



Vendor Registration Form

Name of Your Business: _____

Yes, we will participate in the *Fall Into Health Day Fair* on **Sunday, September 23rd, 2018.**

Please select one of the options below:

EARLY REGISTRATION ON/BEFORE JUNE 1st, 2018

Exhibit in the Main Tent in Lakewood Park South.

\$170.00

(Includes 10'x10' space, one 8' table, two chairs, & hydro.

Do you require hydro? Yes No If yes, please bring heavy duty outdoor extension cords.

AFTER JUNE 1st

Exhibit in the Main Tent in Lakewood Park South.

\$185.00

(Includes 10'x10' space, one 8' table, two chairs, & hydro.

Do you require hydro? Yes No If yes, please bring heavy duty outdoor extension cords.

Vendor set up own tent in a designated area in Lakewood Park South.

\$125.00

(This includes one 10'x10' space.) Do you require hydro? Yes No If yes, please bring heavy duty outdoor extension cords.

Produce Market set up in a designated area in Lakewood Park South.

\$ 50.00

(This includes one 10'x10' space.) Do you require hydro? Yes No If yes, please bring heavy duty outdoor extension cords.

Food Truck set up in a designated area in Lakewood Park South.

\$125.00

(Please included the size of your truck and space required.) _____

Non-Profit Vendor set up in a designated area in Lakewood Park South.

N/A

(This includes ONLY one 10'x10' space. Vendor MUST supply tent, table, chairs, etc.)

Do you require hydro? Yes No If yes, please bring heavy duty outdoor extension cords.

Demonstration/Presenter/Guest Speaker set up in designated areas in Lakewood Park.

N/A

Please included the size of space required _____

and length of time: minutes _____ or hour(s) _____

Do you require hydro? Yes No If yes, please bring heavy duty outdoor extension cords.

NOTE: All prices include tax.

Deadline to submit your payment is August 24, 2018.

Cheque payable to:

Tecumseh BIA

1189 Lacasse Blvd.

Tecumseh, ON N8N 2C7

Contact Person: _____

Phone Number: _____ Mobile Number: _____

E-mail Address: _____



TOTBIA Vendor Statement:

After reading the *Town of Tecumseh BIA (TOTBIA) Vendor Registration, Vendor Guidelines and Standards & the Vendor Insurance Guidelines*:

I understand that reasonable security will be taken during the hours of the event. The TOTBIA Fall Into Health Day (FIHD) and its representatives assume no responsibility for loss, damage, personal injury or weather conditions.

Once your cheque is cleared, it will confirm your reservation. The payment is non-refundable and non-transferable. If booth space is undeliverable due to fire, weather difficulties, public enemy or any circumstances beyond the control of management, payment for the same will not be refunded. Subletting is not permitted.

I further agree not to hold The Corporation of the Town of Tecumseh or the Town of Tecumseh BIA together with all persons acting in concert with them or under their control, whether directly or indirectly, liable for any personal injury or any loss or damage sustained to any person or property, including but not limited to equipment or merchandise, during the operation, set-up or dismantling of the TOTBIA Fall Into Health Day to be held at Lakewood Park, 13451 Riverside Dr. E. and Manning Rd. on Sunday, September 23, 2018. Set up starts at 8:00 AM, the event opens at 11:00 AM and closes at 4:00 PM, tear down starts at 4:00 PM.

The TOTBIA Fall Into Health Day maintains final approval for all signs, posters, banners, booth decorum, and exchange rates. **NON COMPLIANCE WITH ANY OF THE VENDOR GUIDELINES AND STANDARDS WILL RESULT IN NON-ACCEPTANCE AND/OR BEING REMOVED FROM THE EVENT WITHOUT REFUND.**

I _____ have read and understand the above and agree to the guidelines,
(PRINT EXHIBITOR/VENDOR NAME) standards and conditions.

