



6th Annual Steamship Festival

August 20, 21 & 22, 2010

Application (a): Food & Merchant Vendor Festival Information

Show Hours

Friday August 20, 2010 10:00 pm to 6:00 pm
Saturday August 21, 2010 10:00 am to 6:00 pm
Sunday August 22, 2010 10:00 am to 4:00 pm

Eligibility

Any vendor may apply for entry to the event. Vendors are selected by the BIA Board and /or administration. Vendors are encouraged to bring a cross-section of price points.

Application Deadline: Wednesday July 21, 2010

Merchant Vendor

10' x 10' space = \$150.00 10' x 20' space = \$300.00

Food Vendor

10' x 10' space = \$200.00 10' x 20' space = \$400.00

Note: All Food Vendors MUST be inspected by the Muskoka-Parry Sound Health Unit in order to participate in this event.

How to apply

1. Vendors will submit 2 to 3 photos – no slides - that reflect a cross-section of work. Include one photo/sketch to show the booth set-up.
2. Vendors should submit a resume or cover letter including a description of shows you have participated in as well as a product prices list. Food Vendors should submit a Menu with prices as well.
3. Vendors **MUST** submit a posted, self-addressed envelope for the return of photos if not selected. Those accepted will have the ability to retrieve photos during the event.
4. Vendors **MUST** submit a cheque payable to The Gravenhurst BIA, for the appropriate amount. NSF cheques are subject to a \$35.00 fee.
5. **Post dated cheques dated no later than Wednesday July 21, 2010.** All applicants that are accepted will have their payments processed by Fri. July 30, 2010.
6. Those accepted will be notified in writing no later than Fri. July 30, 2010.
7. Applications received after July 30, 2010 will be considered on a first come, first served basis.
8. Send Vendor Categories, Application Form, Vendor Terms & Conditions and Vendor Rules & Regulations completed and signed to:

Att: Gravenhurst Chamber of Commerce c/o Brea Smith, Events Coordinator
685-2 Muskoka Road North, Gravenhurst Ontario P1P 1N5

**Ensure you sign all subsections of the application a, b, c, d and e where indicated in order to be eligible to participate in Steamship Festival. The management/organizers have the right to disqualify any incomplete application.



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Application (b): Vendor Categories

Categories... (Please indicate on application)

- Accessories - for home/cottage
 - Accessories- for personal use or gift-giving
 - Adult Clothing
 - Childrens Clothing
 - Furniture – outdoor
 - Furniture- indoor
 - Garden Accessories
 - Glass
 - Jewellery
 - Leather
 - Metal
 - Painting – artists
 - Painting – decorative
 - Paper
 - Photography
 - Pottery
 - Sculpture
 - Toys
 - Weaving & Fabrics
 - Woodworking
 - Woodcarving
 - Other...please specify: _____
-

Application (b): Food Vendor Categories

- Food...please specify: _____
-

Application (b): Entertainment Vendor Categories

- Entertainment...please specify: _____
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Application (c): Vendor Terms & Conditions

SET-UP: Setup time is the same for all three days. Setup time is from 7:30am to 9:00am. Setup must be completed by 9:00 am. The show will technically open at 10:00am each day, however it is to the Vendors benefit to be setup by 9:00am as traffic on the street may begin by that time.

Vehicles will be allowed on the street from 7:30am to 9:00am for set up. All Vendor Vehicles must be off the street by 9:00am each day. Vendor's will unload all items from their vehicles at their designated setup locations and then park off site in a nearby parking lot. It is recommended that vendors bring portable storage containers, shelving, etc...that will help assist in storing as much of your product/merchandise at your booth location. It is also recommended that you bring trolleys, wagons etc... to help transport any items to and from your booth during Festival hours as NO vehicles will be allowed on the street during these times and there will be NO assistance available.

TEAR DOWN: Tear down will begin after show closes each day: Friday and Saturday the festival closes at 6:00pm and Sunday the Festival closes at 4:00pm. Booth setup WILL remain intact until closing times.

NO VEHICLES WILL BE PERMITTED ON THE STREET UNTIL CLOSING TIME EACH DAY. All exhibits and products/merchandise MUST be removed directly after the show each day. Tear down MUST be completed by 7:30pm on both Fri. Aug. 20th and Sat. Aug. 21st and completed by 5:30pm on Sun. Aug. 21st. Muskoka Road will re-opened by 8:00pm on both Friday and Saturday and will reopen at 6:00pm on Sunday.

