



HESPELER VILLAGE  
NEIGHBOURHOOD ASSOCIATION  
640 Ellis Road P.O. Box 29098  
Cambridge, ON N3C 4K1

## VENDOR APPLICATION/CONTRACT

### Harvest Festival

September 28, 2024

FORBES PARK, 10am-3pm

Company:	Contact:
Address:	
City/Province/Postal Code:	
Phone:	Cell/Alt. phone:
Email:	Website:
Facebook Page :	instagram:
Business and Product Description:	
Emergency Contact:	
<small>(Please state an individual who would be available for the duration of the event and the best way to contact them in case of emergency)</small>	
<b>VENDOR REQUIREMENTS</b>	
<p>Deadline for applications is September 10, 2024</p> <p>Vendors will be allotted a designated 10 X 10 Sq. ft space. Set up starts at 8am and must be completed by 10am.</p> <p>All vendors are encouraged to remain until at least 3pm.</p> <p>It is a rain or shine event so there are no refunds, and a tent is recommended.</p>	
<b>PROOF OF INSURANCE</b>	
<p>All vendors require proof of insurance. When submitting your proof of insurance please ensure that Hespeler Village Neighbourhood Association, as well as the City of Cambridge are added as additionally insured. Thanks in advance for your cooperation.</p>	
<b>SPECIAL REQUESTS</b>	
<p><i>The special event committee will make every effort to try to accommodate special requests. Please be understanding that the vendor fair is along a paved path and vendors will be required to set up on grass.</i></p>	



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Neighbourhood Association

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PAYMENT OPTIONS			
Payment will be made by:	CREDIT (paying invoice online)	CASH	CHEQUE
TOTAL COST			
Vendor-\$70	Food Truck-\$150	Not for Profit- No Charge	
SIGNATURE			
<p>I/We hereby apply to be a vendor at the Hespeler Village Harvest Festival September 28, 2024 and understand the Terms and Conditions of being a vendor.</p> <p>Signature of applicant: _____ Date: _____</p> <p>As a <b>valued vendor</b>, we would like to make this process as <b>easy, profitable &amp; enjoyable</b> as possible but understand that Hespeler Village Neighbourhood Association is in no way responsible for lost, damaged or stolen property.</p> <p>Contact us today if you require any additional information, accommodation due to a special need, have questions or to book your vendor space.</p> <p><b>Hespeler Village Neighbourhood Association - Harvest Festival</b>  <a href="mailto:info@hvna.ca">info@hvna.ca</a> (519)240-3567</p>			
<p>Personal information in relation to this process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used only for the purpose for which it is intended. If you have any questions regarding this collection of personal information, you can contact the Chair of Hespeler Village Neighbourhood Association.</p>			
<p><u>For office use only</u></p> <p>Space Assignment _____ Payment received \$ _____</p> <p>Signature _____ Date _____</p> <p> <input type="checkbox"/> Application Approved         <input type="checkbox"/> Application Not approved         <input type="checkbox"/> Application Incomplete       </p>			

**TERMS AND CONDITIONS FOR HESPELER VILLAGE NEIGHBOURHOOD ASSOCIATION  
HARVEST FESTIVAL**

**Space Rental Payment**

Successful vendors will receive a letter of acceptance, and an invoice for an applicable amount via email. HVNA encourages you to complete payment online by credit. If your application is not accepted, you will be notified via e mail. HVNA reserves the discretion to grant or refuse any request from individuals or companies wishing to exhibit in the festival.

**Cancellation Policy**

Please note that your space rental fee is non-refundable. This event is rain or shine.

NOTE: If the event is canceled due to government restrictions such as those imposed for COVID all monies will be fully refunded.

**Subletting/Shared Space**

Subletting space is prohibited. The Vendor shall not assign, sublet or apportion the whole or any part of the space allocated by HVNA to the Vendor. At the discretion of HVNA two vendors may be allowed to rent one space.

**Exhibit Space**

HVNA does not provide tables and chairs and is the responsibility of the Vendor. Vendors will be responsible for the setup of their own exhibit. The Vendor agrees to confine its activities to their assigned exhibit space.

**Assignment of Exhibit Space**

Exhibit space will be allocated by HVNA. HVNA reserves the right to relocate exhibits which may be affected by a change in the site plan, or in the interests of optimum traffic control and exhibit exposure. HVNA will not be held liable if competitive vendors are adjacent to or opposite to each other, but, if



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possible, efforts will be made to allocate space on a basis fair to all Vendors. No major changes to displays are permitted during the event. HVNA will not be responsible to a Vendor for any loss or damage caused as a result of the booth being opened and unattended during event hours.

