



NEWBARKET

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New'bark'et 2022 Vendor Application

Thank you for your interest in participating in the Town of Newmarket's New'bark'et Dog Festival 2022. New'bark'et will run at the Lions Park (424 D'Arcy Street) on **Saturday, September 10 & Sunday, September 11** from **10 a.m. to 4 p.m.** Please complete the information below to be considered for participation.

Please return the completed form and payment by **Monday, August 8, 2022 at 8:30 a.m.** to be considered. Applications may be emailed to Sarah Ernst, Recreation Programmer – Special Events & Marketing, sernst@newmarket.ca, dropped off or mailed in.

Vendor Fees (per 10' x 10' booth):

Not-for-profit: \$100 + HST (total: \$113)

For-profit: \$200 + HST (total: \$226)

Vendor Fee Payment Options:

Please note that all vendor applications must be approved by the Recreation Programmer before payment is applied.

Pay by credit card:

Once your application is approved, a login will be emailed to the email address listed on the application so you can make payment online at <https://play.newmarket.ca/Start/Start.asp>

Mail-in a cheque made payable to:

Town of Newmarket
395 Mulock Drive
P.O. Box 328, STN Main
Newmarket, ON
L3Y 4X7

Pay at a Customer Service desk by cash, cheque, debit, or credit once your application is approved.

Customer Service desks include:

Municipal Office
395 Mulock Drive

Magna Centre
800 Mulock Drive

Ray Twinney Recreation Complex
100 Eagle Street West

Applicant Information

Organization Name: _____

Website: _____

Contact Person: _____ Email: _____

Address: _____ City/Province: _____

Postal Code: _____ Phone: _____

Day of Event Contact: _____ Day of Event Contact Phone: _____

Please describe what activities and/or interactive activations (something that engages customers at your booth) you will be doing within your display space. (e.g. selling items, give a-ways, contests, photo booth, playing music, etc.)

Are you planning on giving away or selling any food or drink to humans at the event? (If you are providing food or drink of any kind you must comply with the requirements of York Region Public Health and submit a Special Event Vendor Form as well as provide proof of liability insurance, naming the Town of Newmarket as an additional insured up to the amount of \$2,000,000.

What type of vending space will you will be providing? (Example: tent, truck, trailer, table, chairs, cart, generator etc.) Please be aware that if you are bringing a food truck or cart that you will need to fill out a separate application and permit fee is required in addition to the for-profit vendor fee. If your vending space is larger than 10' x 10', please indicate the dimensions below.

Do you require multiple spaces? (one space is 10'x10') If so, how many booths would you like and would you like them side by side or spread out? (One vendor fee is charged per space)

Do you require any other specific needs or require a specific location? (i.e. water, close proximity to washrooms, accessible parking etc.) *Please note that needs and locations cannot be guaranteed but we will try our best to accommodate. Hydro is not available for this event.

In efforts to adjust the event footprint and to decrease the congestion along Church Street for customers, please answer the following questions about your vending setup:

1. Does your setup need to be on pavement or would you be able to setup partially on grass?

Pavement only

Grass would be acceptable

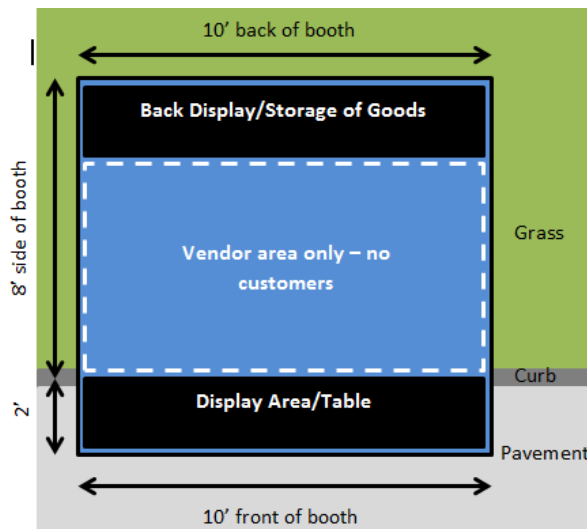
2. Is it necessary for you to drive directly to your vending space to setup/tear down or would you be able to carry/use a dolly to move your supplies to your booth location? Volunteers will be available during the load-in and tear down times to assist. Please circle:

Must be able to drive to booth

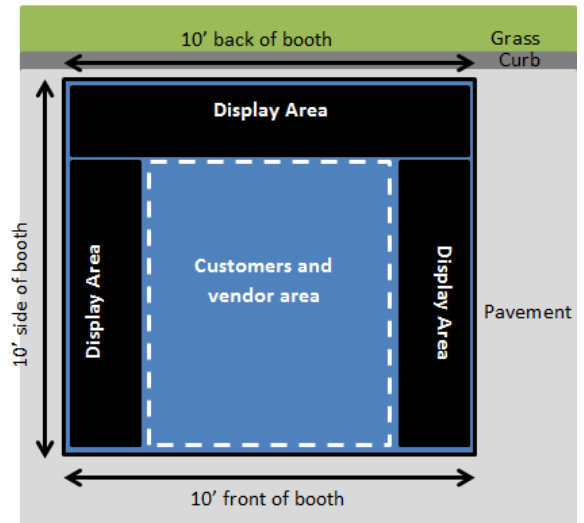
Carry/use a dolly to move supplies to booth

3. Will you be inviting customers into your booth space or will you be setting up a table at the front of your booth and serving customers from there? Please note, if you are setting up partially on grass and serving from a front display, you may have a curb part way through your booth, after your front display table.

