



A Natural Attraction



APRIL 27, 2019 – 11:00AM – 7:00PM - FARMER'S MARKET PARKING LOT

VENDOR CONTRACT

Company/ Organization: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Contact Name: _____ Tel: (____) _____

Fax: (____) _____ Email: _____

Set-Up: Day of event between 8:00am and 9:30am.

Tear-Down: Not before 7:00pm.

(Please check all that apply)

Vendor Fees: Booth Size 10' X 20' = \$75.00

Hydro (additional \$25.00)

Voltage required _____

My total fees are \$ _____

NOTE: A cheque for the full amount **MUST** be attached to your application to secure your space. We will not hold a space with a post-dated cheque.

****Services/ Products not listed are NOT ALLOWED to be sold** (Please attach list)**

Please make cheque payable to : CITY OF QUINTE WEST

Mail to: City of Quinte West
Attn: Colleen Vickers
P.O. Box 490, 7 Creswell Dr.
Trenton, ON K8V 5R6

I will arrive for set-up on _____ at _____.
(date) (time)

For further information, please call 613.392.2841 ext. 4487

Please read and sign the reverse side Vendor Contract Regulations

VENDORS CONTRACT REGULATIONS

(please read carefully and sign before returning with your cheque)

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

The City of Quinte West 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 event 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).**

Vendors will be responsible for their own tables, chairs, hose, extension cords or anything else required to operate their sites (hydro hook-ups available).

All food vendors must comply with Health Unit and Fire Department regulations and are subject to inspection. It is the vendors responsibility to ensure all inspections, documents, permits and other requirements are met. Please find attached the necessary forms and regulations for safe food handling. When filled out, it is the vendor's responsibility to send them to the Health Unit.

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

IMPORTANT: In the event of any claims by any person against 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 Corporation of the City of Quinte West of any claim, demand or action by such person.

Vendors must also obtain insurance for the duration of the event, name the City of Quinte West as additionally insured for the event, and provide proof of such insurance to the vendor coordinator. Further details are in the attached page.

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)

| | |
|----------------------------|--------------------|
| FOR OFFICE USE ONLY | |
| Approved by: _____ | Vendor Coordinator |
| Payment Received: \$ _____ | Date _____ |

INSURANCE:

Prior to the commencement of this Agreement, and for the entire duration thereof, the vendor shall obtain and maintain insurance coverage as outlined below, provided by an insurance company licensed to transact business in the Province of Ontario. Evidence of such insurance shall be provided to the City in the form of a Certificate of Insurance signed by an authorized signatory prior to the commencement of this Agreement and as otherwise specified below:

1. Commercial General Liability with a limit of not less than \$2,000,000. per occurrence/ \$5,000,000. aggregate
2. The Corporation of the City of Quinte West must be named as an additional insured.
3. Cross Liability/Severability of Interests clause
4. Contractual Liability
5. Tenants' Legal Liability (permanent or temporary occupancy of a municipal building)

In the event that you are unable to provide the appropriate insurance coverage, you may take advantage of the city's Municipal Facility User General Liability Insurance Program at the cost of \$15.00 per day (+ 8% HST) established by BFL Canada and collected on their behalf by the City of Quinte West.