



NEW DUNDEE COMMUNITY PARK
Saturday May, 11 2024



-VENDOR HANDBOOK-

Application:

Each Vendor Applicant (herein referred to as “Vendor” or “Applicant”) acknowledges that they have read and agrees to comply with the Vendor Rules and Regulations Agreement by *signing the last page (page 10) of the Vendor Handbook and emailing it to: DundeeArtisanFestival@gmail.com.*

Approval:

The Festival Team will review completed applications based on various factors such as but not limited to: product variety, quality, and compatibility with the Dundee Artisan Festival; and compatibility with the mission of Dundee Artisan Festival. Applicants will be contacted via email of their acceptance to join as a vendor.

The Festival Team reserves the right to refuse acceptance of any application or product that is not in keeping with the event rules, regulations, or standards, the Vendor’s Agreement, or in this Vendor Handbook. Furthermore, the Festival Team shall not be obliged to give, nor shall the Applicant be entitled to receive, reasons for the Festival Management’s decision.

Vendor Fees:

The Applicant shall pay the \$125 within 7 days of acceptance. Please e-transfer the total vendor fee to dundeeartisanfestival@gmail.com.

Insurance:

All Vendors must obtain a commercial general liability insurance policy to protect the Vendor and Dundee Artisan Festival during the participation day(s) of the Festival.

The insurance policy must be in the name of the Vendor and must also name the *Township of Wilmot*.

Dundee Artisan Festival bears no responsibility for any Vendor property at the event.

Vendors are responsible for providing and ensuring their insurance is accurate, up to date, and provided to the Festival Staff.

Each vendor must provide a copy of their insurance to the Festival Staff within 14 days of acceptance. Please a copy to:

DundeeArtisanFestival@gmail.com

Vendor Terminating Status & Refunds:

Should a Vendor wish to withdraw from the Dundee Artisan Festival, then such Vendor shall notify Festival Management in writing, and any deposit or fees paid will be forfeited.

Payments will be returned if cancelled due to Covid-19.

Covid-19 Protocols:

Proof of vaccination may be required upon acceptance to show (pending on Ministry of Health Regulations)

Masks may be required on the day of the event (pending on Ministry of Health Regulations)

Product Categories:

Detailed product information is required. Product categories are as including but not limited to:

- Pottery, jewelry, textiles, soaps/body products, wood, metal, jams/preserves/food/drink, glass, candles, textiles
- Honey & syrups, jams, preserves, cheese, chocolate, spices & sauces, spreads & dips.
- Meats (cured, smoked)
- Bread/baking

Please note: Multi-level marketing products are not accepted.

Product Approval:

Only approved products to be sold. Applicants may sell only products listed on the vendor application form that have been approved by the Festival Team.

Festival Management reserves the right to refuse the approval of a product that is not keeping with the rules, regulations, or mission of the Dundee Artisan Festival. Furthermore, the Festival Management shall not be obligated to give, nor shall the Applicant be entitled to receive, reasons for the Festival Management's decision.

Each Vendor acknowledges that some approved products may be in direct competition with products sold by other Vendors or businesses at the Dundee Artisan Festival.

New Products:

If a Vendor wishes to add new products to their approved lists, they must submit their new products to DundeeArtisanFestival@gmail.com.

Vendors must wait for approval in writing before the new product(s) can be offered for sale, display, or sampling. New products must fit within and comply with the current approved Vendor Category.

Vending Space Standards:

Professional product presentation, beautiful, attractive displays, and cleanliness are essential factors when vending at the Dundee Artisan Festival.

The following required standards are intended to enhance the guest experience and leave a lasting positive impression on guests.

Vendors are responsible for providing all display materials and a tent/canopy (maximum tent/canopy size 10'x10').

The Festival Team may remove any unsightly, unprofessional or, unsafe materials at their discretion.

Vendors are only permitted to use the space assigned to them. **One vendor per tent. Vendors are not to share a tent.**

Vendors are responsible for ensuring *all tents are securely fastened*. All approved tents must be weighted down with appropriate tent weights; cinder blocks, etc. bricks. *A vendor will be asked to take down their tent/canopy and leave the premises should they not have weights for their tent regardless of the weather.*

Booth/Hall/Hut/Space Allocation:

Vendor placement is at the sole discretion of the Festival Team, which reserves the right to relocate Vendors as it deems necessary.

Sizing of the Space:

Each vendor will be allotted a 10'x10' space. A canopy/tent is required.

