- Make sure you are set up and ready to go by 8:45 am
- All vendors are expected to sell cash & carry as well as take orders.

What's the refund policy?

Cancellations must be requested within 10 days of being confirmed to the show and before the application deadline of July 30th 2018 to receive a refund. After that date no refund is possible.

What are my transportation/parking options for getting to and from the event?

Vendors are asked to offload and move their vehicle, then return to complete their setup to ensure equitable accessibility for all vendors. Set up is always a bit messy, please be patient with yourself and others, we are all there for a GREAT day.

Parking is allowed on any of the side street funnelling onto Bridge St. Victoria, Allen, Franklin, Beckwith, etc.

How can I contact the organizer with any questions?

Downtown Carleton Place BIA Coordinator & Event Organizer

Kate Murray –613-257-8049

Cell: 306-216-2511 (text or call).

info@downtowncarletonplace.com

Let's Rock 'n' Roll!