

# 2017 VENDOR & EXHIBITOR PACKAGE

IRON HORSE FESTIVAL of ST. THOMAS  
P.O. BOX 20094  
ST. THOMAS, ON  
N5P 4H4  
**519-207-4000**  
**519-207-4001 fax after 5pm**  
**admin@ironhorsefestival.com**



## EXHIBITOR'S INFORMATION PACKAGE

*This information package has been developed to provide you with all the pertinent information about the festival. Please ensure you read the package thoroughly and if you have any questions feel free to contact the office at **519-207-4000** or email **vendor@ironhorsefestival.com**.*

***This document will become a binding part of your contract of you are accepted to participate in the festival.***

## LOCATION

225 Wellington Street St. Thomas, Elgin County Railway Museum. Map attached.

## 2016 DATES & TIMES:

Thursday, August 17<sup>th</sup> 4:00 p.m. - 11:00 p.m.  
Friday, August 18<sup>th</sup> 4:00 p.m. - 11:00 p.m.  
Saturday, August 19<sup>th</sup> 11:00 a.m.- 11:00 p.m.  
Sunday, August 20<sup>th</sup> 11:00 a.m. - 6:00 p.m.

## APPLICATION STATUS

2016 Vendors and exhibitors will receive priority status over new applications. There is limited space available in vendor and exhibitor categories to ensure the best for both the festival and vendors each year. *For more details on these categories and which vendors would fall into please contact the office.*

## CRITERIA FOR ACCEPTANCE

Admittance to the Iron Horse Festival will be determined solely by the Iron Horse Festival Committee. The criteria for acceptance includes but is not limited to compliance with all dates and regulations in this agreement, presentation and appeal of booth or display, previous relationship with Iron Horse Festival, and date of application. The committee reserves the right to limit the number of booths selling a particular item. A letter of acceptance (via email) will be sent to all those who are successful in the application process for the 2017 Iron Horse Festival. Applications not including the required payment/deposit may not be considered.

## EARLY BIRD FEE ELIGIBILITY

Early Bird fees for **2017** are for prior vendors/exhibitors of the festival and new applications. However, new applications are NOT guaranteed acceptance even if the required payment is received. All documents including waivers and insurance must be received with this package and payment in full in order to be accepted or considered by **May 31, 2017**.

Applications received after **June 1, 2017** are not eligible for the Early Bird Discount.

## DEPOSITS

CLEAN SITE Deposit Cheque of **\$100** is required upon application (FODD Vendors only). This deposit is to cover any damages or cleanup necessary after the vendor use of the space. If the vendor space is noted to be damaged or requires extra cleanup the cheque will be cashed without prior warning and no refund or difference issued. A 'damaged site' includes but is not limited to, waste and garbage, grey water disposal (in addition to the City by-law fines), grease buckets or hot coals disposed of on the property or any damage deemed by the Site Manager. If you need information on disposal of grease or garbage please contact the Site Manager and they will be happy to assist.

If the deposit check is to be returned, the vendor MUST provide a self-addressed stamped envelope in the original package. Otherwise the cheque is marked VOID or destroyed.

## SET-UP

Wednesday, August 18<sup>th</sup>, 5:00 p.m. to 10:00 p.m. **HYDRO NOT GUARANTEED**  
Thursday, August 19<sup>th</sup>, 8:00 a.m. to 2pm.

Set-up must be completed by this time in order to ensure safety for our customers. All vehicular traffic will need to be removed from the show area by 2pm on Thursday August 17<sup>th</sup>, 2017.

**Under no circumstances can the Fire Lane be blocked during set-up! See attached map.**

Do not drive over the covered railway tracks unless indicated on map enclosed with this package; they are not capable of taking full vehicle weight. Use street entrances only, see 2017 MAP LOCATION above for directions.

You must be prepared to have your booth intact for all four days of the show. Under no circumstances should you close down your booth during show hours without first consulting the Vendor Coordinator. Any Vendors/Exhibitors not complying with this request will not be considered the following year.

## **TEAR DOWN**

Sunday August 20<sup>th</sup> , After 6:00 p.m.

At the daily close of the festival, vehicles are not allowed into traffic laneways until one half hour after the festival closes. This is to allow visitors an opportunity to safely leave the area. Exhibitors/Vendors will be responsible for own site cleanup.

## **PROMOTION**

Early Bird applicants may be featured in our Event Guide/brochure as part of highlighting the quality and variety of exhibitors at the festival. If you are interested please send high resolution photos via email in .pdf, .jpg or .bit formats along with the description of your goods and services to admin@ironhorsefestival.com.

