

CALEDONIA



Caledonia Canada Day Committee

Craft Vendors Application Form

Friday, July 1, 2022

Please carefully read the contract below. Signing below constitutes a binding legal agreement between the applicant and the Caledonia Canada Day Committee, hereafter referred to as the 'vendor' and the 'committee,' respectively.

1) *Application process:* **a)** All **RETURNING** Vendors will submit completed application form and signed contract **WITH** payment to the committee on or before 12 o'clock noon, May 1, 2022. All **NEW** Vendors will submit completed application form and signed contract **WITH** payment to the committee on or before 12 o'clock noon, June 1, 2022. Failure to complete section a) of the *application process* will result in dismissal of vendors application. All documentation to be sent by email to vendors@caledoniacanaday.ca. Participation in our event is not secured with out **BOTH** application and payment submitted at the same time.

2) *Payment Schedule:* **a)** A fee of \$100.00 is due in full with completed application by dates as previously stated above. **b)** Access to a 120v electrical supply is available for additional \$25 fee. **c)** Fees will not be refunded after 12 o'clock Noon, June 1, 2022. Prior to June 1, 25% of total payment will be refunded upon submission of a letter to the committee outlining the intent of the vendor to cancel their agreement with the committee. Payment to be made by EMT (preferred method), cash or cheque. All cheques should be made payable to 'Caledonia Canada Day.' Payment can be made in person at the offices of the Caledonia Fair 151 Caithness Street East, Caledonia, ON. Via e-transfer to vendors@caledoniacanaday.ca, or mailed to 151 Caithness Street East, Caledonia, ON, N3W 1C2.

3) *Details of Space:* Each Vendors space will measure 15 feet frontage by 10 feet depth, or 10 feet depth by 15 feet frontage. Vendor spaces are located on the Caledonia Fairgrounds on grass. Spots are reserved by the Vendors Chair and the Caledonia Canada Day Committee. Location is determined solely by the committee. Size of space subject to change with prior notice. Vendors are responsible to provide their own tent, tables and chairs. Attempts will be made to meet requests to be placed next to another known Vendor, however they are not guaranteed (this does not apply to requests for electricity)

4) *Set Up:* **a)** Set up hours are from 7am - 10 am on July 1. All Vendors must be set up and open to public by 10 am. **b)** Vehicles must be moved to Vendors parking area (see attached map) prior to 10 am. Any Vendor attempting to access the fairgrounds after 10 am for set up will only be granted access by CARRYING their items onto the fairgrounds. Due to the safety of our visitors, guests, and volunteers this will be adhered to.

5) *Operating Hours:* All Vendors are required to be open to public from 10 am until at least 4 pm. Vendors are not permitted to tear down or remove any articles from the grounds prior to 4pm. Vendors who wish to remain open later than 4 pm are welcome to stay as late as 10 pm. Any Vendor that attempts to leave prior to 4 pm will only be able to remove their products off the fairgrounds by CARRYING their items out- NO VEHICLE will be allowed on the fairgrounds prior to 4 pm.

6) *Tear Down*: Vendors may begin tearing down after 4 pm. No tear down is permitted prior to 4 pm. Vendors who break this section of the agreement will not be permitted to submit application to the committee for future events. Vehicles will not be allowed onto the grounds until 4 pm. All vehicles must be promptly removed from the grounds after tear down is completed. Drivers of vehicles found on the grounds prior to receiving tear-down permission from Craft Vendor's Chair may be prosecuted by on-site OPP officers. Vehicles will be carefully directed to their location by volunteers of the committee and escorted out as well to preserve the safety of guests, visitors and volunteers.

