



NEWBARK'ET

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New'bark'et 2024 Vendor Application

NEW'BARK'ET 2024 DETAILS:

- **Date:** Saturday, September 7 & Sunday, September 8, 2024
- **Time:** 10 a.m. to 4 p.m. (both days)
- **Location:** Lions Park - 424 D'Arcy Street

VENDOR APPLICATION DEADLINE:

- Please read and complete all the required information below to be considered for participation.
- Please return the completed form by **Monday, August 5, 2024, by 8:30 a.m.** to be considered.
- Applications can be submitted by:
 - Email to Matt Cuthbert, Special Events Programmer at mcuthbert@newmarket.ca
 - Dropped off or mailed to:
 - ATTN: Matt Cuthbert
Municipal Offices – Town of Newmarket
395 Mulock Drive, Newmarket ONT
L3Y 4X7

VENDOR FEE:

All vendor applications must be formally approved by the Town of Newmarket prior to vendors making payment.

1. **Please indicate below** (check one box)

Not-for-Profit: \$100 + HST (total: \$113) – One (1) 10'x10' Space

For-Profit: \$200 + HST (total: \$226) – One (1) 10'x10' Space

Not-for-Profit: \$200 + HST (total: \$226) – Two (2) 10'x10' Spaces

For-Profit: \$400 + HST (total: \$452) - Two (2) 10'x10' Spaces

2. **Please indicate below** (check one box) if you will be providing your own certificate of general liability insurance or if you would like to purchase general liability insurance through the Town of Newmarket.

NOTE: All vendors are required to provide a copy of general liability insurance naming the Town of Newmarket as an additional insured on the policy of up to \$2,000,000.00 for both festival dates as well as the vendor setup day on Friday, September 6, 2024.

Any vendor that is a commercial entity and / or operates as a business DO NOT qualify for general liability insurance through the Town of Newmarket, as you should have your own insurance for your operations.

- Yes (\$47.52 + HST) – I would like to purchase general liability insurance through the Town of Newmarket as I am not a commercial entity and do not have my own general liability insurance.
- No – I will be submitting my own certificate of general liability insurance naming the Town of Newmarket as an additional insured on the policy up to \$2,000,000.00 for both festival dates as well as the vendor setup day on Friday, September 6, 2024 (if applicable).

Total Fee:

Vendor Fee _____ + Certificate of Insurance (if applicable) _____ + HST = _____

VENDOR PAYMENT OPTIONS:

Once you have received formal approval by the Recreation Programmer, payment can be made either:

1. **Online**

Login information will be emailed to the email address listed on this application providing an online payment option at <https://newmarket.perfectmind.com/SocialSite/MemberRegistration/MemberSignIn>

2. **Cheque - dropped off or mailed to:**

Town of Newmarket (cheque payable to the Town of Newmarket)
 395 Mulock Drive
 P.O. Box 328, STN Main
 Newmarket, ON
 L3Y 4X7
 ATTN: Matt Cuthbert

3. **In Person - at a Customer Service Kiosk** (cash, cheque, debit, or credit)

Municipal Office	Magna Centre	Ray Twinney Recreation Complex
395 Mulock Drive	800 Mulock Drive	100 Eagle Street West

APPLICANT INFORMATION:

Organization Name: _____

Website: _____

Main Contact Name: _____

Date of Birth (required for registration purposes): _____

Phone: _____

Email: _____

Day of Event Contact: _____

Day of Event Contact Phone: _____

Address: _____

City/Province: _____

Postal Code: _____

QUESTIONNAIRE

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

2. Are you planning to give 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)

3. What type of vending space will you 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.

4. 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 as per above)

5. Do you require any other specific needs or require a specific location? (ex. water, 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.

6. **Please indicate below** (check one box). Which date would you plan to set up your space? It is strongly recommended that vendors set up their space on Friday, September 6, in hopes of limiting congestion on the morning of the event, Saturday, September 7.

NOTE: Overnight security will be provided by the Town of Newmarket on Friday, September 6 and Saturday, September 7, 2024

- Friday, September 6, 2024** **Saturday, September 7, 2024**
(Setup must be completed by, with no vehicle access after, 9:00 a.m.)

7. **Please indicate below** (check one box).

a) Does your setup need to be on pavement, or can it be on grass?

