



**WELLESLEY APPLE BUTTER & CHEESE FESTIVAL
2024 VENDOR APPLICATION FORM / SEPTEMBER 28TH 2024
Application Deadline June 1, 2024**

CONTACT INFORMATION (Please Print)

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
Product List/Description/Price – add a separate page if required				
HYDRO ___ Yes / ___ No				

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
<input type="checkbox"/> Food Truck or Trailer – specify length and side(s) of service				
<input type="checkbox"/> Food Tent				
<input type="checkbox"/> Other – Please Specify				
Product List/Description/Price – add a separate page if required				
HYDRO ___ Yes / ___ No				
List specific & specialty needs: Safety comes first when positioning food trucks and trailers – be prepared and bring an extension cord which requires to be installed using all safety precautions (eg. Drop Over Cable and Hose Protector Ramps)				

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 (**Township standard certificate must be used – refer to attachment**)

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 2023, 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 “Township of Wellesley c/o Wellesley ABC”** in the amount for the booth(s) and table(s) including tax you hope to be approved for. Your cheque will only be cashed if you have been accepted. Applying does not guarantee acceptance.
- E-transfer is also available as a method of payment. Details will be provided once accepted.
- **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 Corporation of The Township of Wellesley, 4639 Lobsinger Line, St Clements ON N0B 2M0** for the dates of September 27th (set up day) and 28th (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. The Township and ABC Festival Certificate must be used as it outlines the required coverages needed for certain operations.

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

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 Arena Information table. Both are subject to 13% HST as is required by law.

Chairs are not available, please bring your own. We order rented tables for your convenience.

Location	Booth Size	# of Spaces	Booth Total	# of Tables (4',6',8') \$13.28+\$1.72HST=\$15.00	Table Total	Final Total
Inside Arena	10'Wx8'D	_____ x \$79.10 each (\$70+\$9.10HST=\$79.10)	\$	_____ X4' @ \$15.00 each _____ X6' @ \$15.00 each _____ X8' @ \$15.00 each	\$	\$
Outside Arena	12'Wx10'D	_____ x \$67.80 each (\$60+\$7.80HST=\$67.80)	\$	_____ X4' @ \$15.00 each _____ X6' @ \$15.00 each _____ X8' @ \$15.00 each	\$	\$

Make cheques payable to “Township of Wellesley c/o Wellesley ABC” CHEQUE TOTAL \$ _____
OR if E-transfer preferred check here _____. (Details will be provided on acceptance)

VENDOR AGREEMENT

1. If you are sending your form in early and paying by cheque, please post-date your cheque for April 1, 2024. **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 Corporation of The Township of Wellesley, 4639 Lobsinger Line, St Clements ON N0B 2M0* for the dates of September 27th (set up day) and 28th (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. The Township and ABC Festival Certificate must be used as it outlines the required coverages needed for certain operations**
4. Acceptance or rejection of applicants is 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 Applying 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 at the sole discretion of the ABC festival or the Township of Wellesley
11. 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. Tent security is the responsibility of the vender.
12. Overnight Security is provided however we will not be held liable for any loss, stolen or damage to tents, tables, goods or any other personal items.
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 before during or after the event.

HOLD HARMLESS AGREEMENT – The applicant agrees to defend, indemnify and hold harmless The Wellesley Apple Butter and Cheese Festival volunteers, and the corporation of the township of Wellesley, 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.

I agree and accept all terms within this agreement and have been given the opportunity to review with legal council and certify that I accept and will comply with such terms and conditions as outlines in this agreement . I also certify that I am over the age of 18 years and of sound mind to enter into such agreement.

Mail your 4-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 _____