



**WELLESLEY APPLE BUTTER & CHEESE FESTIVAL**  
**2020 VENDOR APPLICATION FORM / SEPTEMBER 26<sup>TH</sup> 2020**  
 Application Deadline May 1, 2020.

**CONTACT INFORMATION (Please Print)**

APPLICANTS FIRST & LAST NAME		COMPANY NAME	
MAILING ADDRESS			
BUSINESS PHONE	CELL PHONE	HOME PHONE	
EMAIL		WEBSITE	

**ARTS AND CRAFT PRODUCT CATEGORY (check box to left)**

<input type="checkbox"/> Candles	<input type="checkbox"/> Ceramic	<input type="checkbox"/> Clothing/Hats/Mitts/Scarves/Belts	<input type="checkbox"/> Fabric	<input type="checkbox"/> Glass
<input type="checkbox"/> Jewelry	<input type="checkbox"/> Wood	<input type="checkbox"/> Health/Body	<input type="checkbox"/> Décor	<input type="checkbox"/> Other - specify
<b>Product List/Description/Price</b> – add a separate page if required				
<b>HYDRO</b> ___ Yes / ___ No				

**FOOD PRODUCT CATEGORY (check box to left)**

<input type="checkbox"/> Baked Goods	<input type="checkbox"/> Pickled/Condiments	<input type="checkbox"/> Candy/Snacks	<input type="checkbox"/> Fresh Produce	<input type="checkbox"/> Beverage
<input type="checkbox"/> Food Truck or Trailer – specify length and side(s) of service				
<input type="checkbox"/> Food Tent				
<input type="checkbox"/> Other – Please Specify				
<b>Product List/Description/Price</b> – add a separate page if required				
<b>HYDRO</b> ___ Yes / ___ No				
List specific & specialty needs: Safety comes first when positioning food trucks and trailers – be prepared and bring an extension cord.				

**ACCEPTANCE CRITERIA**

- Juried - handmade locally by vendor, handmade in Canada by vendor, limited fair trade
- No buy and resell products/businesses
- Minimum of 2 Million in Liability Insurance

**APPLICATION SUPPORTING MATERIAL**

Your application must include the following items in order for it to be considered complete.

Incomplete applications may not be considered.

- All 3 pages of the Vendor Application, with all sections completed.
- Photos - 3 or 4 Photos – 1 must include your booth display. If you have missed one or more years, photos are required. New products from returning vendors must submit photos.
- List, description and price range of products. You may be asked to remove products from your booth not listed on your application. Add a separate page if needed.
- A cheque made payable to “Wellesley Apple Butter and Cheese Festival” in the amount for the booth(s) and table(s) including tax you hope to be approved for. Your cheque will only be cashed if you have been accepted. Submitting an application does not guarantee acceptance.
- Region of Waterloo Public Health “Special Event Form” – food vendors only
- Liability Insurance portion of this application (located below) is completed.

**LIABILITY INSURANCE**

Exhibitors must provide a Certificate of Insurance for no less than \$2 Million Commercial General Liability Insurance (CGL). The Certificate of Insurance required from your agent must list as “Additionally Insured the Wellesley Apple Butter and Cheese Festival and The Corporation of The Township of Wellesley, 4639 Lobsinger Line, St Clements ON N0B 2M0 for the dates of September 25<sup>th</sup> (set up day) and 26<sup>th</sup> (Festival day)”. Your certificate of Insurance must be received with your application OR two weeks after you receive your acceptance email. This certificate is required for you to participate. It can be mailed to the address below or emailed to [wellesleyabc@hotmail.com](mailto:wellesleyabc@hotmail.com) with ‘Certificate of Liability Insurance’ in the subject line. Please see attached example (pg. 4) of a proof of liability form completed with all of the needed info for this years festival.

Please check the box left of the insurance situation that applies to you.

<input type="checkbox"/>	I have a current policy covering this date & my Certificate of Insurance is attached
<input type="checkbox"/>	I will send proof of insurance if I am accepted

**BOOTH SELECTION & FEES**

Exhibitor fees consist of two payments. A base reservation fee listed in the table below and 10% of your sales. The 10% of sales is to be paid at the end of the Festival day at the Arena Information table. Both are subject to 13% HST as is required by law.