Please circle the option that best reflects your booth setup:



Serving customers at front of booth



Inviting customers into booth

Overnight security will be provided by the Town of Newmarket on Friday, September 9 and Saturday, September 10.

Vendor Rules and Regulations

- 1.) Set up can be completed Friday Sept 9th between 5pm and 7:30 p.m. or Saturday Sept. 7th from 6 to 9 a.m. All set up must be completed within 1 hour before the start of the event time. If you do not set up prior to the event your space is subject to forfeit and may be occupied by another group.
- 2.) All vendors must be directly related to the theme of the event (dog or pet) and approved by organizer.
- 3.) All booths must be staffed for the entire duration of the event. At no time can any booth or space be left unattended.
- 4.) The booth fee includes a 10' x 10' space only. You are responsible for all of your set up, tear down and any items to accompany your space. Any equipment including but not limited to chairs, tables, garbage, canopies, signs, power will be the responsibility of the vendor. All canopies are required to be weighted down (staking is not permitted). You are responsible to provide your own weights and to make sure your canopy is secure. Extra weights are not available the day of the event.
- 5.) For any music or sound amplification the maximum decibel level for amplification cannot exceed 85 decibels.
- 6.) All garbage collected at the space during the event is the responsibility of the vendor. Nothing can be left after the event. A garbage bin will be provided by the event organizer for vendors to dispose of their garbage.
- 7.) All food vendors (for humans only) must complete and submit a York Region Public Health vendor application form for special events. This form is available at <https://www.york.ca/health/food-safety/special-events-farmers-markets-and-wild-game-dinners> . This must be completed within 2 weeks of the event and submitted to the Region. This is mandatory.
- 8.) The Town is dedicated to eliminating single use plastics. If you are planning on using single use plastics at a Town event (e.g. plates, cups, straws, balloons, plastic water bottles etc.) please let the Recreation Programmer know and we may be able to suggest a green alternative.
- 9.) No smoking, alcohol, fireworks, weapons, or illegal substances are allowed at any event. Due to the amount of animals at New'ark'et, all excessive noise makers and balloons are not allowed.
- 10.) If you are using a generator for power it must be classified as low noise. Town staff reserve the right to refuse the use of the generator.
- 11.) This festival is held rain or shine. In the event of severe inclement weather, (e.g. thunderstorm, tornado, extreme temperatures) Town of Newmarket staff will make the decision to cancel or postpone the event.
- 12.) All items for sale must be confined to the designated booth space. No aggressive sales or fundraising will be permitted.
- 13.) Parking will only be allowed and available in designated areas. No cars, vans, trucks will be permitted in the vendor areas unless approved before hand by the event organizer.
- 14.) The Town will not be responsible for any damage to vendor space and vendors assume all liability in attending the event.
- 15.) For advertising on social media, the Facebook event page will be posted in August 2022 and closer to the event, the Town will be posting on Twitter and Instagram @TownofNewmarket. You are welcome and encouraged to share our posts on all platforms and invite your followers to the event however please do not create your own Facebook event using the official Town of Newmarket

New'ark'et graphics. We want to ensure that there is only one official Facebook page (with the correct branding) that has the most up to date information for customers.

- 16.) This event will follow all current Federal, Provincial and Regional guidelines for Special Events related to COVID-19. Prior to the event, all vendors will be emailed with what COVID-19 guidelines are applicable to this event. Vendors will be responsible for ensuring their booth space and staff/volunteers comply with those guidelines.
- 17.) All applications must include proof of Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$2,000,000 per occurrence, for bodily injury and property damage. Events requiring the use of an automobile as part of the event must also provide proof of Automobile Insurance with a minimum of \$2,000,000 limit. *The Town of Newmarket is to be named as additional insured on all Insurance Certificates.* Proof of Insurance must be provided in the form of a certificate prior to the vendor move-in date.
- 18.) Town staff reserve the right to refuse entry, participation of any vendor if the above requirements are not met.

By signing below you agree that you have included all information pertaining to your set-up and you have read and understood these rules and regulations and agree to abide by them for the event.

Applicant Signature: _____ Date: _____

AGREEMENT TO INDEMNIFY AND HOLDHARMLESS

In consideration of acceptance of this application the undersigned applicant agrees to save harmless and fully indemnify the Town of Newmarket and its officers, servants, employees, elected officials and agents from and against all claims, demands, suits, actions causes of action or proceedings that may be brought against or made upon the Town of Newmarket, its officers, servants employees, elected officials and agents by any person or persons in which the claims, demands, suits, actions causes of action or proceedings may result from, arise from, be contributed to or be, in any way related to any act, omission, failure to act or otherwise of the applicant its officers, servants, employees, and agents pertaining to the Special Event described in this application.

Signed Sealed and Delivered at the Town of Newmarket, in the Province of Ontario this _____ day of _____, 2022.

Authorized Signature of Applicant