Show promotion will be carried out using all available methods of media, including but not limited to Iron Horse Festival website, brochures, Facebook, Twitter etc. The Festival reserves the right to determine what, if any, materials/information are used and is not responsible for any errors or omissions.

## **FORMAT**

The Iron Horse Festival is striving to provide the highest quality exhibition available. We feel that in order to complete this objective, we require the support and active participation of our exhibitors. Your staff and display are a direct reflection of your business and our Festival

## **PERSONNEL**

All booths must be adequately staffed during show hours. Festival Volunteers and staff are NOT to be used to supervise vendor/exhibitor booths, please bring adequate personnel.

## **SOUND / NOISE:**

All vendors/exhibitors must have an equal opportunity to present their goods and services without the distractions from neighbouring vendors. Undue sound / noise as determined by the Events Coordinator will not be tolerated.

## **GARBAGE, RECYCLING & CARDBOARD**

The Iron Horse Festival is striving to become ECO Friendly and continue to keep the grounds garbage free and clean. We request all our food vendors use recycling materials to distribute their fares and keep their area neat. ECO bins (recycling blue bins) will be located throughout the festival grounds however, if you have a large amount to be collected please contact the Festival Grounds Crew for removal. Regular garbage collection will be conducted by the Festival grounds Crew throughout the day along with grey water collection.

## **SECURITY**

Festival Security will be provided Thursday, Friday and Saturday night after show hours enabling you to leave your booth set-up (limited security personnel on Wednesday night). However, most exhibitors may choose to pack and remove their merchandise at the end of each day. **You are responsible for your own Theft and Liability insurance.**

## **VEHICLES**

Vehicles will not be allowed into the closed Festival area unless with prior authorization. Requests can be made through the office staff and parking will only be allowed with **designated parking passes**. These passes are required for all vendor parking including nearby loading and unloading zones only. Please refer to the Festival Grounds map provided with this package.

Vendor Parking is available near by on a first come first served basis.

## **TENTS / TRAILERS**

Please indicate space requirements and submit a recent photo of your booth for approval

Tents to be constructed of flame-resistant material and must have documentation to prove in case of inspection by fire department officials

If you have rented a tent from the Festival and request to have it placed/erected at your designated site, the tent will be available no later than **NOON** on the first day of the Festival. We do NOT guarantee a tent earlier than this time.

## PROPANE

If propane is required, the vendor can make arrangements for a propane dealer to deliver prior to opening each day.

**Dowler Karn 631-3810 or St.Thomas Rent-All 631-5450**

## HEALTH BOARD REQUIREMENTS (Food Vendors only)

Enclosed with the Vendor Package (also on the website) you will find **MANDATORY** compliance requirements from the Elgin St.Thomas Health Unit. **Please send the completed form directly to the Elgin St. Thomas Health Unit fax# 519-633-0468 and copy to the office for our records.**

Mandatory Inspections will be scheduled by the Health Unit Thursday morning prior to opening and throughout the festival at their discretion

## HYDRO REQUIREMENTS

For those vendors/exhibitors requiring hydro, payment **MUST** be received prior to setup. A **2017 HYDRO Label** will be issued and must be attached the male end of the Vendor's extension cord.

DO NOT attempt to gain access to the hydro boxes without advice of the Site Manager.

HYDRO is NOT guaranteed prior to Thursday opening day of the festival by 12 noon. This includes food vendors

All equipment/extension cords must meet the approval of the **Electrical Safety Authority**. All booths requiring Hydro are subject to an inspection by the Electrical Safety Authority at any time during the festival. The committee does **NOT** supply extension cords, please ensure you bring a minimum of 100' of outdoor approved extension cords to ensure reach.

Generators are allowed for emergency measures only and on the advice of the Site Manager.

Any extension cords found plugged in to the Hydro boxes that are NOT displaying the **2017 HYDRO Label** will be removed immediately and possibly confiscated.

## Gray Water & Grease (Food Vendors Only)

There is absolutely no dumping of gray water allowed in any city sewer drain, grates or manholes. See attached waiver and release of liability, which must be included signed and witnessed with the application

If you wish to have the festival discard of your gray water you must have it ready and in front of your booth at a prescribed time set by our Site Manager. If it is not there when we come to collect it then it is your responsibility to properly dispose of it. There absolutely no dumping of grease allowed in any city sewer drain, grates or manholes.

**It is the responsibility of the vendor to store and/or discard their grease properly.** Please see Site Manager for details.

**Any breach of these regulations is automatic forfeit of the site deposit**

## VENDOR SPACE

Please note that booth sizes are approximate and we cannot guarantee that all booths will be exactly as listed. We thank you for your understanding.

Pursuant to all applicable regulations **all** booths must have an approved **fire extinguisher** in their booth.

