



Keep these Terms
& Conditions for
your records

Summerfest Vendor Applications Terms & Conditions

Summerfest 2019 dates: Thursday July 18 – Sunday July 21

Vendors are permitted Friday – Sunday

Application Process:

All applications are to be made on-line via the Summerfest website at www.pelhamsummerfest.ca/vendors/

Application Deadlines:

- Early Bird 10% discount available to Pelham businesses **only**. Applications must be received on or before March 31, 2019
- All other applications are due April 30, 2019 and are subject to the fees in the fee schedule below
- Applications will be considered after April 30, 2019 depending upon availability and will be subject to a \$100 late fee.

This is a curated event and vendors will be accepted based on the quality and type of product, rather than a first come, first served basis. Upon acceptance, you will receive notification and an invoice by email.

Please read the following Vendor Terms and Conditions carefully and be sure that you understand your responsibilities as a Summerfest vendor.

1. Vendor Categories

Pelham Business: Business premises must be located within Pelham boundaries

Niagara Region Business: Business premises located within the 12 municipalities of Niagara

Out of Niagara Region Business: Business premises located outside of the Niagara Region boundaries

1.1 Community Group/ Registered Non-Profit Organizations

If you will be selling tickets for a draw etc. you will be required to provide a copy of your lottery license with your Vendor Contract. A lottery license is required if money is paid for a chance to win a prize. You are not allowed to raffle off/ giveaway bottles of alcohol.

Please note, if you are a community organization, group or branch operating outside of Pelham and are requesting approval to participate in the festival, you must meet all guidelines set out in your respective group or organization policies and procedures. We ask that if your organization requires you to obtain permission from your head office to operate within another community that may already have a branch, you have obtained the correct documents or permission to do so and are not in conflict with another branch. Failure to ensure that you have obtained all approvals required will result in your exclusion from participating in the event.

1.2 Food Vendors

1.2.1 All food vendors must comply with Niagara Region Public Health Department regulations and must complete the online form “Application Form for Special Event Food Vendors” which will be sent to accepted applicants with the Vendor Contract. Food Vendors must forward their confirmation email from Public Health to the Festival Committee.

1.2.2 Food vendors must provide:

- a. their own 50 cup coffee urn to comply with the Public Health regulations for hot water;
 - b. electrical extension cord (see Section 3.1 Hydro)
 - c. preparation and serving tables/counter tops
 - d. portable fire extinguisher
 - e. hand washing container and disinfectant
 - f. covered trash container and plastic liner
 - g. grease mats
- 1.2.3 Food vendors may only dump grey water in appropriate containers which will be provided at the Festival site. Grey water must be free of any foreign objects *food, packaging, etc.*
- 1.2.4 Food vendors must dispose of all grease waste off site.
- 1.2.5 Food vendors are responsible for providing their own ice, if required.
- 1.2.6 Food vendors using propane must provide TSSA certification to the Festival organizers. Regulations can be seen at www.tssa.org or call 1-877-682-8772.
- 1.2.7 All vendors may be subject to on-site inspections throughout the Festival by Pelham Fire Services, TSSA and Niagara Region Public Health. All required documentation, including a current Fire Suppression System Inspection Certificate and the Mobile Food Service Inspection Certificate, are to be available on site for review. If you are found to be in violation of any of the regulations, you will be closed and required to leave the Festival without any refund. Fines may also apply.
- 1.2.8 The Festival will provide \$5 food vouchers for Pelham Summerfest Swim Meet competitors and volunteers. Food vendors are to accept these voucher then submit them to the Festival for reimbursement. Food voucher tickets must be submitted by July 31 for reimbursement.
- 1.2.9 Food Vendors are not allowed to raffle off/ give away bottles of alcohol
- 1.2.10 Food Vendors will be selected by the Festival Committee to participate at the Car Show on Sunday. Please indicate on the application if you would like to be considered.

1.3 Retail Vendors

All other vendors that do not fall within one of the above noted categories will be deemed to be retail vendors; this includes business promotion, crafters and artisans. **Retail vendors may only display or sell merchandise and may not sell, or give away, food or beverage items.** Retail vendors may not raffle off/ give away bottles of alcohol.