SIGNATURE: _____ DATE: _____
(EXHIBITOR/VENDOR SIGNATURE)

IMPORTANT DUE DATE:

The signed and completed '*Fall Into Health Day Vendor Agreement*', proof of insurance and payment are ALL due on or before:

JULY 6, 2018 TO SECURE YOUR SPACE

Those vendors who submit ALL of the required documents and payment (as stated above) will be date and time stamped as they are received by the TOTBIA Office. Vendor tent/space location will be determined based on order of all documentation received by date and time. Layout of vendor tents/space in the event area is determined by the TOTBIA FIHD Committee.

Thank you in advance for participating and
we look forward to having a very successful
TECUMSEH BIA FALL INTO HEALTH DAY!

VENDOR GUIDELINES & STANDARDS

Please read each section carefully and sign on the bottom of the **TOTBIA Vendor Statement** page. By signing you agree and understand to uphold the rules, regulations and guidelines of the Town of Tecumseh BIA (TOTBIA) event. These guidelines and standards will be strictly enforced by the TOTBIA Board of Management Chair and Event Committee Chair. The intention is to host a quality event. A big part of this is the attention paid by vendors to the visual appeal of their area. Remember to try and bring a "look and feel of your establishment" to the event. We encourage you to display appropriate forms, business cards, coupons, etc. All products for sale need to meet the laws, regulations and rules as specified by federal, provincial and municipal bodies, local health authorities, and the TOTBIA. It is up to the vendor to know and comply with the Provincial and Federal sales tax requirements.

As an Approved Vendor of the Town of Tecumseh BIA Fall Into Health Day, I agree to:

1. Pay for vendor space in advance of DEADLINE date. Pay cancellation and late fines by deadlines specified by the TOTBIA. Exceptions to be arranged with TOTBIA in advance of the DEADLINE date.
2. Vendor set up must be completed no later than 30 minutes before the event start time and tear down starts no earlier than the official close time of the event.
3. Contact the TOTBIA office in case of any unexpected delay/emergency on/or before the day of the event.
4. Move and/or park vendor vehicles as requested by the Event Committee Staff.
5. Remove vehicles from the event area 30 minutes before the official event start time.
6. Confine product display to the dimensions of the designated vendor space; this includes signs, props, etc.
7. All food vendors are required to submit a **Windsor-Essex County Health Unit Food Vendor Application Form**. The TOTBIA will forward the Food Vendor Application Form to the WECHU in advance of the event. All food vendors should be prepared for the WECHU to be on site to conduct inspections.
8. Display prominently your business name on a sign that can be read clearly from at least 20' away. Display proof of certification for organic and/or food safety handling as applicable.
9. Ensure that product pricing is displayed in a clear and obvious way. Ensure that all display, equipment, ropes/wire/cables, products, tent stakes, etc. are secure in your designated area and do not cause a safety hazard for you, your staff and our guests.
10. Should there be any concerns or complaints with the event, you will address your concerns directly with the any member of the TOTBIA Board of Management or Event Committee vs. airing them publicly.
11. Will not bring pets (service animals only) to the event.
12. Remove all garbage and other visible signs of your vendor space by one hour after the official event closing time.
13. No vendor may assign, sublet or sell their space to another vendor. Space sharing is allowed of vendors only with approval by the TOTBIA Board of Management or Event Committee and are present in their area to represent their products/services.
14. Cancellations without notice i.e. No-Shows, will be subject to a No-Show fee of the entire vendor rent amount. There will be no refunds.
15. Unless otherwise stated, vendors are required to provide your own tent, table, chairs, outdoor electric extension cords, and lights for inside your space.
16. The event will take place regardless of weather conditions, unless of severe weather conditions and the TOTBIA Board of Management or Event Committee contacts vendors with the notice of event cancellation and/or emergency evacuation. Please be prepared for rain and shine. Vendors who do not show up due to weather will not be refunded.
17. Tenting, awnings, umbrellas, tables and displays must be assembled prior to 30 minutes before the official event start time. All tenting and umbrellas are required to have sufficient weight and/or stakes on the 4 corners to keep secured during all weather conditions. Sufficient weight is considered to be a minimum of 25lbs per corner. In the case of umbrellas, as heavy metal base in addition to 25lbs of weight is sufficient.
18. Vendor spacing/location will be based on a first come first serve basis, unless otherwise stated. TOTBIA Board of Management or Event Committee have the right to change vendor locations to suit the needs of all, safety, equally and fairly.
19. Please be advised that no additional signage, tables, chairs, coolers, containers, etc. are allowed outside of your booth or in any other area within the park or main tent.
20. It is required by The Corporation of the Town of Tecumseh for all Vendors to have your own liability insurance (\$2M coverage) for this event. **PLEASE read the VENDOR INSURANCE GUIDELINES & STANDARDS for complete instructions on your proof of insurance.** The Town of Tecumseh BIA and The Corporation of the Town of Tecumseh MUST be named in the Certificate of Insurance. The Town of Tecumseh, TOTBIA and all sponsors connected with the event or other third party individuals affiliated with the event are not held liable for any damage, loss, weather conditions, or personal injury during the course of the event, including setup and teardown periods and shall be held harmless in the event of any lawsuit.
21. Due to the family oriented nature of this event, all vendors agree to refrain from using obscene language / gestures and/or wear any clothing depicting obscene language / gestures within 1 square kilometer of the venue.
22. Also, absolutely no alcoholic beverages or illegal drugs are to be consumed by vendors and/or staff while participating. Furthermore, vendors and your staff agree not to report for work under the influence of alcohol or drugs. Failure to subscribe to any of these restrictions or covenants is susceptible to the immediate dismissal of vendor(s) and/or staff member(s) at the absolute discretion of the event organizers.