7) *Other Stipulations*: a) Each Vendor is responsible for cleaning up their site at the time of tear down. Garbage is to be collected and properly disposed of in the proper waste receptacles on site. b) Canada Day events are rain or shine. Vendor is required to attend event regardless of the conditions of weather. Any Vendor that does not show up on the day of the event will not be refunded their fees, nor be allowed to participate in future events. Anyone not leaving their area in the same condition as found will not be asked to return. Vendors keep in mind that it is also your responsibility to remain professional and respectful of yourself, products, guests, other Vendors and Volunteers. Every endeavour will be taken to meet your requests, please make any requests known to the Vendors Chairperson **PRIOR** to the event, not on the day of the event. Any Vendor that does not follow the rules as listed will not be asked to return.

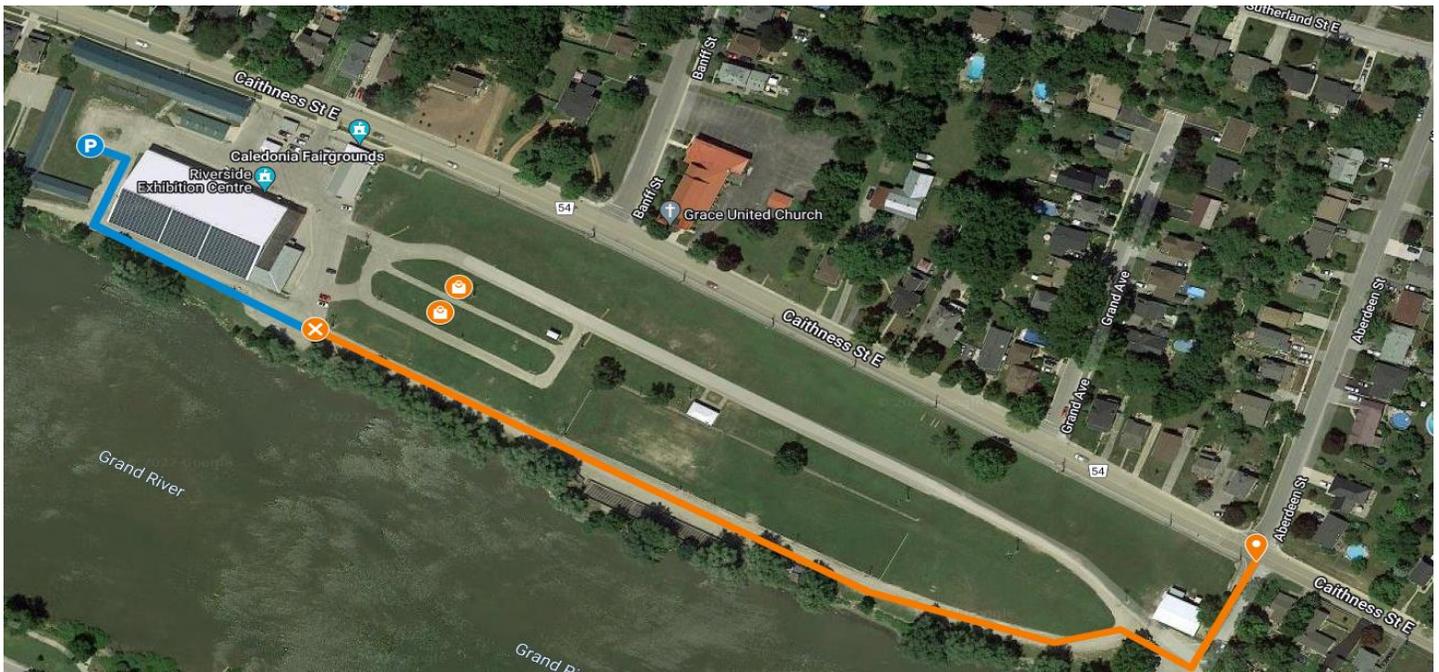
8) *Hold Harmless*: Vendor shall defend, indemnify and hold the committee, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the committee.

Green Marker- enter the Fairgrounds from Aberdeen Street here.

Orange Line- drive slowly along this route, stopping at the orange X until a volunteer escorts you to your space.

Teal Line- drive slowly along this route to the vendor parking area in the cattle ring.

Orange Shopping Bags- This is the area vendor spaces are located.



