



Policy re: Vendor/Concession Booths

**17th Annual Parry Sound Dragon Boat Festival
June 16, 2018
Waubuno Beach**

To ensure clarity, the following points identify our policy concerning concession booths and/or vendors at the Festival. The term “Vendors” refers to anyone responsible for any type of booth.

1. The Organizing Committee must approve all vendors/booths. Concessions will be awarded at the discretion of the Organizing Committee. The Committee’s decision will be final.
2. Vendor application must clearly describe the type of concession and be returned with a cheque to: **Parry Sound Dragon Boat Festival, c/o Agnes Wong, Box 244, Parry Sound, ON, P2A 2X4**. Make cheques payable to **Parry Sound Dragon Boat Festival**.
3. Vendor application and cheque must be received no later than **Friday, May 18th, 2018**. Upon receipt, the Committee will send a confirmation letter with your booth number and layout location.
4. All food concessions must comply with the North Bay Parry Sound District Health Unit regulations and display the necessary permit and provide the Festival with a copy before **June 1st, 2018**. (<http://www.powassansyrupfestival.ca/Downloads/eh-englishspecialeventandfarmersmarketapplicationform.pdf>)
5. It is the responsibility of all vendors to provide and set up their own tables, booths, and display units in the areas designated by the Organizing Committee within the timeframes identified. Electricity may be provided upon request. **Vendors are encouraged to supply their own generators.**
6. Non-refundable fees for participation are as follows:
 - **Commercial:** **\$85.00 (10x10)**
(\$45.00 for additional 10x10)
 - **Non-Profit booths:** **\$25.00 (10x10)**
(\$10.00 for additional 10x10)
 - **Commercial food concessions:** **\$170.00 (10x10)**
(\$85 for additional 10x10)
 - **Non-Profit food concessions:** **\$100.00 (10x10)**
(35.00 for additional 10x10)



7. The participation fee will be waived for those Non-Profit organizations donating 100% of proceeds to the Festival.
8. Vendors will have the option of setting up on Friday afternoon between **2:00 pm and 5:00 pm** or early Saturday morning (**before 7:30 am**). All vehicles **MUST** be out of the vendor area by **7:30 am** Saturday morning.
9. Vendors will be allowed to bring a vehicle **to the gate** for the purpose of replenishment. At all other times vehicles must be parked in the designated parking area. Vendors will be given a Parking Pass to display on their vehicle's front windshield, which will enable to identify the replenishment vehicle. The Parking Pass will be included in your confirmation package. Vendors are encouraged to provide a dolly for transportation of goods from the gate to your booth.
10. Vendors must be open and ready for business by **9:00 am** on Saturday morning. Takedowns can begin after the closing ceremonies are complete. All equipment/merchandise must be removed and area cleaned, no later than **11:00 am** on Sunday, June 17th.
11. **There will be no vehicles allowed to park on site after 7:30 am on Saturday, June 16th. Failure to comply will mean the vehicle will be towed at owner's expense.**
12. If you have any questions, contact Agnes Wong at (705) 375-0088 or winandbax@hotmail.com.
13. The Parry Sound Dragon Boat Festival Committee reserves the right to:
 - Limit the number of concessions selling the same product
 - Determine the placement of booths on the site

YOU MUST PROVIDE:

- ❖ Proof of insurance for the number of days you will be open for business or a copy of the signed Hold Harmless Waiver (photocopy and include with payment).
- ❖ Food Vendors: Must return North Bay Parry Sound District Health Unit Special Event Form and receive approval by June 1st, 2018.

DEADLINE FOR VENDOR APPLICATION – Friday, May 18th, 2018

Please mail completed Application Form, Proof of Insurance or Hold Harmless Waiver, and cheque to:

**Parry Sound Dragon Boat Festival
c/o Agnes Wong
Box 244, Parry Sound, ON, P2A 2X4**