Governmental Compliance:

Each Vendor shall comply with all municipal, provincial and federal legislation, regulations, and by-laws regarding labeling, measures, health and safety, food handling, etc., for all products offered for sale at the event.

It is the Vendor's responsibility to ensure compliance with all federal and provincial taxes.

Vendor Compliance:

Vendors are responsible for complying with the rules set out in this Vendor Handbook, the terms of their Agreement, and all other applicable municipal, provincial, and federal legislation and regulation (including Health and Safety regulations).

Vendors are encouraged to seek clarification from Festival Management to better understand the compliance requirements.

The Festival Team performs compliance checks and records the following:

- Health and safety regulations (including municipal and provincial health requirements)
- Compliance with approved product list
- Vendor attendance (including punctuality, set-up, and tear down)
- Vendor conduct
- Vendor interaction with guests

Communications:

Festival Management's primary method of communication of information to each Vendor is by email.

It is not the responsibility of the Festival Management to make alternate contact arrangements.

Vendor Attendance:

If you are unable to attend, it is your responsibility to find staff to mind your booth.

Vendors must be ready for guests 30 minutes before opening time.

Unplanned Vendor Absence:

In an emergency, please contact Festival Management as soon as possible. It is your responsibility to staff and open your booth on time even in an emergency situation.

Set-Up:

Vendors may begin setting up their space at 6am on the day of the event.

All vendors must be set up 30 minutes before the start of the event.

Displays:

Each Vendor is responsible for providing all display booth equipment, extension cords, and additional lighting.

Booths must have an attractive and professional appearance. Signage must be professionally created. No handwritten signage is allowed.

WIFI:

Vendors are responsible for their POS system. There is no WIFI on site.

Good Repair:

Each Vendor agrees to maintain its stall in a safe, neat, clean, and orderly fashion.

Placement of signage outside of the allocated vendor space requires the approval of Festival Management.

Garbage:

Each vendor is responsible for taking their garbage and recycling home.

Failures to remove garbage and recycling will not be tolerated and will be considered in the approval process for subsequent events.

Damaged Goods:

The Festival is not responsible for a Vendor's lost, stolen, or damaged products, including refrigerated products and rental equipment.

A Vendor assumes complete responsibility for products and potential product losses if and when they leave any product at the Festival at any time.

Weather:

Because none of us want to be sitting in the rain and mud, if it's raining or apparent rain is in the forecast we will contact vendors via email by 5am to notify cancellation of the event. Vendors will receive their vendor fee, minus the unrecoverable costs (i.e. insurance, toilets, signs). Those costs will be divided equally between vendors; the remainder will be returned to each vendor. In an effort to be as transparent as possible a financial statement is always available on our website.

Price Cards/Price Tags/Price List:

All items must be priced in some form.

If using price cards, the Vendor shall display price cards for all products. Price cards must include the cost of the product and product name. Price cards shall be visible to the buyers.

If using a price list, it needs to be professionally printed.

Sampling:

Sampling of products is allowed but must be provided to guests free of cost and directly relate to the products being sold.

Product Supply:

Vendors shall bring an adequate supply of their primary product to last the entire event stay.

Vendors will not be permitted to tear down until the end of the event. If you are sold out, you must remain open in your space with your full set-up.

Vehicles are not allowed to pull up to the event area until after event hours.

Parking:

Vendors may drive into the park to unload, and *cars must be removed at least 30 minutes before event start.*

Vendors may park in school parking lot.

A map of the Festival site and parking will be distributed to vendors in advance of the event.

No Smoking:

Smoking in Vendor booths is not permitted.

Smoking anywhere within the boundaries of the event is not permitted.

Smoke in the designated areas or at least 10 meters from any entrance.

Professional Conduct:

Vendors and their employees will professionally conduct themselves at the Dundee Artisan Festival and will under no circumstances use foul language, yell, or otherwise cause a disturbance for any reason.

Social Media:

Vendor spotlights will be featured on the Vendor social media platforms. The festival committee may use images from vendors' social media to promote said vendor on all of the Dundee Artisan Festival social media platforms and on the Dundee Artisan website.

In considering permission to participate in the 2024 Dundee Artisan Festival, I have read the Agreement carefully and understand, accept and agree to comply with all its terms.

Signed this _____ day of _____, 2024.

Signature: _____

Print Name: _____

Signature of Parent/Guardian (for applicants under 18 years old):

Print Name: _____