EXHIBITS: Booth Locations/Numbers are Final. There will be **NO CHANGES OR MOVING** amongst Vendors at anytime throughout the festival. Any special requirements are to be sent in written form and submitted with the application. Booth spaces will be assigned by the Organizer of the Event. Exhibits must be staffed at all times during the show. Exhibitors are solely responsible for their own tents, tables, chairs and display setups. **BE ADVISED** booth locations will be setup on ash vault and/or concrete therefore vendors will require sandbags/concrete blocks or weights to keep tents stable from wind and/or rain. This will be the sole responsibility of the vendor to ensure their display setup is structurally sound from all weather conditions that may occur throughout the festival.

SECURITY: There will be NO SECURITY at anytime during this festival.

INSURANCE: The exhibitor releases the show management/organizers, sponsors, along with any volunteers or employees, from injury or damage incurred by the exhibitor and their agents. Show management/organizers are released from all liability and responsibility for theft, damage, or accidents with regard to all exhibitor displays prior to, during and/or after the show. Product liabilities, guarantees, and insurance are the sole responsibility of the exhibitor.

NO PET POLICY: Exhibitors **CANNOT** have pets on site or left in vehicles at anytime throughout the course of the festival. Pets **WILL NOT** be allowed in the exhibit area at anytime.

CANCELLATION POLICY: Full refunds are available up to July 21, 2010. **NO** refunds will be given after July 21, 2010.

I _____ have read and fully understand all the terms and conditions

Print Full Name: First & Last

stated above. I also agree to all terms and conditions and want to apply for entry into the 6th Annual Steamship Festival held on August 20, 21 & 22, 2010.



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Application (d): Application Form (please print)

Company Name: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Bus. Tel: _____ Other: _____

Fax: _____

E-mail: _____

Category: _____

Merchant Vendor Fees:

Regular Booth (10' x 10'): \$150.00 _____ Extra Space (10' x 10'): \$150.00 _____

Food Vendor Fees:

Regular Booth (10' x 10'): \$200.00 _____ Extra Space (10' x 10'): \$200.00 _____

Payment by cheque attached: Cheque #: _____

Applicants's Signature Date

OFFICE USE ONLY

Application Date Received: _____ Processed by: _____

Received: Resume _____ 2-3 photos _____ Envelope: _____ Cheq/Visa/MC/Amex _____

Application Accepted: _____ Funds Received/Processed: _____

Cancellation Date: _____ Cancellation Fee Applied: _____



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Application (e): Vendor Rules & Regulations continued

I _____ fully understand and further agree to abide

Print Full Name: First & Last

by the following rules and regulations established for the 6th Annual Steamship Festival held on August 20, 21 & 22, 2010 stated below:

- ◆ My space will be open for the hours stipulated.
- ◆ I will adhere to the set-up and tear-down times established by the organizers.
- ◆ I will accept all responsibility for collection of government taxes.
- ◆ I will accept responsibility for my own merchandise and will arrange my own insurance.
- ◆ I release the show management / organizers and sponsors, along with any volunteers or employees, from injury or damage incurred by the exhibitor and their agents. Show management / organizers are released from all liability and responsibility for theft, damage, or accidents with regard to all exhibitor displays prior to, during and/or after the show. Product liabilities, guarantees, and insurance are the sole responsibility of the exhibitor.
- ◆ I have read and fully understand all terms and conditions as outlined on page 3.
- ◆ I will keep my space in an orderly manner through the entire weekend and will remove garbage at the end of the day each day during the entire festival.
- ◆ I acknowledge that the show management/organizers reserve the right to alter the exhibit locations/plans as required without prior notice to me or my consent prior to.
- ◆ I will not bring my pet on site or leave my pet in my vehicle, or I acknowledge that the local OSPCA may be called.
- ◆ I further agree by not adhering to any of the terms, conditions, rules or regulations set out within this application may result in the following:
 - a) my disqualification to Steamship Festival for 2011
 - b) my dismissal on the premises without reimbursement during the Festival
- ◆ The management / organizers have the right to reject any Application that is not complete including any subsections of the application a, b, c, d, or e.

Signature: _____

Date: _____