

Vendor Registration Form

Name of Your Business: _____

Yes, I will participate in the Town of Tecumseh BIA 2018 events on the following dates, times and locations. **Please select one of the options below:**

Tecumseh Night Market (TNM) \$75.00
Friday June 22, 2018 | 5:00 to 10:00 PM | (Green Valley Plaza, 13300 Tecumseh Rd. E.)
(Includes 10'x10' space, one 8' table, two chairs, & hydro; please bring heavy duty outdoor extension cords if needed.)

Tecumseh Night Market (TNM) \$75.00
Friday July 20, 2018 | 5:00 to 10:00 PM | (Tecumseh Towne Centre, 1614 Lesperance Rd.)
(Includes 10'x10' space, one 8' table, two chairs, & hydro; please bring heavy duty outdoor extension cords if needed.)

Tecumseh Night Market (TNM) – Both Events \$125.00
Friday June 22, & Friday, July 20, 2018 | 5:00 to 10:00 PM (see locations above)
(Includes 10'x10' space, one 8' table, two chairs, & hydro; please bring heavy duty outdoor extension cords if needed.)

Tecumseh Night Market (Both Events) AND Fall Into Health Day (FIHD) \$200.00
Tecumseh Night Markets: Friday June 22, & Friday, July 20, 2018 | 5:00 to 10:00 PM
Fall Into Health Day: Sunday, September 23, 2018 | 11:00 AM to 4:00 PM | Lakewood Park, Tecumseh
(Includes 10'x10' space, one 8' table, two chairs, & hydro; please bring heavy duty outdoor extension cords if needed.)

Tecumseh Night Market (ONE Event) AND Fall Into Health Day (FIHD) \$200.00
Tecumseh Night Markets: Friday June 22, OR Friday, July 20, 2018 | 5:00 to 10:00 PM &
Fall Into Health Day: Sunday, September 23, 2018 | 11:00 AM to 4:00 PM | Lakewood Park, Tecumseh
(Includes 10'x10' space, one 8' table, two chairs, & hydro; please bring heavy duty outdoor extension cords if needed.)

NOTE: All prices include tax. All Vendor payments must be received on or before the deadline date (see below) to ensure vendor booking and space in the event(s).

Deadline to submit your payment is **JUNE 1, 2018**

Cheque payable to:
Town of Tecumseh BIA
 1189 Lacasse Blvd.
 Tecumseh, ON N8N 2C7

Contact Person: _____

Address: _____

Phone Number: _____ Mobile Number: _____

E-mail Address: _____

VENDOR GUIDELINES

Please read each section carefully and sign your name on the bottom of this page. By signing you agree and understand to uphold the rules, regulations and guidelines of the Town of Tecumseh BIA (TOTBIA) **Tecumseh Night Markets & Fall Into Health Day**. These will be strictly enforced by the TOTBIA Board of Management Chair and Event Committee Chair/Vendor Relations Director (VRD).

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. Be sure to bring adequate signage and additional lighting for inside the tent/area (bring extra for effect and attraction). 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 TOTBIA **Tecumseh Night Markets & Fall Into Health Day**, I agree to:

1. Pay for booked vendor space in advance of event date. Pay cancellation and late fines by deadlines specified by the TOTBIA. Exceptions to be arranged with the Vendor Relations Director in advance of the expected payment date.
2. Cancel at least two weeks prior to the event date by contacting the Vendor Relations Director or the TOTBIA office.
3. 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.
4. Contact the Vendor Relations Director or TOTBIA office in case of any unexpected delay/emergency on the day of the event.
5. Move and/or park vendor vehicles as requested by the Event Staff.
6. Remove vehicles from the event area 30 minutes before the official event start time.
7. Confine product display to the dimensions of the designated vendor space; this includes signs, props, etc.
8. If a food vendor; attach ingredient labels to all prepared foods sold for home use and/or display ingredients for items sold at the event.
9. 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.
10. Ensure that product pricing is displayed in a clear and obvious way.
11. 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.
12. Should there be any concerns or complaints with the event, you will address your concerns directly with the VRM or any member of the TOTBIA Board of Management or Event Committee Directors vs. airing them publicly.
13. Will not bring pets (service animals only) to the event.
14. Remove all garbage and other visible signs of your vendor space by one hour after the official event closing time.
15. No vendor may assign, sublet or sell their space to another vendor. Space sharing is allowed of both vendors only with approval by the VRD and are present in their area to represent their products/services.
16. 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.
17. Unless otherwise stated, vendors are required to provide your own tent, table, chairs, outdoor electric extension cords, and lights for inside your space.
18. The event will take place regardless of weather conditions, unless of severe weather conditions and the VRD 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.
19. 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 in place and remain secure during windy 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.
20. Vendor spacing/location will be based on a first-come-first-serve registration basis, unless otherwise stated. VRD have the right to change vendor locations to suit the needs of all, safety, equally and fairly.
21. 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.
22. Vendors are responsible for your own insurance coverage and are to ensure that they are covered for this event. The Town of Tecumseh BIA, **Tecumseh Night Markets & Fall Into Health Day** Committees, Town of Tecumseh, 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. SEE "*Vendor Insurance Guide*" on page 3.
23. 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.
24. 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.
25. It is strongly recommended and encouraged to have your own liability insurance to prepare for trip and fall accidents, food poisoning and/or personal injury caused to guests/shoppers by your vendor space and/or products during the event operating hours.

PLEASE SIGN YOUR NAME BELOW:

VENDOR INSURANCE STANDARDS

NOTE: If alcohol is sold at the Tecumseh Night Markets & Fall Into Health Day, all food/alcohol vendors must have \$5,000,000.00 coverage on Town of Tecumseh municipal property (i.e. park, street, parking lot, buildings, etc.)

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 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.

FOLLOWING IS WHAT IS REQUIRED ON YOUR CERTIFICATE OF INSURANCE:

Certificate of Insurance Requirements:

1. Certificate Holder should 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 should 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/food vendor: \$5,000,000.00 (5 million dollars) limit is required
4. Description of Operation should read;
TECUMSEH NIGHT MARKET and/or FALL INTO HEALTH DAY
from 12:01 a.m. through 11:59 p.m. on **(Enter the specific Date(s) of the event(s))**
at **(Enter the specific location of the event(s), and (Enter exact address of location of each event(s)).**

This Must Be Done and Submitted Before Final Acceptance;
you will not be allowed to participate in the TOTBIA Event without proof of insurance.

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 weekend 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.

VENDOR AGREEMENT

After completing the *TOTBIA Vendor Registration Form* and reading both the *Vendor Guidelines and the Vendor Insurance Standards*:

I understand that reasonable security will be taken during the hours of the event. **The Tecumseh Night Markets & Fall Into Health Day** 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 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 **Tecumseh Night Markets & Fall Into Health Day** to be held at:

1. **Tecumseh Night Market** – Friday, June 22, 2018 at **TBD** from 5:00 to 10:00 PM
2. **Tecumseh Night Market** – Friday, July 20, 2018 at **TBD** from 5:00 to 10:00 PM
3. **Fall Into Health Day** – Sunday, September 23, 2018 at Lakewood Park from 11:00 AM to 4:00 PM

The **Tecumseh Night Markets & Fall Into Health Day** maintains final approval for all signs, posters, banners, booth decorum, and exchange rates.

All food vendors are required to submit a Windsor-Essex County Health Unit Food Vendor Application Form with the TOTBIA Vendor Form and comply with Windsor-Essex County Health Unit's Food Vendor guidelines (<https://www.wechu.org/food-safety/event-organizer-sponsoring-agency-and-food-vendor-guide>)

I, the exhibitor, have read and understand the above and agree to the rules and conditions.

PRINT YOUR NAME: _____

SIGNATURE: _____ DATE: _____

IMPORTANT DUE DATE:

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

June 1, 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 **TNM & FIHD** Committee.

Thank you in advance for participating and we look forward to having another very successful

Tecumseh Night Markets & Fall Into Health Day!