I, the undersigned, confirm that I am an official representative of _____. I agree to follow and adhere to the above agreement with the committee. As Vendor, I understand that this contract is a legally binding agreement.

Signature of Vendor

Date

Please keep a copy of this contract on file for your organization.

Application Form

Name of Business/Organization:

Contact Name:

Address: _____

Postal Code: _____ Contact Phone: _____

Business Phone: _____

Email Address: _____

Please specify the type of product that you would like to sell (You will be permitted to sell ONLY what is listed on this form):
(Note: every endeavour will be made to not have vendors selling duplicate products, there will only be one DS Vendor of each company allowed to participate)

I require access to electricity: 120V Please specify what electrical equipment you would like to use:

Please ensure you have attached the following to this application:

- Signed Contract Payment (\$100 fee, plus hydro fee \$25 if applicable)

You will receive an email from the Vendors chair if your application is approved.

Contact Info: Vendors Chair: vendors@caledoniacanaday.ca

Caledonia Canada Day Electrical Safety Guidelines

To be circulated to all vendors

Carnivals, festivals and traveling shows have specific electrical safety requirements.

Electrical safety tips for celebrations large or small

Whether you're powering a public address system for speeches and music, setting up a large event tent, plugging in twinkle lights or using portable heaters after the sun sets, following these electrical safety tips will help you avoid an unfortunate accident that could otherwise spoil the fun.

Event tents and decorations

Before moving and setting up a tent, always look up and look out for powerlines first!

Remember, you don't have to touch the powerline to get a severe shock, burn or be electrocuted. Even coming too close could cause electricity to jump or 'arc' through the air to the tent pole or other equipment and seriously injure or even kill you.

When using a ladder to put up decorations, banners or lights always look up first for powerlines. Carry your ladder horizontally as you move around the yard or event location.

Stay at least three metres away from all powerlines that run along the street and at least one metre from the wires that run from your house to the electricity system.

Portable generators

Size matters when it comes to portable generators – choose one that meets the needs of the equipment you want to power up.

An ESA inspection is not required for the type of generators that allow you to plug electrical equipment directly into outlets located on the generator.

But generators larger than 12 kilowatts or 240 volts do require an electrical permit and ESA inspection. Call 1-877-ESA-SAFE (372-7233) at least a week in advance of your event.

Water and electricity don't mix! Set up your portable generator in a dry, well-ventilated area outdoors.

Generators produce poisonous carbon monoxide gas. Keep the generator away from your event tent, and also away from open doors, windows and vents of the house or other nearby buildings.

Gasoline and its vapors are extremely flammable. Allow the generator engine to cool at least two minutes before refueling and always use fresh gasoline.

Extension cords

Choose the right extension cord for the job – use three-prong (grounded) cords rated for outdoor use.

Plug in safely – plug your extension cords into an outlet that's protected by a Ground Fault Circuit Interrupter (GFCI) to prevent shocks. You can buy portable GFCI protected outdoor power bars at most home improvement retailers.

Extension cords are rated to deliver a specific amount of power – make sure the one you choose is rated for the amount of power your equipment needs.

Don't coil the cords – coiled extension cords can become very hot and potentially cause a fire.

Remember to secure cords to the ground to prevent tripping hazards or damage to the cord.

Look for the product certification mark on extension cords to make sure they've been safety tested approved for use in Ontario.

Outdoor heat and light

If you're using lights and heaters inside an event tent, remember to make sure they're kept well away from the tent fabric to avoid a fire – check the manufacturer's instructions for specific requirements.

Remember to choose products that are approved for where you're planning to use them – indoors, outdoors or wet locations.

Look for the product certification mark on lighting and heaters to make sure they've been safety tested and approved for use in Ontario.

By signing below, vendor acknowledges receipt of these Electrical Safety Guidelines and understands that they may be inspected by the Electrical Safety Authority during their participation in this festival.

Signature of Vendor

_____,2022
Date