



Downtown Brockville General Agreement

All vendors wishing to be considered must fill out the application and submit it along with payment by the event submission deadline

- > those applying after the deadline will go to a waiting list
- > vendors who are declined will have full fees refunded
- > vendors cancellation up to May 15, 2023 will have full fees refunded
- > application process does not guarantee a placement in the Festival
- > applications are reviewed and are accepted on the basis of needed product/offering, compatibility with Festival, and uniqueness
- > we do not offer exclusivity but strive not to exactly duplicate a product
- > the Festival reserves the right to place all vendors
- > vendor placement is at the discretion of the BIA
- > all vendors MUST comply with space allotted to them and with all rules and regulations pertaining to them for the duration of the Festival
- > demonstrations and promotion vendors only will be placed in the upper parking lot (no sales permitted)
- > fees and application form for demonstration and promotion vendors are different from other vendors
- > all forms, required paperwork and payment must accompany the application and be received by the deadline

Information for Vendors

- > vendors must be open and fully staffed for the duration of the festival
- > BIA festival hours are: LIST HOURS
- > volunteer teams will be available to assist with directions
- > no vendor cars are permitted on the grounds beyond the given times
- > all vendors MUST arrive to set up in the morning between 7:00am and 9:00am sharp
 - > Island vendors will be directed to exit at the end of the festival by a volunteer team/security/BIA staff member no earlier than 6:00pm
 - > Vendors will be directed to park in a designated location by BIA staff
- > no cars parked at your site
- > 2 free parking passes only will be provided to each vendor
- > parking is available at LOCATION
- > reserved parking has not yet been approved

EXPECTATIONS

- > vendors are expected to stay for the duration of the festival
- > all spaces are approximately 12' x 16'
- > additional space is available at an additional cost

- > all vendors must supply their own, tents, canopies, tables, chairs, extremely quiet generators, extension cords, weights for tent/canopy and any other needed supplies
- > all tents/canopies must be safely secured by weights,
- > those tents/canopies deemed not safely secured will have to be removed, vendor may remain without tent/canopy
- > Neither hydro nor water is guaranteed to all vendors. Please notify the BIA if you would like to request that your booth be located near a power outlet (Limited spots available)
- > it is expected that all vendors are responsible for their own products
- > it is the responsibility off all vendors to ensure that their area is clean and tidy at all times during the festival

> SECURITY: the BIA will take reasonable precautions to ensure safekeeping of your set- ups. Notwithstanding these precautions the Festival does not hold itself out to be responsible for any loss to vendors or exhibitors' property arising by means of fire, theft, water damage, vandalism, or any other cause whatsoever. Vendors are responsible for assuming the risk for their own operations and equipment and must protect themselves against loss or damage through their own insurance policies. Vendors must abide by and conform to all rules and regulations from time to time adopted or prescribed by the city of Brockville and the BIA for the governance safe operations and management of the festival and associated services.

> In default of the above conditions the vendor space allotment may be cancelled at the sole discretion of the Downtown Brockville BIA and the exhibit or vending operation will be removed from the site. Should any question arise not expressly provided for in these rules and regulations, the BIA will resolve the matter. This decision shall have the same force and effect as if it had been made one of these rules and regulation as noted herein. We reserve the right to refuse any vendor. The following must signed upon arrival

Signature_____Date_____

By signing this agreement you release the Downtown Brockville Board of Directors and Staff, as well as the City of Brockville of and from any and all liability for any damage, injury or loss to any person or goods which arise from rental and occupation of display Area Space by the applicant(s). You agree to hold Downtown Brockville BIA, Board of Directors and Staff as well as the City of Brockville harmless of any loss or damage by reason thereof. You also agree to comply with all BIA and City of Brockville rules and regulations and requirements in the operation of your Display Area. You agree that you have read and agree with the Policies outlined in this form.

The Downtown Brockville BIA may choose to terminate this agreement at any time if you choose not to abide by our booth policies. The BIA reserves the right to make changes to this agreement as needed. You understand your entry fee shall not be refunded in the event that you do not attend or if all or part of the event is cancelled due to fire, calamity or any other act of God, public enemy, strike, statues or ordinances or any legal authority or any other cause beyond our control.