



A Natural Attraction



Barks by the Bay

Canine Festival and Tradeshow

Saturday, May 25, 2019 – Centennial Park, Trenton 9am – 4pm

The Barks by the Bay Committee would like to extend a warm invitation to participate in the 12th Annual Barks by the Bay Festival, taking place again in Centennial Park, Trenton, situated on the beautiful Bay of Quinte, on Saturday, May 26, 2019.

Participating as a vendor at the Barks by the Bay Festival allows you and your company to showcase your products and services to the thousands of participants and spectators that attend the festival annually. In 2019, we are sure that our lineup of entertainment will excite, engage and amaze our attendees!

Please take a few moments to complete and submit the vendor package to guarantee your space. The deadline for vendor applications is Friday, May 17, 2019.

Should you require any further information, please contact our Special Events Coordinator, Norman Markland at [normanm@quintewest.ca](mailto:normanm@quintewest.ca) or call 613-392-2841 Ext. 4421.

We look forward to seeing all of our old friends, and making some new ones!

Best Regards,

Karen Jones, Chairman  
Barks by the Bay Committee

VENDOR REGISTRATION & CONTRACT Barks by the Bay Canine Festival

Company/ Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Tel: ( \_\_\_\_\_ ) \_\_\_\_\_

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

LIST ITEMS TO BE SOLD/ DISPLAYED OR NATURE OF ORGANIZATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Early Dog Discount: \$10 discount off your booth space and company name and logo featured on social media (if provided) by February 28, 2019.

Registered non-profit organization? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, you will receive a 50% discount.

BOOTH OPTIONS: (Please check ONE booth size and identify if a table is required)

\_\_\_\_\_ 10' X 10' \$80.00 TABLE: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ 10' X 20' \$100.00 TABLE: Yes \_\_\_\_\_ No \_\_\_\_\_

HYDRO: Additional \$30.00

Hydro Yes \_\_\_\_\_ No \_\_\_\_\_ Voltage Required \_\_\_\_\_

Food Vendor Yes \_\_\_\_\_ No \_\_\_\_\_ \*Water hook ups will be provided to food vendors only.

SET-UP: May 24th Noon - 6:00pm OR May 25th (Festival Day) between 7:00am and completed by 8:30am.

\*Vehicles must be removed from festival grounds and into designated areas by 8:30am. TEAR-DOWN: May 25th Not before 4:00pm.

Please mail or drop-off registration documents along with payment to:

Barks by the Bay

Attn: Norman

P.O. Box 490, 7 Creswell Dr. Trenton, ON K8V 5R6

I AGREE TO THE TERMS OF THIS CONTRACT \_\_\_\_\_ (signature)

Would you like to donate 100 items to our Swag bags? Yes \_\_\_\_\_ No \_\_\_\_\_

\* Business cards alone will not be accepted for the Swag Bags

Would you like to sponsor a prize basket for the winner of a contest/competition? Yes\_\_\_\_\_ No \_\_\_\_\_

May 25TH, 2019 Centennial Park, Quinte West (Trenton)

## VENDORS CONTRACT REGULATIONS

Please read carefully and sign before returning with your cheque

Refunds will not be provided due to inclement weather or for cancellations within 10 days of the Festival starting date.

Payment will be received by Cash or Cheque ONLY

Vendors must remain set-up and on site for the scheduled Festival time. "No early departures please!"

Vendor sites will be at the discretion of the Vendor-Coordinator.

Vehicles and/or trailers MUST be parked in the designated vendor parking area, unless they are a part of your display booth/site and are approved by the Vendor Coordinator.

Vendors will be allowed to sell only the products that are listed on the Vendors Contract. (Please attach your product/services list & parking needs).

Vendors will be responsible for their own additional tables, chairs, extension cords or anything else required to operate their sites (hydro & water for food vendors only).

All food vendors must comply with Health Unit and Fire Department regulations and are subject to inspection, and are responsible for submitting their own forms to the Health Unit. Please find attached the necessary forms and regulations for safe food handling.

Vendors must leave the Festival site in a clean condition before departing.

**IMPORTANT:** In the event of any claims by any person against the Barks by the Bay Committee, the Economic Development & Tourism Services Department or the Corporation of the City of Quinte West, the Holder of this Contract shall indemnify and save harmless, the Barks by the Committee, the Economic Development & Tourism Services Department and the Corporation of the City of Quinte West of any claim, demand or action by such person.

### AGREEMENT:

I confirm that I will participate and agree to abide by the Rules and Regulations as stated in this Contract.

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

(Please sign and return with your Cheque and Application Form)

**INSURANCE:**

Prior to the commencement of this Agreement, and for the entire duration thereof, the vendor shall obtain and maintain insurance coverage as outlined below, provided by an insurance company licensed to transact business in the Province of Ontario. Evidence of such insurance shall be provided to the City in the form of a Certificate of Insurance signed by an authorized signatory prior to the commencement of this Agreement and as otherwise specified below:

1. Commercial General Liability with a limit of not less than \$2,000,000. per occurrence/ \$5,000,000. aggregate
2. The Corporation of the City of Quinte West must be named as an additional insured.
3. Cross Liability/Severability of Interests clause
4. Contractual Liability
5. Tenants' Legal Liability (permanent or temporary occupancy of a municipal building)

In the event that you are unable to provide the appropriate insurance coverage, you may take advantage of the city's Municipal Facility User General Liability Insurance Program at the cost of \$15.00 per day established by BFL Canada and collected on their behalf by the City of Quinte West.