All vendor spaces will be sold on a first come first served basis. Please be sure to return your contract as soon as possible in order to reserve your space

Hay, straw, shavings or similar combustible materials shall not be permitted within or around tents.

**Smoking and open flame devices shall not be permitted in a tent. Any breach of these regulations is automatic forfeit of the site deposit.**

## SMOKING REGULATIONS (new as of January 2015)

Due to the new regulations of SMOKE FREE Ontario, we hereby advise all vendors there is absolutely NO SMOKING anywhere on the Festival grounds at any time UNLESS in designated smoking areas. Designated smoking areas will be well marked and indicated on the Festival Site Map attached. All vendors must comply with the SMOKEFREE Ontario Act (attached) as well as return the signed IHF Smoking regulations release of liability and waiver attached with this package. It is recommended that No-smoking signs be posted in all exhibitors' tents and on all vendor trailers in clear view of attendees. If you require additional no-smoking signs please contact the Site Manager.

## BOOTH LOCATION

Location of booths will be the responsibility of the Festival Site Logistics Committee and Risk Management Committee. If you have a preference, please indicate it on your application, as the Festival will try to accommodate as best as possible.

Booth locations may not be changed without written permission of the Site Coordinator. Any disagreement that arises will result in the vendor being asked to leave the park for the duration of the festival. **There will be NO refund of booth fee.**

## **INSURANCE**

The Iron Horse Festival is insured against liability and property damage. Vendors are responsible for their own theft and liability insurance.

All applicants **must** submit a **Certificate of Insurance** naming the Iron Horse Festival of St. Thomas as an additional named insured in the amount of \$1,000,000. The minimum requirement for food vendors is \$2,000,000 GENERAL LIABILITY POLICY.

The Certificate of Insurance, covering the dates of the festival, **must** be submitted at the time of application. If the dates of the festival are after the renewal date please notify the office upon application, the new issue policy must be on file prior to the festival dates.

## **NO CERTIFICATE OF INSURANCE – NO ADMITTANCE INTO THE FESTIVAL.**

*"The Vendor shall indemnify and save harmless Iron Horse Festival of St. Thomas, their employees, volunteers, agents, the property owners, and management, etc. from all claims for the loss, damage, or injury to persons or property caused to the vendor, his employees, or agents through any wrongful act, neglect, or default. Iron Horse Festival, their employees, volunteers, agents, the property owners, management, etc; shall not be liable to the Vendor, his employees, agents, or customers for any personal injury or damage to property. Everything brought to the show premises by the Vendor, his employees and agents or customers, shall be entirely at the risk of the Vendor or others for any loss or damage in accordance with Canadian Insurance Laws. The Vendor shall be responsible for the insurance of his own property."*

## **NSF/RETURNED ITEMS**

Any cheque returned by the bank due to insufficient funds is subject to a **\$45.00** charge and may deem the application fee invalid due to non-payment terms and conditions. I.e. EARLY BIRD

## **REFUNDS**

Refunds must be requested in writing; phone calls or messages are not acceptable and will not be considered notification prior to the deadline. Requests can be submitted via mail, email or fax at the address listed on this package. The following is the refund amount schedule.

**100% of all fees including hydro - By June 30, 2017**

**50% - of all fees including hydro - By July 15, 2017**

**50% - of Vendor fee only after July 15, 2017**

**0% - of all fees after August 1, 2017**

**APPLICATION CHECKLIST – please read and sign this page and return with your completed application package.**

- SIGNED APPLICATION
- FULL PAYMENT – *we accept business or personal cheque, money order, cashier's check/bank draft, Interac e-transfer and PayPal*
- INSURANCE CERTIFICATE *(with Festival named as an additional insured)*
- A photo of your typical booth setup (include tent/trailer if required)
- A self-addressed, stamped envelope *(if you require the clean site deposit check returned or a receipt for tax purposes post-festival)*

**Yes**, I want to be included in the Festival's Program and have included additional editorial and photos for insertion.

**Yes**, I would like to be contacted about other advertising options available within the Festival Program.

**By signing below, I acknowledge I have read and understood the SMOKEFREE Ontario Act, Grey Water By-law Notice (if applicable) and agree to abide by the rules and regulations as stated in the Vendor Package provided.**

X \_\_\_\_\_

Date \_\_\_\_\_.

**PLEASE SEND ALL CORRESPONDENCE TO:**

Iron Horse Festival  
Attn: OFFICE MANAGER  
P.O. Box 20094  
St. Thomas, Ontario  
N5P 4H4

[vendor@ironhorsefestival.com](mailto:vendor@ironhorsefestival.com)

519-207-4000  
519-207-4001 *(please send any faxes AFTER 5pm or on weekends, thank you)*