2. Site Location

Vendor sites will be assigned by the Festival Management based on the requirements indicated on the Vendor Application. No guarantee of location will be made. Vendor booths are 10ft by 10ft you may set up any way you like within your space but know that there will be vendors on either side of you so you will not be able to have displays wider than 10 feet. If you need space to walk around your table or display, please consider the size of your space when designing your set up. Set up must not exceed the allotted space assigned. Each location is restricted to the applicant to whom it was assigned. The vendor may not assign its 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 Management.

Street Festival – Friday & Saturday:

Vendors will be located along Pelham Street, from Highway 20 to Churchill Street.

Car Show – Sunday Peace Park

Vendors will be located in the municipal parking lot to the north of the Town of Pelham office building.

Please note: Street Festival Vendors who are also selected to participate as Car Show Vendors will be required to tear down their Pelham Street location on Saturday and set up in the Car Show location on Sunday between 7 am and 9 am. No overnight security will be provided on Saturday.

3. Site Information

All participants must supply their own tents, extension cords and furniture for the festival.

3.1 Code Requirements

All tents and units must be well maintained and conform to current fire, safety, building requirements and health standards.

Tents must be erected a minimum of 3m (9ft 10in) from buildings. For inquiries regarding building code requirements contact 905 892-2607, ext. 323.

Each vendor must comply with all local fire requirements. For inquiries regarding fire requirements contact 905 892-2607, ext. 201.

3.2 Hydro

Hydro is available at a limited number of sites. Sites with hydro will only be assigned to those participants who indicate in the Vendor Application that hydro is required. All electrical cords should be in excellent condition, with no damage to them, or electrical tape repaired damage, and should be of an appropriate size for the distance and the load being plugged in to them.

Eg:

-50 feet or less with any load under 1200 watts or 11 amps, not less than 16 awg

-up to 100 feet, 600 watts or 5 amps or less, not less than 16 awg

-50 feet or less with a load of up to 1650 watts or 15 amps not less than 14 awg

-up to 100 feet, 800 watts or 7 amps or less, not less than 14 awg

-over 50 feet and 15 amps or 100 feet and 7 amps should be a #12 awg

This is just a guideline that keeps within the safe operating parameters of flexible cords.

Vendors requiring hydro will be sent a Hydro Requirements form which must be completed and returned with the Vendor Contract.

3.3 Animals

Absolutely **NO** animals are permitted in vendor's booths, with the exception of service animals.

4. Set Up

Street Festival – Friday & Saturday:

There will be only one entrance point and one separate exit point for participants to access their assigned location, traffic will only be allowed to flow in one direction on the festival grounds to ensure safety of all vendors and staff during set up times.

Set up will take place on **Friday, July 19, 2019 between 1:00 pm and 3:00 pm**

Participants may stock their location on Saturday, July 15, 2017 between 7:00 am and 9:00 am – there will be limited vehicle access in the festival area as furniture is set up on the road way. Vendors must have permission from Festival Staff prior to driving into festival area. Please be prepared to hand-cart your items.

Car Show – Sunday

Set up will take place on **Sunday, July 21, 2019 between 7:00 am and 9:00 am**. Access will be via Pelham Town Square through the Fonthill plaza off of Highway 20.

5. Hours of Operation ** See map attached

Street Festival – Friday & Saturday (Blue Area):

Vendors **must be** open on Friday evening from 4:00 pm to 11:00 pm and must be open on Saturday from 10:00 am to 12:00 am. Please note that vehicles will not be permitted to drive into the festival area until it is determined that it is safe to do so by the Festival Staff. This maybe up to an hour after the event end time.

Street Festival – Saturday (Orange Area):

Vendors must be open on Saturday from 10:00 am to 5:00 pm and there is no access to hydro.

Car Show – Sunday (Green Area)

Vendors must be open from 10:00 am to 4:00 pm.

6. Booth Content

Vendors are not permitted to sell any article of clothing and/or souvenir item that shows the words and/or logo of “Pelham Summerfest” unless authorized by the Summerfest Committee.

Pelham Summerfest is a family event and the Festival Management reserves the right to prohibit the display and/or distribution of materials it alone deems illegal, obscene or otherwise offensive. Items considered to be inappropriate include, but are not limited to:

- Pornographic material
- Items encouraging alcohol or drug use or the use of weapons
- Racist or sexist material
- Vulgar or abusive language
- Political or cause marketing

Food vendors may only sell food items and cannot sell merchandise. Non-food vendors may only sell merchandise and cannot sell or give away food or beverage items. No vendor shall raffle/draw/ giveaway any bottle of alcohol. Any items on display that were not listed on your application and were not approved are prohibited and will result in your immediate removal from the festival. Random checks will be done throughout the duration of the festival.

