



General Planning Committee  
 448 Barton St E, Unit 2 Hamilton ON L8L 2Y6  
[www.facebook.com/bartonevent](https://www.facebook.com/bartonevent)  
[www.bartonvillagefestival.com](http://www.bartonvillagefestival.com)

## Vendor Information - 2020 Barton Village Festival

### Fees

	10ft x 10ft space	20ft x 10ft space
Established vendor	\$150	\$200
Not for profit / local crafter	\$75	\$100

### Equipment Costs

- \$200 extra if you require a tent (10' x 10')
- \$50 extra if you require a table (8')
- \$50 extra if you require 2 chairs
- \$275 extra if you require a tent, table, and 2 chairs
- \$40 Deposit (will be refunded when items are signed in for return at the BIA office)

Items must be returned in same condition as when they are made available to you or additional fees may apply.

We encourage applicants who may have difficulties meeting space requirement fees to seek private sponsors to cover costs; a mention of their sponsorship will be added to printed materials.

### Vendor Location

The location of your space is allocated by festival organizers, you will be notified at least one week prior.

### Set-up

Please set up your booth space from 9am – 11am on Saturday, June 6, 2020 in order to be ready for the 11am start. Vendors who expect to arrive late must contact organizers no later than 11am on the date of the event. Any vendor who has not arrived by that time, or made contact to advise otherwise, will forfeit their space without refund. Forfeited spaces will be offered to adjacent vendors at a reduced cost at the discretion of festival organizers.

Awnings, tents, and backdrops are permitted only if noted on the application form so appropriate spaces can be laid out. As it is necessary to ensure that pathways are clear and neighbouring vendors are respected, please indicate on the application if you are planning to have any large equipment or displays at your booth.

**Vendors must submit:**

1. Barton Village Festival Vendor Application Form (included with this package) (pg. #3)
2. Signed copy of vendor agreement (included with this package) (pg.#2)
3. Fee for booth space
4. Fee for equipment rental, if applicable
5. Proof of Insurance
6. Signed waiver of liability (included with this package) (pg. #4)
7. Your business logo for advertising purposes (if you do not have a logo let us know – something else might work (i.e. photo of products...))

**Electricity: We do not provide power.** If you require electricity it is your responsibility to make appropriate arrangements. A small portable generator or propane powered equipment are considered acceptable.

**Water: We do not provide water.** Please ensure you bring potable water to stay well hydrated.

**Barton Village Festival Terms and Conditions**

- Until payment has been processed no spot will be reserved
- The vendor is responsible for ensuring that the space and surrounding area will be returned to the same state as when they arrived (cleared of any garbage)
- Your booth space will be set up by 10:50am on June 6, 2020 and all items removed from your space by 8:30pm.
- Please do your best to visit the stores along Barton street and increase your awareness of what is available on Barton Street
- Your presence at this festival will help to bring awareness to and celebrate the potential of Barton Street and draw on the assets located and established along the street

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Signature of business/organization representative

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Date

## Vendor Application: Merchants & Services - Barton Village Festival June 6, 2020

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What type of product/ service will you be offering? \_\_\_\_\_

Describe your business in one sentence (to be used in advertising): \_\_\_\_\_

Please detail any signage or equipment you will have at your booth: \_\_\_\_\_

Social media/website: \_\_\_\_\_

<u>Items Requested</u>	<u>Cost</u>	<u>Select option(s)</u>
10ft x 10ft space – not for profit	\$75	
10ft x 10ft space – established vendor	\$150	
20ft x 10ft space – not for profit	\$100	
20ft x 10ft space – established vendor	\$200	
Business card full colour add in program	\$60	
¼ page full colour add in program	\$100	
½ page full colour add in program	\$150	
Full page full colour add in program	\$200	
Tent	\$200	
Table	\$50	
2 chairs	\$50	
Tent, table and 2 chairs	\$275	
Equipment Rental Deposit	\$40	
<b>TOTAL</b>		

Please send completed submissions, including payment, no later than **April 15<sup>th</sup>** to [bartonstevent@gmail.com](mailto:bartonstevent@gmail.com) or Barton Village Festival, 448 Barton St E Unit 2, Hamilton, ON L8L 2Y6.

Please make cheques payable to 'Barton Village Festival' or by Interac e-transfer to [bartonstevent@gmail.com](mailto:bartonstevent@gmail.com).

10% discount (off space fee only) available if payment received before January 31<sup>st</sup> or if you refer another vendor. Forms and payment received after April 15<sup>th</sup> will be charged a 10% late fee.

## Waiver of Liability

This agreement releases the Barton Village Festival, its organizers, volunteers and partners from all liability relating to injuries and/or losses that may occur during the course and operations of all festival related activities. By signing this agreement, I agree to hold the Barton Village Festival, its organizers, volunteers and partners entirely free from any liability, including financial responsibility for injuries and/or losses incurred, regardless of the injury and/or loss and its cause.

I also acknowledge the risks involved in setting up, operating and tearing down a merchant booth at the festival. These include but are not limited to slips, trips, falls, and petty theft. I swear that I am participating voluntarily, and that all risks have been made clear to me. Additionally, I do not have any conditions or equipment that will increase my likelihood of experiencing injuries while participating in normal vendor activities.

By signing below I forfeit all right to bring a suit against the Barton Village Festival, its organizers, volunteers and partners, for any reason. In return, my application will be processed and vendor space will be reserved for the 2019 event. Further, I will also make every effort to obey safety precautions as explained to me and ask for clarification when needed.

Additionally, I am fully aware and in agreement that the area (including sod and paved areas) surrounding my vendor space shall remain in good condition; damages incurred by vendors that require repair may result in additional charges being billed to the vendor. It is assured that the vendor shall be responsible for any remuneration required, including but not limited to financial, in the repair or resolution of damages incurred during the operation of festival activities by the vendor, its equipment or employees of.

I, \_\_\_\_\_, fully understand and agree to the above terms.

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(Participant)

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Date