



Holland Marsh Soupfest

September 29, 2018

Vendor Information Package

Calling all Vendors, Artisans and Crafters

The Holland Marsh Growers' Association, in partnership with the Township of King is excited to announce plans are well underway for the Holland Marsh Soupfest 2018. 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 Canada'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 1800 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 from the Township of King 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
- Personal interaction with event guests & attendees – introduce yourself to potential customers
- Advertising and media exposure where available

Vendor Responsibilities

- Set up time is **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** (tables and chairs may be rented from the township of King for an additional cost)
- 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)
- Prices should be fair market value. Cooperation, not competition, is encouraged at our event.
- 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 August 31, 2018. 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 the Township of King.

Cancelations

- Vendors may cancel by giving written (email or fax) notice to the Event Coordinator by September 14, 2018. 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.

Holland Marsh Soupfest
September 29, 2018
Ansnorveldt Park
www.hollandmarshsoupfest.ca

Event Coordinator
Tasha Veer
905-833-5321 ext. 5223
tveer@king.ca

Bradford
west
Gwillimbury
A Growing Tradition

KING

HOLLAND MARSH
Growers'
Association



Township of King – Parks, Recreation & Culture
 15 Old King Road
 Nobleton, Ontario L0G 1N0
 Phone: 905-833-5321
 Fax: 905-859-8018
 www.king.ca

Vendor Registration Form 2018

(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 2018. Kindly take a few minutes to complete the Vendor Registration Form. Fill in this pdf version by hand then mail to the address above or fax to 905-859-8018. You may also scan and email it to tveer@king.ca. 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: *(circle most applicable)* Business/For-Profit Non-Profit / Charitable

I will be selling: _____

Payment:

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

****Table and Chair Rentals: Please add \$10 for an 8' table and \$2/chair - Please indicate if you need to rent tables or chairs and specify the amount**** _____

	Cheque (Make payable to the 'Township of King')
	Visa/Mastercard/Amex - Card #: _____ Exp. Date: _____

Print Name: _____ **Signature:** _____

Total Amount Owed _____

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, 2075 King Rd / King City, ON / L7B 1A1 / 905 833 5321.



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.
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 and I will not be covered by Workplace Safety Insurance Board coverage.
3. I acknowledge that vendor activities may involve certain elements of risk or the chance of an accident and I hereby release the event stakeholders, the Town 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 Soupfest 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 Soupfest organizers or by the Township for personal purposes.
7. I will immediately notify the appropriate event 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 of King and Soupfest Stakeholders for the use of my picture, taken by a photographer employed by or volunteering for Soupfest 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.

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.

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:** _____

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