



# Holland Marsh Soupfest

October 15, 2022

## Vendor Information Package

### Calling all Vendors, Artisans & Crafters

The Holland Marsh Growers' Association, in partnership with King Township is excited to announce plans are well underway for the Holland Marsh Soupfest and we hope you will join us.

Soupfest showcases the best products the Holland Marsh and surrounding area has to offer by partnering with local restaurants, chefs, caterers and culinary schools, who create scrumptious soups for the attending guests to sip and sample. This event is an exciting initiative to ensure everyone knows the Holland Marsh area IS Ontario's soup (and salad) bowl.

To ensure there is a lot to see and do at Soupfest, we are inviting a wide variety of artisans, crafters and vendors to join us for the day. What a great way to interact with potential customers while they enjoy sampling soup on a crisp fall day! Expected attendance at this event is well over 2000 throughout the day. For the low price of only \$85 (\$30 for charitable/non-profit), vendors will receive a 10x10 area to showcase and sell their food or products. Vendor's will be responsible for bringing their own tent (no bigger than 10X10) and are encouraged to bring your own table and chairs. Tables and chairs may be rented for an additional cost.

### Benefits of Participating

- Unique event marketing opportunity to showcase your business and/or talents
- Name and/or logo listed on the Soupfest Website, with a direct link to your website or social media page
- Personal interaction with event guests & attendees – introduce yourself to potential customers
- Advertising and media exposure where available

### Vendor Responsibilities

- Set up time is between **8am-10am**. After 10am all cars must be removed from the event grounds (late arrivals will not be admitted). Tear down will take place **after 3:00 pm**. Vendors may start selling items to the public when the event opens at 11am.
- **All vendors are expected to provide their own chairs, tables and tent.**
- All vendors selling food must complete a copy of the Vendors Application form from York Region Public Health. (these forms are available for download under the Vendors section on our website – [www.hollandmarshsoupfest.ca](http://www.hollandmarshsoupfest.ca))
- Maintaining a clean and tidy area throughout the day – leaving a clean area at the end of the day

### Confirmation

- Upon receipt of a completed vendor registration/contract form, a Vendor Information Package will be forwarded to the Vendor. Full payment **MUST** be received by September 2, 2022. Non-receipt of full payment by King Township will be deemed as evidence of cancellation and your reserved booth may be sold to an exhibitor on the waiting list. Cheques must be made out to King Township.

### Cancelations

- Vendors may cancel by giving written (email) notice to the Event Coordinator by September 16<sup>th</sup>, 2022. After this date, there are no refunds for cancellations. Any Vendor that does not comply fully with the attached Vendor Agreement will immediately have their Vendor privileges cancelled without a refund.



## Vendor Registration Form 2022

(If you are under 18 years of age, parental/guardian permission is required)

Thank you for your interest in being a vendor at the Holland Marsh Soupfest. Kindly take a few minutes to complete the Vendor Registration Form and email [events@king.ca](mailto:events@king.ca) or mail to the address listed above. We will advise you where your area will be located and other logistical details closer to the event date.

### Contact Information:

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Best time to contact you: \_\_\_\_\_

Category: (Choose most applicable)      Business/For-Profit      Non-Profit / Charitable

I will be selling: \_\_\_\_\_

At my booth I will accept these payment options: (Choose applicable)      Cash      Credit      Debit

### Payment:

Vendors must pay \$85 (\$30 Non-Profit/Charitable) for a 10'X10' vending area (If you require more space please contact Angela Webster for set up details – additional fees may be required for larger booths)

**\*\* Cheques must be made payable to\*\***

**Township of King  
Attn: Angela Webster  
2585 King Road  
King City, ON  
L7B 1A1**

Print Name: \_\_\_\_\_

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

For Vendors aged 14 to 17 years:

Print Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*The personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (28-2) and will be solely used for Soupfest Event operational and promotional activities. Any questions regarding the collection, use or disclosure of information should be forwarded to the Clerks Department at the Township of King, 2585 King Rd / King City, ON / L7B 1A1 / 905 833 5321.*





## EVENT VENDOR AGREEMENT / RELEASE AND WAIVER FORM

### ATTENTION: PLEASE READ THE FOLLOWING CAREFULLY

(If you are under 18 years of age, a parent/guardian signature is required)

I, by signing below, in participating in the Holland Marsh Soupfest, and in consideration of the organizing stakeholders and the Township of King (the “Township”) allowing me to participate in this event and related activities, fully understand and agree to the following:

1. I will not be considered to be an employee or independent contractor of the Township.
2. No fee, payment, salary, wage or employee benefits (such as accident, disability, medical, dental or other insurance coverage) whatsoever will be paid to me, by the Township and I will not be covered by the Township’s Workplace Safety Insurance Board coverage.
3. I acknowledge that performing event activities may involve certain elements of risk or the chance of an accident and I hereby release the event stakeholders, the Township and its elected officials, officers, employees and agents and their respective successors, assigns, heirs, and executors from all claims for loss, damage, or injury, except for that which is caused solely by the negligence of the Township, its employees, or its agents.
4. I will abide by all applicable event policies and rules as may be amended from time to time and will follow all instructions of the appropriate event management staff in carrying out activities.
5. I will not use facilities, equipment and property without the approval of an event management staff.
6. I will not use facilities, equipment and property owned or rented by event organizers or by the Township for personal purposes.
7. I will immediately notify the appropriate event supervisor or management staff of any incident that involves property damage or personal injury to myself or any other person during my participation in event activities.
8. I hereby give my permission to the Township and Event Stakeholders for the use of my picture, taken by a photographer employed by or volunteering for the event in any promotional material including advertising, brochures, publications, website, video productions and other uses.
9. I waive the right to any fee or compensation for either the photographic setting or the use or reproduction of any resulting photographs.
10. I understand that these materials may be used by the event stakeholders or its agents, sponsors or partners.
11. I shall comply with all applicable provincial orders and directives, guidelines of public health authorities for the Province of Ontario and York Region Public Health, and, if application any protocols and guidance issued by applicable governing bodies.

**By signing this form:**

- I acknowledge that I have read and understood the preceding conditions, release, and waiver; and
- I agree to the preceding conditions, release, and waiver.
- I have been provided this document in advance and have had the opportunity to review and obtain independent legal advice on the terms and have asked any clarification questions I may have

**If the volunteer is under the age of 18, by signing this form as a parent or guardian:**

- I acknowledge that I have read and understood the preceding conditions, release, and waiver; and
- I agree to the preceding conditions, release, and waiver as they apply to my child.
- I have given permission for my child to participate as a volunteer in the event listed above.

**Print Name:** \_\_\_\_\_

**Signature of Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Vendors aged 14 to 17 years:

**Print Name:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_