

Vendor Rules and Regulations | 2018 Cochrane Summerfest

RESPONSIBILITIES OF THE VENDOR

- All vendors agree to abide by the rules and regulations set by Cochrane Summerfest including the following:
 - No direct solicitation, accosting or public disturbances;
 - No annoyance of spectators or other participants;
 - No distribution of literature except from a booth;
 - No electronic amplification from a booth or table;
 - Be responsible for cost of removal of litter;
 - Vendors must exhibit within the contracted space. Overflow not to exceed a total of two (2) feet;
 - Tents and structures must meet building code/fire regulations;
- All staff (cashiers/salespersons) are the responsibility of the vendor;
- Vendor is responsible for covering and/or taping down all the electrical cords, securing awning, etc. according to safety code.
- Vendor is responsible for supplying all booth items, including tent, appropriate tables or counter space, chairs, extension cords (approved for outdoor use), hand washing buckets and appropriate signage.
- Vendors may display a sign, with their business name on or within their allocated booth space and display in an area visible to the public. Hand-drawn signs are not permitted.
- Vendors must provide their own heavy duty trash bags. Vendors are to place the bagged trash and breakdown boxes behind the booth and the event staff will collect throughout the day.
- Food vendors must complete the Special Even Application form and return it to the appropriate address (Porcupine Health Unit).

INDEMNIFICATION AGREEMENT

- The Vendor hereby releases and discharges the Cochrane Summerfest organizing committee, its employees and its volunteers from any claim or demand for any loss, damage, injury or liability arising from the operation and display of the exhibit and concessions. The Vendor further agrees to indemnify and save harmless Cochrane Summerfest, the Town of Cochrane, its employees and its volunteers from any such claim of demand.
- The Vendor is responsible for placement of his/her participation in Cochrane Summerfest.
- Proof of Insurance must accompany this signed contract.
- The Exhibitor is responsible for any damage caused to Cochrane Summerfest premises as a result of operation and display of the exhibit.

FEES AND CHARGES

- Vendor agrees to pay applicable space rental fee.
- Cancellations occurring less than twenty-one (21) days prior to the event will result in the loss of the fee.
- NSF cheques are subject to a \$40 service charge.

ADHERENCE TO POLICY

- On-site rules relating to health, safety and fire must immediately be adhered to.
- All prices set forth by the vendor with this agreement will not be altered without prior written approval from Cochrane Summerfest.



- Any use of the Cochrane Summerfest name, trademark or artwork or any derivative thereof requires prior written approval from the Town of Cochrane.

GARBAGE AND RECYCLING

Cochrane Summerfest is an environmentally-friendly festival. We ask that all vendors keep their booth space and surrounding area as tidy as possible to facilitate a clean and professional-looking venue. We also encourage vendors to minimize packaging of products that generate waste; it is encouraged to supply recyclable materials.

HEALTH, BUILDING AND FIRE

Food vendors will be subject to public health, electrical safety authority and fire inspection approval.

HYDRO SERVICES

Vendors must complete the electrical requirements section of the Contract. Vendors must identify all of their needs.

PARKING

No parking is permitted on the peninsula throughout the duration of the event. Vendor parking is reserved in the area of Eighth Avenue and Sixth Street (behind the Transfiguration Church).

ACCOMMODATIONS

Vendors can get information on local accommodations by visiting:

<http://www.cochraneontario.com/visitors/where-to-stay/>

FIRE-PROOFING

All exhibits must conform to the Fire Code. For more information, please contact the Cochrane Fire Department at 705-272-6758.

FAMILY THEME POLICY

Cochrane Summerfest prides itself on being a family event. The Committee strives to ensure that all aspects of the festival fit within a family-oriented theme. Consequently, Cochrane Summerfest does not knowingly permit the sale of materials that may be inappropriate for this theme. Any material considered inappropriate for sale or display include, but is not limited to:

- Pornographic/ lewd material
- Racist, sexist, hate material/ propaganda
- Materials encouraging or condoning the consumption of alcohol and/or drugs or use of weapons (i.e. ninja sticks, knives, etc.)
- Anyone found displaying or selling materials that fall outside Summerfest's family-themed event will be required to cease such display or sales and/or close their display.
- Public Service Display, Political and Cause Marketing; we acknowledge that all causes are good causes; however the purpose of this event is to provide a fun-filled family weekend.
- Pyramid sales, jam auctions or card exhibits.
- Unauthorized raffles, fundraising and/or solicitation of funds on behalf of charitable or non-profit organizations.

The Summerfest Chair, in consultation with the Committee, shall have the authority to make decisions on issues during the event.



PRODUCTS EXHIBITED

Only approved products and services may be exhibited or sold. Exhibition of other items are subject to removal. Contents are limited to those products identified and approved in vendor Contracts.

STAFFING

Exhibitors are required to maintain a staff person in their exhibit area at all times during the hours defined. The buying public is on site until the last minute of the event and expects exhibitors to be present. Security is an added problem when exhibitors are not manned.

SECURITY

During move-out, an employee should remain with the exhibit until all products have been re-packed. Vendors should report any damaged, lost or stolen items to a Committee member immediately.

LATE-COMERS/ NO-SHOWS/ EARLY TEAR-DOWN

A space not claimed or occupied, or for which no special arrangements have been made by 8:00 a.m. Saturday, August 11, 2018, may be re-sold or re-assigned without obligation or refund on behalf of Cochrane Summerfest. Please contact Cochrane Summerfest immediately in the event of a last-minute emergency!

AISLE SPACE

Designated walking zones may not be used for exhibit purposes or for general solicitation of business. Distribution of literature or other material is forbidden outside the immediate exhibit area.

SIGNAGE

All signs must be professionally produced (hand-drawn signs are not permitted). Vendors are permitted to display signs within their exhibit space. Signs cannot be taped or glued to the tents; tie wraps work well.

GIVEAWAYS, DRAWS, PROMOTIONS AND CONTESTS

Exhibitors may offer promotional prizes as a means to encourage sales of displayed products and/or services. Programs of this nature must be “free entry” or offered as “added value”, in conjunction with an immediate product and/or service purchase. Any exhibitor planning to conduct one of these promotions in their exhibits must first notify, in writing, and receive a written approval from the Committee prior to July 20, 2018.

FOOD AND BEVERAGE SAMPLING

Any non-food vendor planning to conduct food and/or beverage sampling in their exhibit must first notify, in writing, and receive written approval from the Committee prior to July 21, 2018, and meet the health regulations for storage and distribution of food and beverages.

BACKDROPS

Backdrops are not included in the space rental. Each exhibitor is responsible for his/her own backdrop(s).

RETURNING VENDORS

All returning vendors must be in good standing with Cochrane Summerfest. “Good standing” means the vendor has not violated any rules or regulations as set in the contracted agreement, has paid all fees in a timely fashion, and has established a good working relationship. There are no guarantees that returning vendors will be accepted or given the same location as in previous years.

COLLECTING OF TAXES

Vendors are responsible for the collection and remitting, per federal and provincial legislation, of taxes on the sale of their items.