



## RULES AND REGULATIONS

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1. The application Deadline for returning vendors is May 1, 2019
2. The base reservation fee must accompany your application form. If you are sending your form in early, please post-date your cheque for April 1, 2019. **No other post-dated cheques will be accepted.**
3. The vendor shall pay a \$45 service charge for any NSF cheque.
4. Acceptance or rejections of applicants are the sole discretion of the committee. Cheques will be cashed only after a booth has been assigned. A receipt will be mailed to you at that time. Do not assume you have a booth until you have received your confirmation receipt.
5. Registering is necessary to receive your booth number and location. On occasion adjustments need to be made after brochure print time to accommodate unforeseen circumstance. Please do not ask to change locations – every effort has been made to keep similar vendors apart.
6. The registration desk is located at the back of the Arena just inside the large roll up door.
7. Any vendor not set up by 7:30am will be reassigned at the Festivals discretion without compensation.
8. In the event that you must cancel your agreement to participate after your cheque has been cashed, no refund will be given in the six weeks prior to the festival.
9. All vendor display components and products must stay within your assigned space. Nothing may protrude beyond the 8' depth or behind the curtained division in the arena. **\*\*Please note, no pins are to be used on the curtains in your space.**
10. At the end of the day it is each vendors responsibility to tabulate your sales and remit 10% + HST (on the 10%) to the registration/information desk **no earlier than 4:00PM.**
11. Vehicles are not permitted near the back part of the arena at take down time until it is safe to do so.
12. It is the vendors responsibility to remit all applicable taxes on their sales to the government

13. It is recommended that exhibitors have a minimum \$2 Million liability insurance. You may also want to consider property insurance to cover your valuable product.
14. The vendor shall comply with all rules and regulations including any and all Health, Municipal and Provincial Fire & Hydro requirements which apply to the vendors use of the facilities of the event (including the collection and remittance of all applicable taxes).
15. The space rented by the vendor shall not be sublet, transferred or leased but should you be unable to participate, notify the committee so they can accommodate the next vendor on the waiting list.
16. The Festival reserves the right to remove any items deemed obscene, suggestive or in bad taste, or unsuitable for a family show.
17. Chairs and tables are not provided. Tables can be rented for a fee at the time of your application.
18. Due to asphalt on the outside parking lot, vendors are not able to drill into the pavement. Vendors should come prepared with sand or water bags to anchor their tent.
19. Overnight Security is provided however we will not be held liable for any loss
20. **Vendors are responsible for cleaning up their booth spaces & removing all garbage. This includes breaking down any cardboard.**
21. Parking is available for vendors on Saturday in the fenced ball diamond directly beside the arena.
22. A Vendor Washroom is available. You can obtain a key from the registration/information desk
23. This is a quality craft show, **handmade Canadian crafts** are preferred, purchased components may be used to complete crafts. A limited number of handmade international arts and crafts vendors may be accepted.
24. For everyone's benefit & customer's convenience, an Instant Teller will be brought into the arena for the day. It will be located in the front entrance of the arena.
25. Please remember that this festival is run by volunteers to benefit the community and your businesses. Please interact in a respectful way with them.
26. The Festival has the right to amend these rules when necessary in the general interest of the event.

#### SET UP TIMES & SHOW HOURS

SET UP:           Friday September 27th   Noon – 8:00pm  
                       Saturday September 28<sup>th</sup>   6:00am – 7:30am

SHOW HOURS:   Saturday, September 28<sup>th</sup>   7:30am – 4:00pm

TAKE DOWN:    Saturday, September 28<sup>th</sup>   4:00pm – 5:30pm

All vendors must be completely set up & open for business at 7:30am sharp on Saturday morning. Early take downs are not allowed and will mean exclusion from future shows.