



August 3, 4 & 5 2019

**Food Vendor Application Form**

(vendor referral form on back of this page)

**Lynn River Music & Arts Festival**

**P.O. Box 700, Port Dover, ON N0A 1N0**

P. 519.583.1314 F. 519.583.3275 E. [info@portdover.ca](mailto:info@portdover.ca)

Date Rec'd: \_\_\_\_\_ Insurance \_\_\_ Payment \_\_\_

Business Name: \_\_\_\_\_ Returning \_\_\_\_\_ New \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_ Booth # \_\_\_\_\_

List of Items to be sold (see conditions page)

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Booth 10' frontage x 10' depth (\$750)  Hydro 30 amp (\$20)  Water hook-up

Booth Fee \$ \_\_\_\_\_

Early Bird Reduction (\_\_\_\_\_) payment due on April 30 to be eligible for \$25.00 early bird reduction

Hydro Requested \$ \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

HST (13%) \$ \_\_\_\_\_

Total Fee Due \$ \_\_\_\_\_

**Cheques payable to: Lynn River Music and Arts Festival or send an email transfer to [info@portdover.ca](mailto:info@portdover.ca) (remember to include your business name in the comment section) or call to arrange Visa or MasterCard payment.**

**Insurance Requirements:** All Vendors must provide insurance as follows:

1. \$2,000,000 Bodily Injury & Property Damage – Inclusive
2. Additional Insured listed as:
  - Port Dover Board of Trade-Lynn River Music & Arts Festival, 19 Market St. W., Port Dover, ON N0A 1N0
  - The Corporation of Norfolk County, 50 Colborne Street, Simcoe, ON N3Y 4H3
3. Certificate of Insurance can be faxed to Port Dover Board of Trade at 519-583-3275

**Municipal Requirements (due 30 days before event):** Vendors selling consumable goods (food/drink) must complete the Norfolk County Special Event Vendor Permit and the Haldimand-Norfolk Health Unit Food Providers Application and return it with their application to Lynn River Festival, P.O. Box 700, Port Dover, ON N0A 1N0. Forms available on: [www.lynnriverfestival.com](http://www.lynnriverfestival.com) or <https://hnhu.org/forms/> or <http://www.norfolkcounty.ca/business/organizing-special-events/>

**By signing this application, the vendor certifies that they agree to all the conditions outlined within.**

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**Vendor Referral Form**  
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**We appreciate you promoting our festival to people you meet during the year. If you refer a new non-food vendor to us and they attend our event we'll send you a \$50.00 cheque. It's just our way of saying thanks for your support!**

**Here's how the program works:**

Complete this form or instruct your contacts to add "referred by (your name)" at the top of their application form

New vendors mean that they have not attended the festival in the prior two years.

If the same new non-food vendor is referred more than once – the application processed first will be identified as the referral agent (others will be notified of the duplication).

Business or Contact Name: \_\_\_\_\_

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**Festival facts:**

We are celebrating our 52<sup>nd</sup> season in Simcoe's spectacular downtown Parks during the August Civic Holiday weekend. Attendance is estimated at 30,000. Each day brings new activities in our Kidszone area and new performances on our 3 stages, and admission is FREE. The Main Stage presents great musical talent and a licensed refreshment area during the day and evening concerts. There is also an onsite Management team, ample parking and ATM's.

**Vendor Marketplace:**

This year we will more than double our investment in promoting our outdoor marketplace in radio, print and social media ads. There are approximately 100 vendors (craft, commercial & food); many return year after year, but we do have space for and welcome new vendors. Vendor hours of operation are 9 a.m. until 6 p.m. (Sat. and Sun.) and 9 a.m. until 4 p.m. (Mon.). Vendor perks include an early bird rate, listing on the website, a vendor referral bonus and automatic entry into a draw for \$100.00 off next year's fee.

**Application Process: (all forms also available on [www.lynnriverfestival.com](http://www.lynnriverfestival.com))**

1. Complete the vendor application and vendor safety requirement forms. Food vendors must also submit the Norfolk County Special Event Vendor Permit and the H-N Health Unit Special Event Food Provider Application **(30 days before event)**.
2. Send booth fee (cheque, money order, e-transfer) payable to **Lynn River Music and Arts Festival** or call to pay by Visa or Mastercard –payment required by June 1<sup>st</sup>. Payment is required to hold or assign booth space. Returning vendors have until May 15th to hold their space otherwise we will start assigning space to new vendors on a first come first served basis. No vendor fees will be refunded after June 15.

**Registration and Set Up Process:**

Use the checklist to make sure you have completed all steps; we will confirm your registration by phone or email.

- Completed and signed Lynn River Festival application form
- Attached/emailed/phoned booth fee payment
- Provided Certificate of Insurance (required by all vendors)
- Vendors bringing "consumable" products must complete a Norfolk County Special Event Permit and a Haldimand-Norfolk Health Unit Food Providers Application and return it with this application (30 days before event) There is no extra fee for these permits. Please take the time to read the application and submit documentation within stated deadlines to avoid disappointment.

Vendors cannot set up before Friday. The registration desk opens noon to 8pm on Fri. Aug. 2nd and 7am on Sat. Aug 3<sup>rd</sup>. Please check in at registration in the Information Tent in Wellington Park-50 Bonnie Drive before setting up your booth.

**(Please keep this information page in case you need to refer to it later)**



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## Expectations, Conditions & Code of Conduct

### Venue:

The festival is held in a municipally owned park. Changes to landscape occur (e.g. new gardens, trees) that are beyond our control. These changes may impact your booth location from year to year but we will attempt to give you the best space available. Night security is provided but you are ultimately responsible for your property. Our security is a deterrent, not a guarantee against any kind of mischief.

### Booth Operation:

Sales must be conducted within your rented area. Only products listed on your application are permitted for sale, no substitutions. **All vendors must leave their booth(s) intact until 4 p.m. on Monday afternoon.** This is a family event and we expect vendors to conduct themselves in a professional manner. Please speak with someone at the Information Tent if you have any questions or concerns. The person in charge of your area will be contacted to resolve the matter to the best of his/her ability. This decision will be final.

### Safety:

All booths must have a fire extinguisher-see attached *Norfolk County Vendor Safety Requirements Form*. Tents over 645 square feet also require a Norfolk County building permit and fire plan. You must supply safety mats to cover cords/water hoses and they must be secured safely to avoid tripping hazards. Extension cords must be grounded and CSA approved (30 amps) use a single cord (no connections) to run from source to your location. Vendors are responsible for maintaining a safe and clean site.

### Parking:

On-site parking subject to availability – only one vehicle may be parked behind your booth site parking information for additional vehicles will be provided in your registration package the park are not to be moved during the core hours of operation.

Off-  
Vehicles in

### Insurance:

All Vendors must provide Proof of Insurance. Please attach a Certificate of Insurance showing proof of Commercial General Liability as follows:

1. \$2,000,000 Bodily Injury & Property Damage – Inclusive
2. Additional Insured listed as:
  - Port Dover Board of Trade-Lynn River Music & Arts Festival, 19 Market St. W., Port Dover, ON N0A 1N0
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