**Chairs are not available, please bring your own. We order rented tables for your convenience.**

Location	Booth Size	# of Spaces	Booth Total	# of Tables (4',6',8') (\$10+\$1.30HST=\$11.30)	Table Total	Final Total
Inside Arena	10'Wx8'D	_____ x \$79.10 each (\$70+\$9.10HST=\$79.10)	\$	_____ X4' @ \$11.30 each _____ X6' @ \$11.30 each _____ X8' @ \$11.30 each	\$	\$
Outside Arena	12'Wx10'D	_____ x \$67.80 each (\$60+\$7.80HST=\$67.80)	\$	_____ X4' @ \$11.30 each _____ X6' @ \$11.30 each _____ X8' @ \$11.30 each	\$	\$

**Make cheques payable to “Wellesley Apple Butter & Cheese Festival” CHEQUE TOTAL \$ \_\_\_\_\_**

## VENDOR AGREEMENT

1. The base reservation fee must accompany your application form. If you are sending your form in early, please post-date your cheque for April 1, 2020. **No other post-dated cheques will be accepted.**
2. The vendor shall pay a \$50 service charge for any NSF cheque.
3. **INSURANCE REQUIREMENTS - Exhibitors must provide a Certificate of Insurance of no less than \$2 Million Commercial General Liability Insurance (CGL). The Certificate of Insurance required from your agent must list as "Additionally Insured the Wellesley Apple Butter and Cheese Festival and The Corporation of The Township of Wellesley, 4639 Lobsinger Line, St Clements ON N0B 2M0 for the dates of September 25<sup>th</sup> (set up day) and 26<sup>th</sup> (Festival day)". Your certificate of Insurance must be received with your application OR two weeks after you receive your acceptance email. This certificate is required for you to participate. It can be mailed to the address below or emailed to [wellesleyabc@hotmail.com](mailto:wellesleyabc@hotmail.com) with 'Certificate of Liability Insurance' in the subject line.**
4. Acceptance or rejections of applicants are the sole discretion of the committee. Cheques will be cashed only after a booth has been assigned. **NEW!!** Acceptances will be sent via email coming from [wellesleyabc@hotmail.com](mailto:wellesleyabc@hotmail.com) Submitting an application does not guarantee acceptance.
5. **REFUND POLICY** - In the event that you must cancel your agreement to participate after your cheque has been cashed, no refund will be given in the six weeks prior to the festival.
6. It is the vendors responsibility to remit all applicable taxes on their sales to the government
7. The vendor shall be aware and up to date and comply with all rules and regulations including any and all Health, Municipal and Provincial Fire & Hydro, Electrical Safety Authority requirements which apply to the vendors use of the facilities of the event and their product.
8. The space rented by the vendor shall not be sublet, transferred or leased but should you be unable to participate, notify the committee so they can accommodate the next vendor on the waiting list.
9. Your entire display must stay within your assigned booth space. Access in and out of your booth must be included within the dimensions of your booth.
10. The Festival reserves the right to remove any items deemed obscene, suggestive or in bad taste, or unsuitable for a family show.
11. Due to asphalt on the outside parking lot, vendors are not able to drill into the pavement. Vendors should come prepared with sand or water bags to anchor their tent.
12. Overnight Security is provided however we will not be held liable for any loss or damage
13. Please remember that this festival is run by volunteers to benefit the community and your businesses. Please interact in a respectful way with them. All vendor placement is at the sole discretion of the volunteer committee.
14. The Festival has the right to amend these rules when necessary in the general interest of the event.

**HOLD HARMLESS AGREEMENT – The applicant agrees to indemnify and hold harmless The Wellesley Apple Butter and Cheese Festival volunteers, committees and board of executives at all times from any claim of any nature of any kind whatsoever in law, equity or otherwise arising out of or indirectly resulting from the construction, operation or maintenance of the applicants operation at The Wellesley Apple Butter and Cheese Festival.**

**Mail your 3 page application with supporting documentation to:**

Wellesley Apple Butter & Cheese Festival  
*ATTENTION: Volunteer Vendor Committee*  
P.O. Box 298  
Wellesley, ON N0B 2T0

**Your signature indicates agreement and understanding of the above Agreements**

Signature \_\_\_\_\_ Date \_\_\_\_\_

