



## VENDOR APPLICATION & REQUIREMENTS

Saturday, September, 21, 2024 10 am- 3 pm

446 Lyndoch Street, Corunna, Ontario

### **APPLICATION DEADLINE: AUGUST 10, 2024 on or before 9 pm**

This will be an outdoor event right on Lyndoch Street in Corunna between Fane and Cameron Streets and will be closed to traffic .

Exhibitors can be a local business, service organizations, buskers, simple entertainment, story tellers or artisans/crafters. The sale of goods is permitted, however no food products unless you are selling pre-packaged goods like candy or baked goods for example. Contact organizers for authorization of your products if you are unsure if they meet our criteria.

The committee reserves the right to refuse a vendor if deemed inappropriate for a family focused event. If a vendor's participation is deemed unacceptable at the event, they will be asked to leave.

Provide a description of your goods and photos (if possible) when applying. It is also helpful to provide your social media account names for our reference.

### **EXHIBITOR SPACE AND SET UP**

- Only 1 exhibitor per booth
- Lot size will be 12'x12' to accommodate your display including any type of structure you set up. You are responsible for your own tables, chairs, display units and structure such as a tent or canopy. Booth must be able to withstand inclement weather, be structurally sound and possess no danger to life or health.
- No electricity will be available as the event is right on the street and there is no access to hydro.
- Garbage pails will be provided throughout the festival and you are responsible cleanup and disposal of any refuse at or generated from your booth.
- Exhibitors must be in attendance at their booth for the duration of the festival.
- **Set up begins at 7 a.m.** You will be required to park off site on one of the side streets or behind Two Water/Pizza Hut Plaza once you have set up.
- **NO VEHICLES WILL BE PERMITTED AT YOUR BOOTH.**
- **Take down after 3:15 p.m.** and times may be staggered depending on number of participants.

### **CONDITIONS OF EXHIBITING**

- In order to secure your space, you must **submit your application and insurance forms by Aug. 10, 2024.** Space is allotted on a first come basis. There is no fee to participate.
- You can apply as soon as you want to but your space will only be confirmed once we received proof of insurance. This is a requirement of St. Clair Township as we are holding the event on their property.

- **Proof of Insurance is mandatory. You will need to provide a valid Certificate of Insurance and your policy will include \$2,000,000 liability and name The Corporation of the Township of St. Clair as an additional insured. Event Address: 446 Lyndoch St., Corunna, ON N0N 1G0**
- You must submit proof of insurance and sign the waiver before the application deadline Of Aug. 10, 2024.
- You can get this from you insurance company or on-line with Duuo Insurance <https://duuo.ca/> or with another provider. **It must be submitted with your application form or when you obtain it but no later than Aug. 10, 2024. If insurance certificate is not received by the deadline, your space will be forfeited.**
- Participants cannot hold the Township of St. Clair or the Corunna 200 Committee liable for any loss, damage or theft.
- You will be contacted by email about your acceptance to the event
- Details and your booth location will be emailed on or before Sept. 15, 2024.
- There will be no liquor served at the event and exhibitors are reminded this is a family event and alcohol shall not be part of your day in any way while participating in the event. Food will be available at adjoining businesses for purchase.
- Bottled water will be supplied for drinking but you need to plan ahead and bring any refreshments you may require.

If you agree to all of the above and want to participate, please fill out the forms below send to us as soon as possible.

Applications will be accepted from now until the deadline and we will respond as quickly as possible.

- **IF you do not hear back from us that we received your application**, within 2 weeks of sending it in, please call or text Tracy 519-312-3747 or Ashley 519-466-5117.

### **SUBMIT APPLICATION:**

Email: [corunna.streetfestival.vendor@gmail.com](mailto:corunna.streetfestival.vendor@gmail.com) (preferred method)

Mail: Corunna Street Festival Vendor Application

c/o 379 Colborne St., Corunna, ON N0N 1G0 This is NOT the event address, see above

Call or text: Ashley Robbins 519-466-5117 or Tracy Kingston 519-312-3747

### **ACKNOWLEDGEMENT & WAIVER Corunna Street Festival**

I have read the application information and agree to the conditions, rules and regulations outlined above

I have attached a valid Certificate of Insurance that includes \$2,000,000 liability and names The Corporation of The Township of St. Clair as an Additional Insured, event address 446 Lyndoch St., Corunna, ON N0N 1G0

I have completed the application form below

## CORUNNA STREET FESTIVAL VENDOR APPLICATION

The undersigned exhibitor hereby agrees to hold the Corporation of The Township of St. Clair, their agents, employees, council members, volunteers or Corunna Street Festival committee members harmless from any and all damage, expense or liability from any injury or damage to any person, including the general public, the exhibitor, its agents or employees or to the property of the exhibitor arising out of the exhibitor's participation in the Corunna Street Festival on September 21, 2024. The above mentioned will not be responsible for any loss or losses incurred by the exhibitor as a result of fire, theft, water, accidents, weather, acts of God or other mishaps or incidents no specifically listed herein.

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

Company Name: \_\_\_\_\_

Product or Service: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address (incl. postal code): \_\_\_\_\_

\_\_\_\_\_

Social Media pages (if applicable): \_\_\_\_\_

Did you participate in the Corunna 200 Street Festival in 2023? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received and Accepted by: \_\_\_\_\_