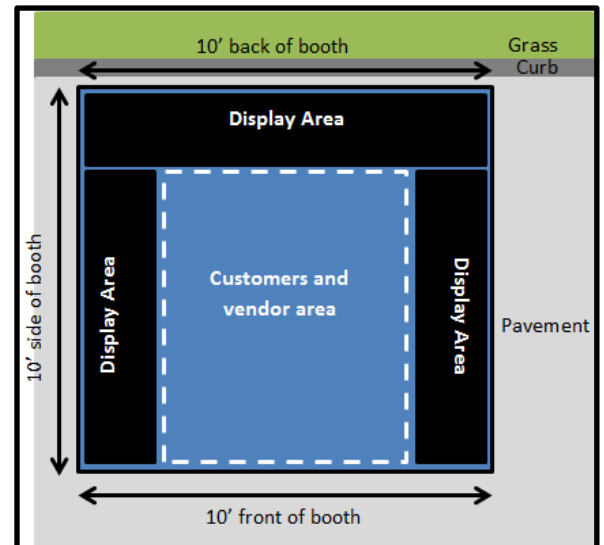
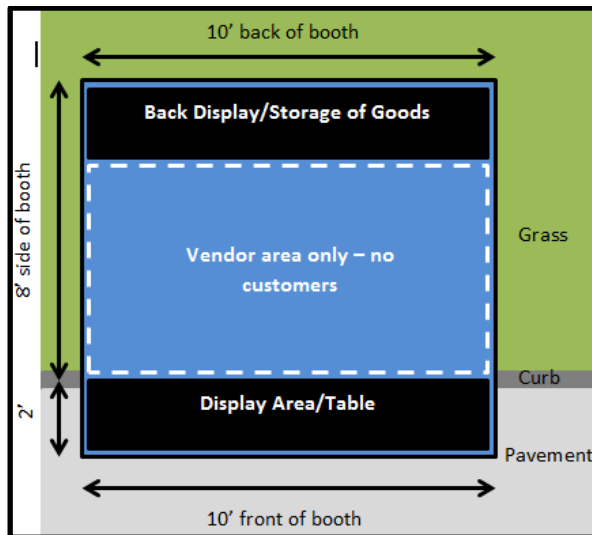
Pavement only

Grass would be acceptable

b) 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? See graphics below as a reference.

Serving customers at front of booth

Inviting customers into booth



VENDOR RULES AND REGULATIONS

Please read the following, sign, and date at the bottom

- 1.) Set up can be completed on Friday, September 6 between 4:00 p.m. and 7:30 p.m. or on Saturday, September 7 from 6 to 9 a.m.
 - All set up must be completed by 9:00 a.m. on Saturday, September 7, 2024.
 - After 9:00 a.m. vehicle access will no longer be available, and your space will be subject to forfeit and may be occupied by another vendor.
- 2.) All vendors must be directly related to the theme of the event (dog or pet) and approved by the organizer.
- 3.) All vendor booths must be staffed for the entire duration of the event. At no time can any booth or space be left unattended.
- 4.) The fee includes a 10' x 10' space only. You are responsible for all your set up, tear down and any items to accompany your space. Any equipment including but not limited to; chairs, tables, garbage, canopies, signs, and power, will be the responsibility of the vendor.
- 5.) 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.
- 6.) For any music or sound amplification, the maximum decibel level for amplification cannot exceed 85 decibels. Vendors may be asked to turn their music / sound volume down.
- 7.) All garbage created at your vendor space during the event is the responsibility of the vendor. Nothing can be left after the event. Garbage bins will be provided by the event organizer throughout the event space for vendors to dispose of their garbage.

- 8.) 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.
- 9.) The Town is dedicated to eliminating single use plastics. If you are planning to use 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.
- 10.) No smoking, alcohol, fireworks, weapons, or illegal substances are allowed at any event. Due to the number of animals at New'bark'et, all excessive noise makers and balloons are not allowed.
- 11.) 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.
- 12.) 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 post-poner the event.
- 13.) All items for sale must be confined to the designated vendor space. No aggressive sales or fundraising will be permitted.
- 14.) 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.
- 15.) The Town will not be responsible for any damage to vendor space and vendors assume all liability in attending the event.
- 16.) For advertising on social media, the Facebook event page will be posted in August 2024 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.
 - Please do not create your own Facebook event using the official Town of Newmarket New'bark'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.
- 17.) All vendors must provide 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 event.
- 18.) Town staff reserve the right to refuse entry, participation of any vendor if the above requirements are not met.

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.

By signing below, you agree that you have included all information pertaining to your set-up and you have read and understood the "Vendor Rules and Regulations" and agree to abide by them for the event.

That you have read, understand, and agree to the terms and conditions outlined under the “Agreement to Indemnify and Hold harmless.”

Signed Sealed and Delivered at the Town of Newmarket, in the Province of Ontario this [redacted] day of [redacted], 2024.

[redacted]
Authorized Signature of Applicant

----- END OF APPLICATION -----