

CELEBRATE ORILLIA INC.

RULES AND REGULATIONS FOR VENDORS

FORM SUBMISSION

To qualify for a vending opportunity, applicants must complete the **official online vendor application form** and submit all required documentation through the online application system.

All applications must be submitted online. Paper or mailed applications will not be accepted.

Applications must be received **no later than June 1st**.

Submission of an application **does not guarantee acceptance or space at the event**. Acceptance in previous years does not guarantee acceptance in future events.

Celebrate Orillia Inc. reserves the right to approve or decline any vendor application at its sole discretion in order to maintain a balanced and appropriate vendor mix for the event.

For questions regarding vendor applications, please contact: vendors@orilliacanadaday.ca

PAYMENT POLICY

All vendor fees must be **paid in full at the time of booking**.

Vendor spaces will **not be held or reserved without full payment**.

Payment confirms your acceptance of the vendor rules and secures your participation in the event, subject to final approval by the event organizers.

Accepted payment methods include:

1. E-transfer (Interac transfer to fundraising@orilliacanadaday.ca will auto deposit)
2. Cheque made payable to 'Celebrate Orillia' (contact Vendor Coordinator or website for address)

Applications submitted without payment will **not be processed**.

REQUIRED DOCUMENTATION

The following documentation **must be submitted at the time of application**. Incomplete applications will not be considered.

1. Certificate of Insurance

All vendors must submit a **Certificate of Insurance at the time of application**.

The certificate must:

- Provide a **minimum of \$2,000,000 Commercial General Liability coverage**
- Name **Celebrate Orillia Inc. and the City of Orillia as Additional Insured**
- Be valid for the date of the event

2. Proof of insurance must be submitted with the application. No exceptions will be made.

Applications submitted without proof of insurance will **not be approved**.

3. Vendor Display Review Requirement (upon request)

To assist with event planning and maintain a high-quality marketplace experience, applicants must provide **one of the following with their application**:

- A **short video (approximately 2 minutes)** introducing the vendor and showing the booth setup and products intended for sale
- OR
- **Three (3) clear photographs** of the vendor display and products intended for sale

Only items approved through the application process may be sold at the event.

4. Signed Waiver and Release Form

All vendors and any staff working within the vendor space must complete and submit the **Participant Waiver, Release and Indemnity Form**.

5. Health Unit Requirements (Food Vendors Only)

Food vendors must obtain the required **Special Event Food Vendor Permit** from the **Simcoe Muskoka District Health Unit**.

A copy of the permit must be submitted prior to the event.

VENDOR SPACE ASSIGNMENT

Vendor booth locations will be **assigned by the event organizers**.

Vendors may **not select or reserve their own location**.

Assignments are determined based on event layout, vendor category, electrical requirements, and safety considerations.

Celebrate Orillia Inc. reserves the right to adjust vendor placement if required for event operations.

EVENT RULES AND COMPLIANCE

All vendors must comply with:

- Municipal bylaws
- Fire and safety regulations
- Simcoe Muskoka District Health Unit requirements
- All instructions from event organizers and volunteers

Vendors are responsible for maintaining a **safe, clean, and orderly booth space** throughout the event.

The sale of **illegal, counterfeit, unsafe, or inappropriate items is strictly prohibited**.

Event organizers reserve the right to require the removal of any product or display deemed unsuitable for a family-friendly public event.

RIGHT TO REMOVE VENDORS

Celebrate Orillia Inc. reserves the right to **remove any vendor from the event without refund** if:

- Required documentation is not provided
- Safety regulations are violated
- Unauthorized products are sold
- Vendor conduct is deemed inappropriate or disruptive

CONTACT INFORMATION

Celebrate Orillia Inc.

Email: vendors@orilliacanadaday.ca

Vendor Inquiries: vendors@orilliacanadaday.ca

Website: www.orilliacanadaday.ca

NO REFUND POLICY

All vendor fees are **non-refundable** once a vendor application has been approved and payment has been received.

Vendor fees will not be refunded in the event that a vendor is unable to attend, cancels their participation, arrives late, leaves early, or does not comply with event rules and regulations.

Celebrate Orillia Inc. reserves the right to make decisions regarding refunds at its sole discretion in exceptional circumstances.

EVENT CANCELLATION OR MODIFICATION

Celebrate Orillia Inc. reserves the right to modify, delay, relocate, suspend, or cancel the event, in whole or in part, if circumstances arise that are beyond the reasonable control of the organizers.

Such circumstances may include, but are not limited to:

- Severe weather conditions
- Public safety concerns
- Emergency services requirements
- Municipal or governmental orders
- Infrastructure or utility failures
- Any situation that may pose a risk to public safety or the successful operation of the event

In the event that the event must be modified, delayed, relocated, or cancelled due to such circumstances, Celebrate Orillia Inc. shall not be held responsible for any loss, damages, or expenses incurred by vendors.