



GEORGINA

2024 Canada Day vendor and exhibitor permit application

Monday, July 1, 2024, 2 p.m. to 9 p.m.

Location: Civic Centre Grounds (26557 Civic Centre Rd., Keswick, ON L4P 3G1)

Name: _____

Name of business: _____

Mailing address: _____

Town/city: _____ Postal Code: _____

Telephone: Cell #: _____ Business #: _____

Email address: _____

Website: _____

Vendor classification: Select your vendor classification below.

\$50 + HST – Not-for-profit: Vendor may be asked to provide proof of incorporation or charitable status or a letter from the bank to qualify.

\$75 + HST – Local vendor: A vendor who wishes to participate in the event by offering services or information and is not selling food.

\$100 + HST – Local food and beverage vendor: A vendor whose products are grown, raised, manufactured or produced locally within the Town of Georgina or greater York Region area.

\$200 + HST – Food vendor: A vendor who wishes to participate by selling food products at the events. i.e. food truck

\$250 + HST – Commercial/corporate vendor: A vendor who sells goods/services for the purpose of making a profit.

Booth details

Fees reflect pricing for one 10' x 10' vendor space for one-time event

Vendor/exhibitor fees are separate from sponsorship/partnership opportunities

Do you require electricity? Yes No

Vendors are required to supply their own equipment, tent, tables, chairs

List any other equipment you plan to bring to your booth:

List all items to be sold in the space below and include average price of items sold, include separate sheets if necessary. For items not produced by vendors, include source of origin. (You may be asked to submit photos of your products).

Insurance

\$21 + HST for non-food vendor for one day

\$27 + HST for beverage vendor for one day

\$34 + HST for food/beverage vendor for one day

If a vendor carries their own insurance, they will be required to provide a copy of their Certificate of Insurance (COI) in the amount of \$2M listing the Town of Georgina as an additional insured.

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.

Signature of vendor: _____

Date: _____

Application deadline

Vendor applications must be completed and returned on or before May 31, 2024.

Email ljones@georgina.ca or call 905-806-0923.



Vendor application Rules and regulations

All applications must be received no later than May 31, 2024.

All food, beverage and farm vendors must fill out and submit to York Region 'the York Region Vendor Application Form for Special Events' (see attached). A copy of the above York Region Vendor Application form must be attached with this application. The Event Programmer is not responsible to submit these forms to York Region Public Health on your behalf.

The fee between the Corporation of the Town of Georgina and the vendor will be paid to the Corporation of the Town of Georgina no later than May 31, 2024. In the event of unfavourable weather conditions, fees will not be reimbursed. All payments are final.

Exhibitor space will be reserved ahead of time. Your space can be viewed on the site map provided. (Note: other businesses/organizations that promote like products are not excluded from purchasing a booth at the event).

Vendors are responsible for all operating supplies including tents, lighting, water, tables, chairs, etc. Cement blocks or sandbags must be present to secure tents. No spikes or any other device may be put into the ground unless you are setting up on the grass. No power generators or diesel engines allowed unless approved by the Town of Georgina.

Once your table has been reserved, all rental fees are non-refundable and non-transferable.

Exhibitors agree to confine their display to the table space provided. Banners or other signage may be hung at the approval of the Event Programmer and only if it does not interfere with surrounding booths. All display material must be listed on the application form. The Event Programmer has the right to approve the appearance and type of display.

Selling or giving away food or drinks is prohibited unless approved by the Event Programmer ahead of time.

Exhibitors will set up their tables between the hours of noon and 1:30 p.m. Vehicles will be permitted during this time, but will be required to move by 1:30 p.m. sharp, prior to the start of the event, unless otherwise permitted by the Event Programmer.

Displays must stay intact during the entire show. Exhibitors shall not remove or dismantle any part of their display during the event. Tear down and removal of all debris will take place after 8 p.m. until no later than 9 p.m.

Exhibitors will, at all times, maintain a reasonable standard of conduct and agree to abide by reasonable rules and regulations as determined by the Event Coordinator and the Town of Georgina.

Exhibitors must tend to and remain at their table at all times.

The Event Coordinator along with the Town of Georgina are not responsible for any loss, damage or injuries occurred or suffered during the operation of the booth or display, within the area of the operation and event, nor does the Town of Georgina assume any liability or responsibility for financial loss of any kind.

For food vendors – visit the Region of York Health Department website to fill out your form and submit online. Once approval from the Health Department is obtained, that approval can then be sent to the Town of Georgina.

Insurance Information

Applicant shall provide a minimum \$2,000,000 liability insurance including products and completed operations naming the Corporation of the Town of Georgina, 26557 Civic Centre Rd., Keswick, ON L4P 3G1, as additional Insured. The vendors' insurance carriers and policy provisions must be acceptable to the Town of Georgina and must remain in effect for the duration of this event.

For more information, contact:

Lindsey Jones
Recreation Programmer – Special Events
Town of Georgina
ljones@georgina.ca
905-806-0923