

# 11<sup>th</sup> Annual Hamilton Pagan Harvest Festival

Sunday September 15, 2013, Gage Park, Hamilton, Ontario

## Vendor Application Form

Company Name: \_\_\_\_\_ Your Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Day Phone #: \_\_\_\_\_  
 City: \_\_\_\_\_ Night Phone #: \_\_\_\_\_  
 Prov./ P.Code: \_\_\_\_\_ Mobile #: \_\_\_\_\_  
 Website: \_\_\_\_\_ Email: \_\_\_\_\_  
 Link website from PPD website? Yes  No

Please provide a brief (20 words or less) description of your work to be used in the printed program:

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

What are your top two products or services? \_\_\_\_\_

\_\_\_\_\_

Have you vended at previous PPD Hamilton festivals? Yes  No

Do you require an electrical hook-up? Yes  No  (Note: Access to electrical power is limited.)

Special Requirements: \_\_\_\_\_

Note: Space is allocated assuming a 10' x 10' tent. If you require more space please specify size.

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

Would you like some promotional flyers prior to the festival? If so, approximately how many? \_\_\_\_\_

Please provide an item, minimum value of \$20, for the charity silent auction. All proceeds from the silent auction go to this year's charity. Please have the item available for pickup between 9:00 AM and 10:00 AM.

Item	Quantity	Unit Cost	Total
Registration fee <sup>1</sup>		\$50.00	
Food Vendor fee <sup>2</sup>		\$30.00	
		<b>Total</b>	

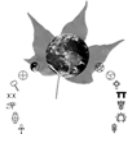
Send completed form and payment to: Hamilton Pagan Harvest Festival 810 Upper Wellington Street Hamilton, ON L9A 3R6
Received: _____

Make cheque payable to **PPD Hamilton**

**NOTE:** The number of vendors is limited. This application form and payment must be received to be considered for a vending location. Final selection is based on order received and suitability of products or services.

<sup>1</sup> Applications received by July 1<sup>st</sup>, 2013 will be reviewed in early July and successful applicants will be notified by email after July 4<sup>th</sup>. Applications received after July 1 will be processed on a first come, first served basis. Acceptance is based on product or service suitability, category limits, and product quality.

<sup>2</sup> The city of Hamilton requires that all food vendors pay a \$30 fee. The forms and payment must be received, by the city, at least 30 days before the festival. The necessary forms are available at <http://www.hamilton.ca/HealthandSocialServices/PublicHealth/FoodSafety/SpecialEvents.asp>.



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### Rules and Regulations

Pagan Pride Day Hamilton (PPDH) committee members reserve the right to examine your display before and during the show and ask you to remove any objectionable items. Refusal to cooperate will necessitate the removal of your booth from the festival and may hinder your future applications for the festival. Your vendor fee will not be refunded.

The allotment of space is solely at the discretion of the PPDH. **Locations are non-negotiable except when due to medical circumstances.** The contract between the PPDH and the vendor is limited to the rental of space. No representation is made by the PPDH that the use of the space will result in profit. Your contract does not constitute any exclusivity to a particular product category.

Booths must be open and set up by 9:30 AM and may stay open as late as 5 PM. All vendors must be packed and off site by 7 PM. Any items left on site become the property of PPDH to be used or disposed of as they see fit. Excessive garbage left by a vendor will be cleaned by PPDH at the expense of the vendor.

The Pagan Harvest Festival runs rain or shine. Vendors are advised to bring protective coverings to place over and under displays in the event of rain (as well as sun protection). Should heavy rain or wind conditions occur vendors remain on site at their own risk. No refunds shall be issued for inclement weather. In the event of the festival being cancelled due to reasons beyond our control, the PPDH will not be held liable to the vendor in any way.

Vendors agree to abide by and conform to all rules and regulations from time to time adopted or prescribed by PPDH for the governance, safe operation, and management of the show. Vendors:

- Must follow all applicable Health and Safety Standards (i.e. flammables, food, etc.)
- Must install, arrange, and conduct their exhibits :
  - in a manner which does not present a safety hazard to the public, volunteers, or employees, and
  - only in the space allotted to them by the PPDH in a neat and orderly manner and in such a way as to not be a menace or nuisance to other vendors
- Shall not resort to “hard selling”, or displaying “Reduced Price” or “Sale” signs.
- Must have valid business insurance (see signature section below).
- GST and PST collections and remissions are the vendor’s responsibility.
- No subletting **or sharing** of booth space is allowed without the written consent of the PPDH.

Any default of the above conditions may result in the vendor’s space allotment being cancelled at the sole discretion of the PPDH and the vendor ordered from the site.

Pagan Harvest Festival & the Pagan Pride Day Hamilton committee will not be held liable or responsible for any personal injury, loss, theft, or damages incurred by the vendor(s) at, in, or around the festival.

I (print name) \_\_\_\_\_ am applying for vendor space at the Hamilton Pagan Harvest Festival, held in Hamilton at Gage Park on Sunday, September 15<sup>th</sup>, 2013 and have read all the rules and regulations above and hereby agree to abide by said rules and regulations. My total fees are submitted with this application form.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

Business insurance company name: \_\_\_\_\_ Policy number: \_\_\_\_\_

### Application Check List

- A signed and fully completed application form (both sides/pages)
- A cheque or money order for the full amount owed must be received with the registration forms. **Forms received without payment will be discarded.** Make cheques payable to **PPD Hamilton.**
- No registration forms will be accepted after September 1, 2013.