



WELLESLEY APPLE BUTTER & CHEESE FESTIVAL 2022 VENDOR APPLICATION FORM / SEPTEMBER 24TH 2022

APPLICANTS FIRST & LAST NAME	COMPANY NAME	
MAILING ADDRESS		
BUSINESS PHONE	CELL PHONE	HOME PHONE
EMAIL	WEBSITE	

ARTS AND CRAFT PRODUCT CATEGORY (check box to left)

<input type="checkbox"/>	Candles	<input type="checkbox"/>	Ceramic	<input type="checkbox"/>	Clothing/Hats/Mitts/Scarves/Belts	<input type="checkbox"/>	Fabric	<input type="checkbox"/>	Glass
<input type="checkbox"/>	Jewelry	<input type="checkbox"/>	Wood	<input type="checkbox"/>	Health/Body	<input type="checkbox"/>	Décor	<input type="checkbox"/>	Other - specify

Hydro is very limited this year and priority is being given to food vendors

Product List/Description/Price – add a separate page if required

FOOD PRODUCT CATEGORY (check box to left)

<input type="checkbox"/>	Baked Goods	<input type="checkbox"/>	Pickled/Condiments	<input type="checkbox"/>	Candy/Snacks	<input type="checkbox"/>	Fresh Produce	<input type="checkbox"/>	Beverage
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<input type="checkbox"/>	Food Truck or Trailer – specify length and side(s) of service
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<input type="checkbox"/>	Food Tent
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<input type="checkbox"/>	Other – please specify
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<input type="checkbox"/>	Hydro - please specify
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Product List/Description/Price – add a separate page if required

ACCEPTANCE CRITERIA

- Juried - handmade locally by vendor, handmade in Canada by vendor, limited fair trade
- No buy and resell products/businesses
- Minimum of 2 Million in Liability Insurance

APPLICATION SUPPORTING MATERIAL

Your application must include the following items in order for it to be considered complete. Incomplete applications may not be considered.

- **All 3 pages of the Vendor Application**, with all sections completed.
- **Photos** - 3 or 4 Photos – 1 must include your booth display. If you did not attend the show in 2019, photos are required. New products from returning vendors must submit photos.
- **List, description and price range of products.** You may be asked to remove products from your booth not listed on your application. Add a separate page if needed.
- **A cheque made payable to “Wellesley Apple Butter and Cheese Festival”** in the amount for the booth(s) including tax you hope to be approved for. Your cheque will only be cashed if you have been accepted. Submitting an application does not guarantee acceptance.
- **Region of Waterloo Public Health “Special Event Form”** – food vendors only
<https://forms.regionofwaterloo.ca/Public-Health/Special-Event-Form-for-Food-Vendors>
- **Liability Insurance** portion of this application (located below) is completed.

LIABILITY INSURANCE

Exhibitors must provide a Certificate of Insurance for no less than \$2 Million Commercial General Liability Insurance (CGL). The Certificate of Insurance required from your agent must list as “Additionally Insured the *Wellesley Apple Butter and Cheese Festival and The Corporation of The Township of Wellesley*, 4639 Lobsinger Line, St Clements ON N0B 2M0 for the dates of September 23rd (set up day) and 24th (Festival day)”. Your certificate of Insurance must be received with your application OR two weeks after you receive your acceptance email. This certificate is required for you to participate. It can be mailed to the address below or emailed to wellesleyabcvendors@gmail.com with ‘Certificate of Liability Insurance’ in the subject line.

Please check the box left of the insurance situation that applies to you.

<input type="checkbox"/>	I have a current policy covering this date & my Certificate of Insurance is attached
<input type="checkbox"/>	I will send proof of insurance if I am accepted

BOOTH SELECTION & FEES

The safety of our valued vendors and visitors is a top priority. As a result all vendor spaces for the 2022 festival will be outside. Food trucks and vendors will be set up behind the arena and in our upper baseball diamond with added space between booths for social distancing. It is our hope that in 2023 we can offer vendor placement indoors again.

Exhibitor fees consist of two payments. A base reservation fee listed in the table below and 10% of your sales. The 10% of sales is to be paid at the end of the Festival day at the same location you registered upon arrival before setting up Both are subject to 13% HST as is required by law.

