

Sidelaunch Days are coming!

**GOT LOTS
TO SELL
THIS
SUMMER?**

Collingwood's Annual Harbour Festival August 12 & 13, 2017

2 DAYS OF FAMILY FUN

- SUP Races & Demos
- Free Canoe & Kayak Trials
- Free Sailing Trials
- Eats, Treats & Art Promenade
- Kids Craft Centre
- Boat Parade of Lights
- Kites over Collingwood



ACCEPTING VENDOR APPLICATIONS NOW!

- 2-Day fun-filled event designed to attract the whole family
- 10' x 10' space on the Promenade starts at just \$100!
- Download your Vendor Application at www.SidelaunchDays.ca
- Closing Date for Applications June 30, 2017
- Contact
705.445.8441 x 7420 or
DoBusiness@Collingwood.ca



SIDELAUNCH DAYS™
COLLINGWOOD HARBOUR FESTIVAL

WWW.SIDELAUNCHDAYS.CA

SIDELAUNCH DAYS & Design is a trademark of the Town of Collingwood.

Vendor's Information Package

We are excited to be hosting Collingwood's 3rd annual harbour festival! Welcome and thank you for your interest in **SIDELAUNCH DAYS!** This is a two-day, multi-venue, family event celebrating the joy of being in, on, and around the water while commemorating the unique shipbuilding heritage of Collingwood. Activities span arts, culture, sport, and recreation and include live music, local culinary fare, water sport trials, children's activities and historic walking tours. We do anticipate that we will sell out quickly, so please get your applications and payment in promptly!

There is already an extensive amount of marketing happening for this event, through the website, social media, radio spots, posters, magazines and newspapers. We expect this upcoming event to be the talk of the region long before and long after! We hope you will join us and showcase your product(s) at the event of the season!

Vendors will be located on the Waterfront Promenade at the north end of Hurontario Street, directly west of the Launch Basin docks.

- MERCHANDISE VENDOR: \$150 + HST (\$19.50) = \$169.50
- FOOD VENDOR \$200 + HST (\$26.00) = \$226.00
- GROUP BOOKINGS OF 6 OR MORE MERCHANDISE VENDORS: \$100 + HST (\$13.00) = \$113.00
- There is a additional charge of \$50 if hydro is required (15amp and only available on the street – not the Promenade)
- All booth spaces are 10' x 10' and include 1 table and 1 chair
- There is no water on site
- Limited supply of tents available to rent on a first come, first serve basis.
- Hours of operation 10am (Set-up 8.00am daily) to 4pm, Saturday 12th August, Sunday 13th August. (Tear-down 4pm daily).
- Spaces are limited. Vendors will be accepted on the basis of themed merchandise & locality.
- If your application is successful, you will be notified by telephone or email. Set-up and tear-down information is attached.
- Exhibitors must be in compliance with all municipal, provincial and federal regulations.
- Vendors are required to be open by 10am and remain fully set-up until 4pm of each day.
- No booths or exhibits will be permitted to interfere with the use of other exhibits or impede access to them.
- Each Vendor is expected to carry full insurance for the entire event, including set-up and teardown. Proof of such liability insurance as may be requested by the Town of Collingwood.
- It is the responsibility of each Vendor to secure personal and booth belongings during the entire event.
- Payment must be received in full at time of registration to secure space. No refunds will be issued.
- The TOWN OF COLLINGWOOD or management shall not be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- The TOWN OF COLLINGWOOD Manager, or designate, shall have the right to approve or disapprove any signs, decorations, or displays in the Vendor's space and to request changes or removal.
- Canopies, tents, umbrellas, etc. must be anchored by weights to insure the safety of the public, as well as compliance with the fire and safety standards.
- Prepared Food Vendors must display their Simcoe County Health Unit approval certificate.
- Any Vendor who contravenes any of the provisions of these Guidelines and Regulations is subject to the cancellation of their permit without refund.

All cheques are payable to "TOWN OF COLLINGWOOD".

Payment or completed payment information must accompany the completed application form.

Successful applicants will be notified by telephone or by email if selected. Your payment will then be processed.

If you are NOT selected as a Vendor you will receive a written notification, together with your payment and supporting documents returned to you by mail.

Note: Vendors cooking/frying/preparing/utilizing any type of heating element or open flame, must be in compliance with fire and safety regulations.

A reminder that merchandise should be heritage/harbour themed. Would you like to make any additional comments that will assist us in understanding your product and making an informed decision in our selection of vendors?

I am paying by **(Circle one)** CASH CREDIT CARD CHEQUE

If paying by credit card, please complete below:

Credit Card Type (circle one) VISA MASTERCARD EXPIRY DATE _____ / _____ (M/Y)

Card # _____ CCV (3-digit on the back) _____

I confirm I authorise \$ _____ to be charged **SIGNED** _____

NAME OF AUTHORISED CARDHOLDER _____

I, the undersigned, acknowledge that I have read and understand the attached guidelines and regulations governing Vendors participating at Sidelaunch Day's, Collingwood, August 12th and August 13th, 2017. and do hereby agree to abide in good faith with the management of the **TOWN OF COLLINGWOOD** and to co-operate with the other vendors.