### **Set-Up**

All vendors must be set up prior to event commencement on event day. Designative space will be made available after 8:00 am. As a courtesy to other vendors, please unload as quickly as possible and move your vehicle to the vendor designated parking area. No vehicles are allowed to stay in the park without authorization.

### **Arrangement of Exhibits**

Displays must not protrude beyond your assigned area or obstruct the view of the neighboring booths. HVNA reserves the right to restrict the use of glaring or irregular lighting effects. Company name must be prominently displayed on booth. No open flames, or generators under any circumstances.

### **Dismantling and Removal**

No Vendor shall dismantle or remove any part of its display before the time scheduled as specified: Any material remaining after the cut off time may be removed by HVMF at Vendor's expense.

### **Character and Conduct**

All displays and promotional literature must be in good taste. The product or service must be presented in a professional manner.

### **Food**

All food vendors must meet and comply with City of Cambridge permit, Fire and Public Health regulations and may be inspected at the event. Vendor must indicate on application form if food will be served/sampled. HVNA reserves the right to cease any sampling or serving of food by vendors if regulations are not met.

### **Samples, Raffles, Draws, Alcohol etc.**



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Free samples may be distributed if approved by HVNA prior to the Festival commencing. Orders for products may be taken and merchandise may be sold at cash retail prices. If a charitable organization, raffles may be conducted with the proper licensing in place. All Vendor draws and promotional giveaways must be approved by HVNA. HVNA reserves the right to cease any promotional activities that do not meet with the above criteria. The sale and/or distribution of wine, liquor, beer, vape, cigarettes or cannabis products is strictly prohibited.

### **Noise**

The Vendor shall at the request of HVNA stop the use of loud speakers, microphones, amplifiers, musical instruments, gramophones, radios, film equipment or any other item.

### **Care**

It is the Vendor's responsibility to keep their area clean and orderly throughout the Festival and to ensure it is ready for opening at 10:00 am, Saturday, September 28, 2024.

- Garbage must be taken.
- A fine may be levied to any Vendor not adequately cleaning their area.

### **Common Areas**

All lobbies, corridors, aisles, restrooms, food and beverage concessions, sidewalks and roadway will be considered as general show areas to be used for the movement and flow of the public and/or for their entertainment and convenience. No Vendor will be permitted to use these areas for the display or distribution of products, services, or their attendant literature, unless pre-approved by HVNA.

### **Advertising**

The Vendor may use the name of the show to promote only its participation at the show. It cannot be used in any way that is perceived as an endorsement by HVNA of the Vendor's company, product and/or service. Vendors grant HVNA the right to utilize any artisan booth or product photograph for promotional consideration.

### **Safety, Fire and Health**



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The Vendor will adhere to all local fire & safety regulations. Vendor shall be properly insured for the same.

### **Liability**

HVNA shall not under any circumstances whatsoever be liable or responsible for: (a) any loss, damage, theft or destruction whatsoever or howsoever caused to any goods, equipment or any other property belonging to the Vendor or for which the Vendor is responsible

(b) any damage or injury suffered by the Vendor or his/her servants or agents, or by any other person

(c) any loss, damage, injury, or cost whatsoever suffered by the Vendor by reason of any change in the date, time or place of Exhibition or the abandonment thereof.

### **Parking**

HVNA will direct you to an authorized parking area.

Any unauthorized vehicles left in Forbes Park may be tagged and towed from the grounds.

### **General**

All matters and questions not covered by these Terms and Conditions are subject to the decision of HVNA.

In addition, HVNA shall have full discretion in the interpretation and enforcement of all terms and conditions contained herein and the authority to make such amendments thereto and such further rules and regulations governing the conduct of the participation in the festival as it shall consider necessary for the proper presentation of the festival.

Vendor agrees to abide by all decisions of HVNA and further agrees to cease any activity that HVNA deems to be a violation of the terms and conditions and to follow the directive of the HVNA. By signing the Hespeler Village Neighbourhood Association's Harvest Festival Vendor Application Form, I agree to the above Terms and Conditions.

By submitting the Vendor Application Form, I have read and agree to the above Terms and Conditions of this application. I also understand and agree that this application is not binding, until and unless accepted and agreed upon by the Hespeler Village Neighbourhood Association, and so accepted and signed shall constitute a binding contract.