7. Insurance

Each vendor must be covered by a liability insurance policy in the minimum amount of \$2 million and provide the Town of Pelham with a Certificate of Insurance naming the “Town of Pelham” as an additional insured with 30 days’ notice of cancellation or non-renewal. If you do not currently have such coverage please check with your insurance provider. Alternatively, insurance for the event is available to retail and crafter/artisan vendors at a cost of \$41.96 through the Town of Pelham’s Insurance Provider. Please indicate on the application form whether you will provide the required documentation or if you wish to purchase insurance.

8. Garbage

Vendors must leave their sites as they found them, clear of all garbage. Failure to do so may result in additional charges to help offset the clean-up costs incurred by the Festival. The permanent and temporary garbage cans in the Festival area will be maintained by the Town of Pelham on a continuous basis.

9. Security

Vendors are responsible for the security of their individual sites. The Town of Pelham is not responsible for any loss or damage to the site. Festival Security will patrol the grounds overnight on Friday; however, they cannot provide 24 hour security presence for the vendors. We recommend that participants cover their booths at night and, should you decide to provide your own security, please notify us of your security arrangements. We also recommend that, during tear down, you have an employee remain with your booth until all items are packed up. ***Please note that security will be patrolling the grounds to ensure that no one is sleeping in the booths overnight.***

10. Fees & Payment

If you are successful in your application, you will be invoiced for the vendor fees based on the information submitted in your Vendor Application. Payment must be made in full by the date indicated on your invoice, or interested fees will be applied. If your account is not paid in full prior to the festival you will not be permitted to attend the Festival. Cheques to be made payable to: **“The Town of Pelham”**. All fees, except the food vendor garbage deposit, are subject to HST. An NSF charge will be applied for any returned cheques

Payment may be made by cash (never by mail), cheque, money order or debit. The following fees are applicable and will be determined by the information submitted in the Vendor Application:

All fees are per 10'x10' space Except as otherwise noted	Fri & Sat (Blue)	Sat Only (Orange)	Sun Only (Green)	Fri, Sat, Sun Blue + Green
Retail Vendors				
Pelham Businesses	\$150.00	\$85.00	\$85.00	\$175.00
Outside Vendors	\$200.00	\$125.00	\$125.00	\$225.00
Non-Profit/Community Groups				
Pelham based	\$100.00	\$55.00	\$55.00	\$125.00
Outside of Pelham	\$150.00	\$85.00	\$85.00	\$175.00
Food Vendors - Tent				
Pelham Businesses	\$375.00			\$400.00 *
Niagara Region Vendors	\$500.00			\$600.00 *
Outside Niagara Region	\$700.00			\$800.00 *
Food Vendors - Trucks (up to 15')				
Pelham businesses	\$550.00			\$575.00 *
Niagara Region Vendors	\$750.00			\$800.00 *
Outside Niagara Region	\$900.00			\$1000.00 *
Food Vendor – Peace Park (Saturday & Sunday Only)				
Pelham businesses		\$300	2 Days*	
Niagara Region Vendors		\$500	2 Days*	
Outside Niagara Region		\$700	2 Days*	
Festival Licensing Participation	\$1,000.00			
Hydro	\$35.00		\$20.00	\$45.00
Late Fee – applications received after April 30, 2019				\$100.00
Insurance – available to non-food vendors only				\$41.96
Garbage Deposit – food vendors only				\$100.00
* Food vendor participation on Sunday & in Peace Park will be by Committee invitation				

All fees, except food vendor garbage deposit, are subject to HST

All food vendors are required to be set up for Electronic Fund Transfer with the Town of Pelham to facilitate refund of the garbage deposit.

11. Event Emergency Management Plan

This Festival has an approved Event Emergency Management Plan which may be viewed on-line at www.pelhamsummerfest.ca a copy will also be available on-site at the Town of Pelham Community Booth. The vendor agrees to abide by the approved Event Emergency Management Plan and any direction by the Event Manager related thereto.

12. Cancellation Policy

Vendor fees (less an administrative fee of \$50.00) may be refunded provided notification of cancellation is received in writing before June 30, 2019. There will be no refunds after June 30, 2019. This Festival is held rain or shine and no vendor fees or vendor expenses will be refunded should an emergency of any nature arise prior to the opening time or during the event that would prevent or cancel its production.