



Nobleton **VICTORIA DAY**

PRESENTED BY

Tim Hortons

Monday May 18, 2020

Victoria Day Fair

May 18, 2020
Nobleton Arena – 15 Old King Road

Vendor Information Package

Calling all Vendors, Artisans and Crafters

The Township of King is excited to announce plans are well underway for the Victoria Day Fair 2020. We hope you will join us.

To ensure there is a lot to see and do at the Fair, we are inviting a wide variety of artisans, crafters, and vendors to join us for the day. What a great way to interact with potential customers on a beautiful spring day! Expected attendance at this event is well over 2000 throughout the day. Each vendor space is a 10x10 foot space for \$100 (\$35 for charitable/non-profit), vendors will receive a 10x10 area to showcase and sell their food or products. Vendors will be responsible for bringing their own tent table and chairs (tent no bigger than 10X10). Please note the Township of King does not give exclusivity to any vendors.

Benefits of Participating

- Unique event marketing opportunity to showcase your business and/or talents
- Name and/or logo listed on the Victoria Day Fair event page
- Personal interaction with event guests & attendees – introduce yourself to potential customers
- Advertising and media exposure where available

Supplied to vendors

- One 10x10' vending area

Vendor Responsibilities

- Set up time is **8am-11am**. All cars must be removed from the event grounds at 11am (late arrivals will not be admitted). Tear down will take place **after 4:00 pm**. Vendors may start selling items to the public when the event opens at 12pm.
- **All vendors are expected to provide their own chairs, tables and tent**
- All vendors selling food must complete a copy of the Vendors Application form from York Region Public Health.
- Prices should be fair market value. Cooperation, not competition, is encouraged at our event.
- Maintaining a clean and tidy area throughout the day – leaving a clean area at the end of the day
- Hold proper liability insurance in the amount of five million dollars (\$5,000,000) naming The Township of King as the “additional insured party”.

Vendor Registration Form 2020

(If you are under 18 years of age, parental/guardian permission is required)

Thank you for your interest in being a vendor at the Victoria Day Fair. Kindly take a few minutes to complete the Vendor Registration Form. We will advise you where your area will be located and other logistical details closer to the event date.

Contact Information:

Contact Name: _____ Business Name: _____
Address: _____
Town: _____ Postal Code: _____
Phone Number: _____ Alternate Phone: _____
Email: _____ Best time to contact you: _____

Category: (circle most applicable) Business/For-Profit Non-Profit / Charitable

I will be selling: _____

Payment:

Vendors must pay \$100 (\$35 Non-Profit/Charitable) for a 10'X10' vending area (If you require more space please contact the event coordinator for set up details – additional fees may be required for larger booths)

****Table and Chair Rentals: Please add \$10 for an 8' table and \$2/chair - Please indicate if you need to rent tables or chairs and specify the amount**** _____

Total Amount Owed: _____

**** Cheques must be made payable to****

**Attn: Coordinator – Special Events & Marketing
Township of King
2585 King Road
King City, ON
L7B 1A1**

The personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (28-2) and will be solely used for Victoria Day Fair Event operational and promotional activities. Any questions regarding the collection, use or disclosure of information should be forwarded to the Clerks Department at the Township of King, 2585 King Rd / King City, ON / L7B 1A1 / 905 833 5321.

Vendor Agreement/Release and Waiver Form
ATTENTION: PLEASE READ THE FOLLOWING CAREFULLY
(If you are under 18 years of age, a parent/guardian signature is required)

I, by signing below, in participating in the Victoria Day Fair, and in consideration of the organizing stakeholders and the Township of King (the "Township") allowing me to participate in this event and related activities, fully understand and agree to the following:

1. I will not be considered to be an employee or independent contractor.
2. No fee, payment, salary, wage or employee benefits (such as accident, disability, medical, dental or other insurance coverage) whatsoever will be paid to me and I will not be covered by Workplace Safety Insurance Board coverage.
3. I acknowledge that vendor activities may involve certain elements of risk or the chance of an accident and I hereby release the event stakeholders, the Town and its elected officials, officers, employees and agents and their respective successors, assigns, heirs, and executors from all claims for loss, damage, or injury, except for that which is caused solely by the negligence of the Township, its employees, or its agents.
4. I will abide by all applicable Victoria Day Fair policies and rules as may be amended from time to time and will follow all instructions of the appropriate event management staff in carrying out activities.
5. I will not use facilities, equipment and property without the approval of an event management staff.
6. I will not use facilities, equipment and property owned or rented by Victoria Day Fair organizers or by the Township for personal purposes.
7. I will immediately notify the appropriate event management staff of any incident that involves property damage or personal injury to myself or any other person during my participation in event activities.
8. I hereby give my permission to the Township of King and Victoria Day Fair Stakeholders for the use of my picture, taken by a photographer employed by or volunteering for Victoria Day Fair in any promotional material including advertising, brochures, publications, website, video productions and other uses.
9. I waive the right to any fee or compensation for either the photographic setting or the use or reproduction of any resulting photographs.
10. I understand that these materials may be used by the event stakeholders or its agents, sponsors or partners.
11. I understand that I must hold proper liability insurance in the amount of five million dollars (\$5,000,000) naming The Township of King as the "additional insured party", as a term of participation. Proof of insurance documents must be submitted at the time of vendor payment.

By signing this form:

- I acknowledge that I have read and understood the preceding conditions, release, and waiver; and
- I agree to the preceding conditions, release, and waiver.

If the volunteer is under the age of 18, by signing this form as a parent or guardian:

- I acknowledge that I have read and understood the preceding conditions, release, and waiver; and
- I agree to the preceding conditions, release, and waiver as they apply to my child.
- I have given permission for my child to participate as a volunteer in the event listed above.

Print Name: _____

Signature of Vendor: _____ **Date:** _____

For Vendors aged 14 to 17 years:

Print Name: _____

Signature of Parent/Guardian: _____ **Date:** _____

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