Tables and chairs are NOT available, please bring your own.

Location	Booth Size	# of Spaces	Booth Total
Outside	10'W x 12'D	_____x \$67.80 each (\$60+\$7.80HST=\$67.80)	\$

Make cheques payable to “Wellesley Apple Butter & Cheese Festival”

PUBLIC HEALTH REGULATIONS AND VENDOR AWARENESS

For a while now we have worked our muscles in being flexible to last minute change. Public Health will be providing guidance on public health measures prior to our festival. Continue to be aware that Provincial Regulations can change at any time, and it is possible we may have to either reduce capacity limits or cancel the event as per provincial regulations or festival executive directive. Considering this, The Wellesley Apple Butter and Cheese Festival including all its executive committee members and operating volunteers are not responsible and will not reimburse vendors for products that have been purchased for the event in case of cancellation or limited attendance. Keep in mind that vendors and their helpers

may be required to be fully vaccinated to participate. *Be assured in the event the festival is cancelled, vendor fees that have been paid will be reimbursed.* Vendor fees will not be reimbursed if the Wellesley Apple Butter & Cheese Festival is held and you cancel your participation due to but not limited to the event operating at a reduced capacity, reduced activities, a vaccination requirement, and/or no sampling of vendor food products. Additionally, please refer to our vendor agreement below.

VENDOR AGREEMENT

1. 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, 2020. **No other post-dated cheques will be accepted.**
2. The vendor shall pay a \$50 service charge for any NSF cheque.
3. **INSURANCE REQUIREMENTS** - Exhibitors must provide a Certificate of Insurance of no less than \$2 Million Commercial General Liability Insurance (CGL). The Certificate of Insurance required from your agent must list as "Additionally Insured the Wellesley Apple Butter and Cheese Festival and The Corporation of The Township of Wellesley, 4639 Lobsinger Line, St Clements ON N0B 2M0 for the dates of September 23rd (set up day) and 24th (Festival day)". Your certificate of Insurance must be received with your application OR two weeks after you receive your acceptance email. This certificate is required for you to participate. It can be mailed to the address below or emailed to wellesleyabcvendors@gmail.com with 'Certificate of Liability Insurance' in the subject line.
4. Acceptance or rejections of applicants are the sole discretion of the committee. Cheques will be cashed only after a booth has been assigned. **NEW!!** Acceptances will be sent via email coming from wellesleyabcvendors@gmail.com Submitting an application does not guarantee acceptance.
5. **REFUND POLICY** - 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.
6. It is the vendors responsibility to remit all applicable taxes on their sales to the government
7. The vendor shall be aware and up to date and comply with all rules and regulations including any and all Health, Municipal and Provincial Fire & Hydro, Electrical Safety Authority requirements which apply to the vendors use of the facilities of the event and their product.
8. 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.
9. Your entire display must stay within your assigned booth space. Access in and out of your booth must be included within the dimensions of your booth.
10. The Festival reserves the right to remove any items deemed obscene, suggestive or in bad taste, or unsuitable for a family show.
11. Vendors located on asphalt or gravel must weigh their tent down (staking is not permitted). Vendors located on grass must stake and/or weigh their tent down.
12. Overnight Security is provided however we will not be held liable for any loss or damage.
13. Please remember that this festival is run by volunteers to benefit the community and your businesses. Please interact in a respectful way with them. All vendor placement is at the sole discretion of the volunteer committee.
14. The Festival has the right to amend these rules when necessary in the general interest of the event.

HOLD HARMLESS AGREEMENT – The applicant agrees to indemnify and hold harmless The Wellesley Apple Butter and Cheese Festival volunteers, committees and board of executives at all times from any claim of any nature of any kind whatsoever in law, equity or otherwise arising out of or indirectly resulting from the construction, operation or maintenance of the applicants operation at The Wellesley Apple Butter and Cheese Festival.

Mail your 3 page application with supporting documentation to:

Wellesley Apple Butter & Cheese Festival
ATTENTION: Volunteer Vendor Committee
P.O. Box 298
Wellesley, ON N0B 2T0

Your signature indicates agreement and understanding of the above Agreements

Signature _____ Date _____