



Hello to all of our vendor friends!

It is my pleasure to extend a warm invitation to both new and old vendors who plan to attend this year's event at the Frankford Tourist Park in Quinte West on Saturday, May 16<sup>th</sup>, 2020.

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 2020 event.

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 **Friday, April 10<sup>th</sup>, 2020** to the Frankford Riverfest Committee at the address shown at the bottom of the form. Spaces are limited, and will be decided upon on a first come, first serve basis. I encourage you to reserve your spot early, by completing the attached application and returning with payment (cash or cheque) for the full amount as soon as possible.

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 to your space. Please note that the form needs to go directly to the Health Unit.

**In addition, all vendors are required to obtain and maintain insurance coverage, provided by an insurance company licensed to transact business in the Province of Ontario with a limit of not less the \$2,000,000 per occurrence / \$5,000,000 aggregate. The Corporation of the City of Quinte West must be named as an additionally insured. 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 established by BFL Canada and collected on their behalf for the City of Quinte West.**

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

Nick Ogden , Special Events Coordinator  
City of Quinte West  
613.392.2841 ext: 4421  
nick.ogden@quintewest.ca



**VENDOR REGISTRATION & CONTRACT RIVERFEST**

Company/ Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Tel: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

**LIST ITEMS TO BE SOLD/ DISPLAYED OR NATURE OF ORGANIZATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A cheque for the FULL amount must be submitted with this application to secure your spot. Cheques should be made payable to the City of Quinte West.**

10' x 10' Booth (\$125.00)

10' x 20' Booth (\$250.00)

Yes, hydro required. Voltage Required: \_\_\_\_\_

Yes, Water hook-up required. *\*Provided to food vendors only.*



**INSURANCE:**

Yes, my certificate of Insurance (COI) is included with this completed application.

**\*Please Note:** Your COI must be provided by an insurance company licensed to transact business in the Province of Ontario with the limit of not less than \$2,000,000 per occurrence / \$5,000,000 aggregate. The Corporation of the City of Quinte West must be named as an additional insured.

----- OR -----

Yes, I would like to participate in the City of Quinte West Municipal Facility User General Liability Insurance Program established by BFL Canada and collected on their behalf on the City of Quinte West. Please click the appropriate category that suits your business.

All vendors not selling food and non-alcoholic beverages.

- Coverage of \$2,000,000/occurrence. \$15.00 + PST (8%) **TOTAL: \$16.20**
- Coverage of \$5,000,000/occurrence. \$30.00 + PST (8%) **TOTAL: \$32.40**

Vendors selling product (not including food) and non-alcoholic beverages. You must be approved by the Health Board with proof of certificate.

- Coverage of \$2,000,000/occurrence. \$20.00 + PST (8%) **TOTAL: \$21.60**
- Coverage of \$5,000,000/occurrence. \$40.00 + PST (8%) **TOTAL: \$43.20**

Vendors selling food and non-alcoholic beverages. You must be certified and approved by the health board with proof of insurance.

- Coverage of \$2,000,000/occurrence. \$25.00 + PST (8%) **TOTAL: \$27.00**
- Coverage of \$5,000,000/occurrence. \$50.00 + PST (8%) **TOTAL: \$54.00**

**SET-UP is on Saturday, May 16<sup>th</sup> (Festival Day) between 7:00am and 9:00am. ABSOLUTELY NO VEHICLES TO PASS THE GATE PAST 8:30am. Vehicles must be removed from festival grounds and into designated areas by 8:30am. TEAR-DOWN on Saturday, May 16<sup>th</sup> will not take place before 4:00pm.**

Please mail or drop-off registration documents along with payment (made payable to the City of Quinte West) by Friday, April 10<sup>th</sup> to:

**Frankford Riverfest**, Attn: Nick Ogden, P.O. Box 490, 7 Creswell Dr. Trenton, ON K8V 5R6

YES, I AGREE TO THE TERMS OF THIS CONTRACT \_\_\_\_\_  
(Signature)



## VENDORS CONTRACT REGULATIONS

Refunds will not be provided due to inclement weather or 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 and parking requirements.

Vendors are responsible for their own tables, chairs, hose, extension cords or anything else required to operate their sites.

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

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

**Please note, it is possible that your photo may be taken during the event and used for future promotion of this event.**

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 (made payable to the City of Quinte West).