Having paid the appropriate space fees, and having read and understood the rules and regulations thoroughly, I hereby agree to comply fully with these and all other Federal, Provincial and Municipal rules and regulations that apply. I may forfeit my right to exhibit at Sidelaunch Days if am found to be in non-compliance.

Signature of Vendor _____
Date

This form must be completed in full and submitted by midnight, 30th June 2017.

Please return either by fax to 705-445-2448 or email: kclegg@collingwood.ca or by mail to: Town of Collingwood, Business Development Centre, Attention: Ms. K. Clegg, 105 Hurontario Street, P O Box 157, Collingwood, ON, L9Y 3Z4

FOR OFFICE USE ONLY

APPROVED/NOT APPROVED

Signature of PRC Manager _____
Date



TOWN OF COLLINGWOOD
Attention: Business Development Centre
105 Hurontario Street, P.O. Box 157
Collingwood, ON, L9Y 3Z4
Phone: 705-445-8441 x 7420
Email: kclegg@collingwood.ca

SIDELAUNCH DAYS VENDOR GUIDELINES & REGULATIONS

Location

Sidelaunch Days vendor location shall be on the Waterfront Promenade in Collingwood.

Vendor Eligibility

- All vendors selling at Sidelaunch Days, must be paid up in full.
- A vendor may only sell those items which have been approved on their application by Town of Collingwood. Any vendor selling items which are not approved, will be asked to cease, failing which, they will be asked to leave and no refund will be applicable.
- Vendors of prepared food must follow the Simcoe County Health Unit regulations.
- Subletting of space is **NOT** permitted.

Allocation of Space and Parking

- Allocation of space is at the sole discretion of the Town of Collingwood.
- Washroom facilities are located at the entrance to the promenade and Millennium Park
- Drive past the Starbucks on First Street and turn right into Sidelaunch Way. Drive up to the Promenade to set up and off-load.
- Parking will be available municipal parking lots located on St.Marie Street and Pine.
- On the first day (12th August 2016), your booth space will be identified by a laminated paper marking your spot on the Promenade. If you are unclear as to your allocated space, please speak to Chris Stoutenburg, Events Coordinator who will be on site. It will also be detailed on a map that will be emailed to you in advance.

Setting Up

- It is important to be prompt in your arrival. Vendors may begin setting up at 8 AM, and must be ready and open for business by 10am. After this time, vendors will **NOT** be allowed to set up.
- There will be **ABSOLUTELY NO** vehicular traffic in the designated vendor. Product must be walked into area.
- No vendor shall close their booth before 4pm on any of the days.
- There is no security on site and vendors are reminded they are solely responsible for the safety of their booth/product(s)
- Vendors are required to assure their area is free from garbage and left clean.
- For health and safety reasons, Vendors *must* stay within the space(s) allocated to them; no display / merchandise is allowed in the public walkways
- For health and safety reasons, *no food products / produce may be displayed at ground level*
- No Vendor shall make any change or alteration to Town property.
- Vendors shall not block walkways, fire exits or other Vendors' spaces.
- The TOWN OF COLLINGWOOD or management shall not be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- The TOWN OF COLLINGWOOD Manager, or designate, shall have the right to approve or disapprove any signs, decorations, or displays in the Vendor's space and to request changes or removal.
- Canopies, tents, umbrellas, etc. must be anchored by weights to insure the safety of the public, as well as compliance with the fire and safety standards.
- Prepared Food Vendors must display their Simcoe County Health Unit approval certificate.

Range of Products

- The Vendor application must clearly signify what merchandise and/or products are intended to be sold.
- The Vendor shall sell from their space(s) only that merchandise and/or products, which have been pre-approved by **THE TOWN OF COLLINGWOOD** management.
- Produce and/or products not pre-approved must be removed as required. If there are additions, they **MUST** go through **THE TOWN OF COLLINGWOOD** before they can be put onto the table. Said vendors should note that they may be subject to random checks of produce to ensure that there are no discrepancies between form and product.

Vendor Responsibility

- Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the Event as a result of negligence or willful default on the part of the Vendor or their employees.
- Vendors shall label their items clearly by type and price.
- Vendors are responsible for keeping their space(s) neat and clean at all times.
- Vendors cooking/frying/preparing/utilizing any type of heating element or open flame, must be in compliance with fire and safety regulations.

Regulatory Agencies

- Vendors are responsible for obtaining all permits required in the production and sale of their goods.
- Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the Vendor.

Penalties

- Any Vendor who contravenes any of the provisions of these Guidelines and Regulations is subject to the cancellation of their permit without refund.

Kind regards,

K. Clegg

Karen Clegg

Business Development Centre

kclegg@collingwood.ca

Telephone: 705-445-8441 x 7420