



**Frankford Tourist Park, (Frankford), Quinte West
May 20th, 2017**

“Hello” To all Our Vendor Friends!

It is my pleasure to extend a warm invitation to both new and old vendors to attend this year’s event at the Frankford Tourist Park in Quinte West.

Our Festival continues to grow in popularity and support, drawing in thousands of residents and visitors each year. In previous years we have had great success with the many family focused initiatives, and we look forward to this continued success for our 2017 event.

Again this year, we will be hosting a “Vendor’s Village” along the scenic waterfront trail. We invite you to participate and benefit by being a part of our festivities. For your interest and consideration, we have included our vendor application form. Should you wish to join us, please complete the attached application form and return it by April 14th, 2017 to the Frankford Riverfest Committee at the address as shown at the bottom of the form. As spaces are limited, and it is first come first serve. I encourage you to reserve your spot early, by completing the attached application and returning with payment (cash or cheque) for the full amount to secure your space. As per the requirements of the local Health Unit, I am also enclosing the related materials and forms which must accompany your application, if they apply.

Please contact me if you have any questions. I look forward to seeing you in May!

With kindest regards,

Karen Parker
Special Events Coordinator
City of Quinte West
Tel: 613.392.2841 ext. 4487
Email: karenp@quintewest.ca



Saturday, May 20th, 2017, Frankford Tourist Park, Quinte West (Frankford)

VENDOR CONTRACT

Company/ Organization: _____

Address: _____ City: _____ Prov: _____

Postal Code: _____ Contact Name: _____ Tel: () _____

Fax: () _____ Email: _____

**** Please attach a list of Services/ Products to be sold. Services/Products not listed may not be sold.****

Set-Up: Saturday, May 20th by 9:00 am (Vendor's Village)

Tear-Down: Not before 4:00pm.

Vendor Fees: Booth Size 10' X 10' = \$125.00

Booth Size Required: _____ft. X _____ft.;

Garbage: Collected each morning at 8:00 am. Garbage should be neatly contained and left at roadway.

Not-For-Profit: Fees will apply if sales will be made

My total fees are \$_____

Parking: ABSOLUTELY NO VEHICLES PASS THE GATE AFTER 9:00 AM.

NOTE: A cheque for the full amount MUST be attached to your application to secure your space.

Please make cheque payable to: FRANKFORD RIVERFEST 2016

Mail to: Frankford Riverfest, Attn: Laurie
P.O. Box 490, 7 Creswell Dr.
Trenton, ON K8V 5R6

Or drop off in person at:

Quinte West City Hall
7 Creswell Drive, Trenton

VENDORS CONTRACT REGULATIONS

Refunds will not be provided due to inclement weather or for cancellations within 10 days of the Festival starting date.

The Frankford Riverfest Committee reserves the right to limit the number of Vendors selling the same or similar products/services as listed on the contract.

Vendors must remain set-up and on site for the scheduled Festival time. **“No early departures please!”**

Choice of Vendor sites will be at the discretion of the Vendor-Coordinator.

Vehicles and/or trailers **MUST** be parked in the designated vendor parking area, unless, they are a part of your display booth/site and are approved by the Vendor Coordinator.

Vendors will be allowed to sell only the products that are listed on the Vendors Contract. (Please attach your product/services list & parking needs).

NOTE: Vendors will be responsible for their own tables, chairs, hose, extension cords or anything else required to operate their sites.

All food vendors must comply with Health Unit and Fire Department regulations and are subject to inspection. Please find attached the necessary forms and regulations for safe food handling.

Vendors must leave the Festival site in a clean condition before departing.

IMPORTANT: In the event of any claims by any person against the Frankford Riverfest Committee, the Economic Development and Tourism Services Department or the Corporation of the City of Quinte West, the Holder of this Contract shall indemnify and save harmless, the Frankford Riverfest Committee, the Economic Development and Tourism Services Department and the Corporation of the City of Quinte West of any claim, demand or action by such person.

AGREEMENT:

I confirm that I will participate and agree to abide by the Rules and Regulations as stated in this Contract.

Signed: _____ **Date:** _____

(Please sign and return with your Cheque and Application Form)

I will arrive for set-up on _____ at _____
(Date) (Time)

For further information, please call 613.392.2841

FOR OFFICE USE ONLY

Approved by: _____ Vendor Coordinator

Payment Received: \$ _____ Date _____