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BAYSIDE MARKET COMMUNITY BOOTH APPLICATION FORM

Contact Name:

Group/Organization Name:

Business Address:

Town:

Postal Code:

Email:

Business Phone:

Cell:

Website:

DATES REQUESTED

Please note that individual groups/organizations are allowed to attend the market to a maximum of 3 times in one calendar year. Acceptance depends on space availability at the time of the request.

Date # 1:

Date #2:

Date #3:

Describe your group/organization (mission, history, who you are and what you do):

Please tell us what you are interested in doing at the market:

Do you have your own insurance? If yes, please provide Certificate of Insurance that names the Town of Penetanguishene as an additional party insured.

YES

NO

N/A

Do you require us to supply a table?

YES

NO

Do you require hydro? (*Complimentary*)

YES

NO

N/A

INDEMNITY

I, (Print Name) _____, agree to comply with all rules and regulations of participating in the Bayside Market organized by the Town of Penetanguishene. I further agree and understand that non-compliance with these rules and regulations may result in removal from the event without a refund and may also include exclusion from future events. I hereby agree to hold the Town of Penetanguishene, its elected officials, employees, volunteers and any other person for whom it is in law responsible, harmless from any damage, expense or liability from any injury or damage done to any person, including the general public, the vendor, its agents or employees or to the property of the vendor arising out of the vendors participation at the Bayside Market.

The Town of Penetanguishene will not be responsible for any loss or losses incurred by the vendor, as a result of fire, theft, accidents, attendance, poor weather, acts of God or other mishap or incidents not specifically enumerated herein.

Signature:

Date:



2016 RULES AND REGULATIONS

1. Vendors must adhere to the agreed upon Rules and Regulations of the Bayside Market and will sign a contract verifying this commitment.
2. ***The season will run every Saturday from 9:00 am to 1:00 pm from May 21st, 2016 to October 8th, 2016, at the Penetanguishene Town Dock.***
3. All wares must be authentic to the vendor (handmade or home grown), or they must be Certified Fair Trade products.
4. Vendors will not sell live animals. Vendors are prohibited from selling any items such as fast food, ice cream or soft drinks that will compete with the Dock Lunch restaurant operations.
5. Vendors have the option to pay a seasonal fee of \$100.00 or a single day fee of \$25.00 to help cover the cost of insurance and advertising of the market. Limited hydro spaces are available for an additional fee of \$35.00.
6. It is recommended that all Food vendors complete the local Simcoe Muskoka District Health Unit Food Handler Certification Training. If required, Food Vendors will provide a copy of their Health Inspection Permit and are subject to an inspection. SMDHU Phone: 705-526-9324 www.simcoemuskokahealth.org
7. Booth size is 10ft x 10ft and the location will be designated by Town staff upon registration.
8. **Tents are mandatory for each booth.** The Town has a limited number of 10ft x 10ft tents available for a daily/seasonal deposit rental fee of \$100.00. Tents must be returned at the end of the day/season in same good condition as loaned. **Vendor is responsible for securing all tents, including rental tents and products/displays at all times; weather can change quickly and is unpredictable.**
9. Set-up starts at 8:00 am and booths must be completed by 8:45 am. Vehicles must be moved to designated parking area by 8:55 am to allow visitors the ability to park closest to the market and dock operations. Tear-down begins no earlier than 1:00 pm and all booths must be cleaned up and vacated by 2:00 pm.
10. Company name and pricing is to be clearly displayed and vendors will ensure that their designated site is kept clean, organized and presentable and returned to its previous state before leaving the market each week. A positive, polite attitude towards other vendors, the public and the market is to be maintained at all times.
11. A complimentary "Community Booth" will be reserved under the covered pavilion for one Charitable/Non-Profit/Community Organization each week and the schedule will be coordinated by Town staff.
12. Entertainers/Performers/Musicians will be invited to participate each week and will be placed under the covered pavilion and the schedule will be coordinated by Town staff.
13. Vendors will provide at least 48 hour notice to the Town if unable to attend a specific market date and give full permission to the Town to rent out their space for that date only. Vendors that miss two market days without proper notice will forfeit their booth and the application will be cancelled.
14. The Town is permitted to execute the ability to request that sale items be removed from the market if found to be offensive, not in compliance or inappropriate to our market theme.
15. If the Town of Penetanguishene hosts a summer event requiring market space, vendors will adhere to temporary site changes and/or cancellation of the market (dates will be provided at the beginning of the market season).
16. Town staff will do their best to work cooperatively with all vendors and will have final say in the daily operation of the market. Market is subject to operation changes as deemed necessary.
17. Refund requests are subject to approval by Town staff; \$10 administration fee applies to all refunds.