



Oakville's Canada Day 2017
NON FOOD VENDOR - LATE Application Form

Event Date: Saturday, July 1st, 2017. **Hours of Operation:** 11:00am - 11:00pm
LATE Application Submission Deadline: **Monday, May 15th, 2017 by 5:00pm EST.**

Applications received in the event office after the submission deadline of May 15th, 2017, will be placed on a "wait-list" in the order received. FULL PAYMENT and supporting documentation must accompany all applications. You will be notified when your application has been processed and approved.

NAME OF BUSINESS: _____

MAIN CONTACT: _____ TELEPHONE: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

EMAIL: _____ WEBSITE ADDRESS (if applicable): _____

Hydro: Limited power is available, first-come, first-served, as applications are received. We will advise if approved. *You will be responsible for providing your own extension cords to the power source, this will not be provided by the event organizers.

NON BIA Member – NON-FOOD Vendor Application Checklist	
Vendor Fee	<input type="checkbox"/> \$400.00 + HST = \$452.00
Hydro Access Required (Y/N)	<input type="checkbox"/> \$50.00 + HST = \$56.50
Method of Payment	<input type="checkbox"/> Cheque <input type="checkbox"/> MC <input type="checkbox"/> Visa
Certificate of Insurance (attached) <input type="checkbox"/>	HST Number: _____
NO REFUNDS ONCE APPLICATION IS RECEIVED • RAIN OR SHINE EVENT	

***I have read and agree to the event terms and conditions on pages 2 & 3.**

Signature: _____ **Date:** _____

Description of Hydro (voltage/what will you be plugging in?)



Terms and Conditions:

The organizer reserves the right to refuse any application.

Submission of a vendor application package does not guarantee that the vendor will be offered an opportunity to participate at the event. Applications will be reviewed by the event staff. Vendors will be notified of their acceptance or non-approval. To submit a vendor application package, the vendor must be in good standing, must not have violated any rules or regulations, must not have been previously banned from an event and must have paid all fees.

Vendor Requirements:

1. Business License:

As per the Town of Oakville Bylaws effective in 2015, a copy of your business license must accompany your Food Vendor Application.

2. Certificate of Commercial General Liability (CGL) Insurance:

All vendors are required to name the Town of Oakville and the Bronte Village BIA as an additional insurer under their existing policies in the amount of \$5 million. A copy of your certificate of insurance must be attached:

The Corporation of the Town of Oakville:

1225 Trafalgar Rd. Oakville, ON
L6H 0H3

Bronte Village BIA:

2368 Lakeshore Rd. W. (lower level) Oakville, ON
L6L 1H5

3. Location/Exhibit Space:

This event will take place in Bronte Heritage Waterfront Park. Vendors will be placed in the park on the grass and food vendors will be located on Bronte Rd. All vendors will be provided a 10' x 10' pop-up tent area. Should you require a space larger than 10' x 10', please contact us for the 2017 rates.

*Vendors must bring what they need to display their product (i.e. tables, chairs, lights, tablecloths etc.). Only an empty 10' x 10' tent will be provided.

**Vendor spaces will be assigned. Each Vendor location will be marked with a sign that will reflect your business name that you have specified on your Vendor Application. Booths are set up, some with electricity, some with special requests based on the applications received, therefore you must set up in your assigned spot. If there is a problem, you can locate the Vendor crew once all Vendors are moved in.

4. Timetable:

Set-up: 8:00am-9:30am. Vendor check-in information and further details will be provided to you in June. You will be permitted to unload in front of your designated site (if possible). Once all items are unloaded, **you must move your car** and find a parking spot.



***Vendors are not permitted to park in the Compass Parking lot (next to the park). You will be asked to move.**

Booth Hours: 11:00am-11:00pm. The Vendor shall ensure that its booth is staffed during the operating hours of the event and the Vendor shall remain on-site for the duration of the event. Due to the high volume of foot traffic for the fireworks, you will not be able to drive your vehicle back to tear down your space until the fireworks are over and the crowds have cleared.

5. Clean-up:

Your work area must be completely clear of garbage when exiting the event. The Vendor shall dispose of all waste in the appropriate waste and recycling bins. The Vendor shall be responsible for cleaning any grease or grease residue that has been left on the grass or boardwalk areas after the event has ended. Thank you for your consideration.

6. Weather:

This is a **rain or shine** event; please come prepared for all types of weather. Should the event need to be shut down prior to operating hours ending there will be **NO REFUNDS**.

*We encourage you to bring your own tarps and plastic sheets should you need to protect your items in the event of inclement weather. The event organizers will not have any on hand to lend to you.

7. Refund Policy:

In the event of inclement weather, event shutdown and/or any bylaw infractions for your company, there will be **NO REFUNDS**.

8. Payment:

Payment will be received by cheque or credit card only. Please provide your credit card, VISA or MasterCard (MC) number when submitting your vendor application form.

Please make all cheques payable to:

Bronte Village BIA *Cheques made out to **InfinityComm** will NOT be accepted.

2368 Lakeshore Rd. W. (lower level)

Oakville, ON

L6L 1H5

Questions? Please contact our Vendor Coordinator: Dylan Cain

dylan@infinitycomm.ca

tel. 905.257.5555

2346 Lakeshore Rd. W. Oakville. L6L 1H5

Please submit all applications to Infinity Communications - Attn: Canada Day Vendor Application

