



**FRANKFORD TOURIST PARK, (FRANKFORD) QUINTE WEST – Saturday, May 18<sup>th</sup>, 2019**

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.

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 2019 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 12<sup>th</sup>, 2019** for 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 note this 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 additional 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 at the cost of \$15/day established by BFL Canada and collected on their behalf on the City of Quinte West.

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

A handwritten signature in black ink, appearing to read "Norman Markland". The signature is stylized with loops and a long horizontal stroke at the end.

Norman Markland , Special Events Coordinator  
City of Quinte West  
613.392.2841 ext: 4421  
normanm@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

\_\_\_\_\_

**BOOTH: 10' X 10' - \$125.00** Please indicate how much room you need for your booth. A cheque for the FULL amount must be submitted with this application to secure your spot.

\_\_\_\_\_x\_\_\_\_\_ Hydro Yes\_\_\_\_\_ No \_\_\_\_\_ Voltage Required \_\_\_\_\_

Food Vendor: Yes \_\_\_\_\_ No \_\_\_\_\_ \*Water hook ups will be provided to food vendors only.

INSURANCE:

Yes \_\_\_\_\_ I would like to participate in the City of Quinte West Municipal Facility User  
General Liability Insurance Program at the cost of \$15/day established by BFL  
No \_\_\_\_\_ Canada and collected on their behalf of the City of Quinte West.

**SET-UP: May 18th (Festival Day) between 7:00am and completed by 9:00am. ABSOLUTELY NO VEHICLES TO PASS THE GATE PAST 8:45am. \*Vehicles must be removed from festival grounds and into designated areas by 8:30am. TEAR-DOWN: May 18th Not before 4:00pm. \*Please note, we are having evening entertainment if you would like to stay until midnight.\***

Please mail or drop-off registration documents along with payment to:

**Frankford Riverfest**, Attn: Norman Markland  
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 needs.

Vendors are responsible for their own tables, chairs, hose, extension cords or anything else require operating 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.

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 and vendor application.