VENDOR INSURANCE GUIDELINES

The Town of Tecumseh BIA and The Corporation of the Town of Tecumseh **MUST** be named in the Certificate of Insurance. The Town of Tecumseh, TOTBIA and all sponsors connected with the event or other third party individuals affiliated with the event are not held liable for any damage, loss, weather conditions, or personal injury during the course of the event, including setup and teardown periods and shall be held harmless in the event of any lawsuit.

All Vendors must have proof of off-site coverage in the amount of \$2,000,000.00 and show the actual "Policy Period Effective Dates" for this event, and also show The Corporation of the Town of Tecumseh and The Board of Management for the Business Improvement Area in the Town of Tecumseh as additional insured and include a cross liability endorsement.

NOTE: If alcohol is sold at the Event, all food/alcohol vendors must have \$5,000,000.00 coverage for all TOTBIA events and on Town of Tecumseh municipal property (i.e. park, street, parking lot, buildings, etc.)

FOLLOWING IS WHAT IS REQUIRED ON YOUR CERTIFICATE OF INSURANCE:

Certificate of Insurance Requirements:

1. Certificate Holder must read;
The Corporation of the Town of Tecumseh and The Board of Management for the Business Improvement Area in the Town of Tecumseh, 917 Lesperance Rd. Tecumseh ON. N8N 1W9
2. Additional Insured must read;
The Corporation of the Town of Tecumseh and The Board of Management for the Business Improvement Area in the Town of Tecumseh, 917 Lesperance Rd. Tecumseh ON. N8N 1W9
3. Commercial General Liability policy;
for \$2,000,000.00 (2 million dollars) limit OR if alcohol is sold; a \$5,000,000.00 (5 million dollars) limit is required.
4. Description of Operation must read;
Tecumseh BIA Fall Into Health Day
from 12:01 a.m. through 11:59 p.m. on **Sunday September 23, 2018**
in the **Lakewood Park South, 13451 Riverside Dr. at Manning Rd., Tecumseh, ON N8N 5A6**

This Must Be Done and Submitted Before Final Acceptance

If you don't have this on your normal coverage, contact your agent and request that a rider be attached to your policy for this event and provide a copy of this rider to the Tecumseh BIA. Should you require additional assistance please contact the Tecumseh BIA office 519.735.3795.