

## **IMPORTANT INFORMATION FOR ALL VENDORS: CHANGES INTRODUCED FOR THE 2018 FESTIVAL**

### **Wooden Booths**

For the life of our Festival we have built wooden booths for our vendors. This was something our members enjoyed doing every year. After much discussion and deliberation the Club has come to the decision that we are not able to provide the booths any longer. As a result we are suggesting all vendors utilize a 10x10 pop up tent to display your product. You must also bring sandbags or blocks to secure your tent. If you don't have a tent you will still have a 10 x 10 space but you will not have wood sides or a back wall to aid in the display of your product. Electrical hook up will still be available and tables can still be rented from us for your booths. Your 10x10 space will still be located under a marquee tent.

### **Tent C**

Last year we introduced craft brewers, cider and wine plus a food vendor to our area. This was a great success. Building on that success and after looking at the survey feedback we received this year we have decided to reduce the number of marquee tents so that we can increase the food and beverage area and possibly add entertainment. We are therefore eliminating Tent C which was situated on the west side of the creek. This area will be set aside for craft brewers, wine and food vendors, plus the possibility of a small stage for entertainment. (We promise no loud rock bands, just some really nice up-scale music to enjoy and enhance the ambiance of the festival.) If you were a vendor in Tent C Selena Forsyth will work with you as to a new location for your booth.

### **INSURANCE**

In accordance with Town of Cobourg event regulations all our vendors are now required to carry Liability Insurance. The following explains those requirements:

***“The Town of Cobourg and The Rotary Club of Cobourg require that every applicant shall obtain insurance of not less than \$2,000,000.00 per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident. Such policy shall name “The Corporation of the Town of Cobourg”, “The Rotary Club of Cobourg” and “The Cobourg Waterfront Festival” as Additional Insureds, and shall protect against all claims for all damage, injury or death arising out of any act or omission on the part of the Town, the event organizer, its servants or agents. The policy shall be endorsed stating that it will not be altered, cancelled, or allowed to lapse without 30 days prior written notice.”***

**It is recommended that applicants prudently consider increasing their liability limit to \$5,000,000.** Please enclose a copy of the insurance with your application and make sure you have a copy with you in your booth at the festival. **Please note our Group Insurance offer.**

### **E-TRANSFERS**

We now accept payment by e-transfer. If you tick the e-transfer box on the application form you will be emailed the instructions for the transfer.

If you have any questions please do not hesitate to email us at [rotary@waterfrontfestival.ca](mailto:rotary@waterfrontfestival.ca)

Lynda Kay  
Chair, 2018

Selena Forsyth  
Administrator

## 2018 Cobourg Rotary Arts & Crafts Festival

December 01, 2017

Dear Rotary Arts & Crafts Exhibitor:

The 2018 Cobourg Rotary Arts & Crafts Show at the Cobourg Waterfront Festival will be held on **Saturday June 30th, Sunday July 1st and Monday July 2nd**. Show hours are 10:00 a.m. to 6:00 p.m. on Saturday and Sunday and 10:00 a.m. to 5:00 p.m. on Monday.

The package for entry to our juried show contains the application form, which provides details on the very important conditions of entry and fees. It includes **An Important Notice to All Exhibitors** regarding the jury process, **Information on Vendor Parking** and the document **CHANGES**, which contains important information that impacts all our vendors.

**PLEASE READ THESE DOCUMENTS CAREFULLY.**

With the exception of Tent C (see "CHANGES" page) exhibitors who paid a deposit for 2018 at the end of the 2017 Festival will have approximately the same space in 2018 (unless previously held by a vendor who was unable to attend in 2017) providing the application is in by the February 28<sup>th</sup>, 2018 deadline. **ALL exhibitors wishing to participate in the 2018 Festival must submit completed applications by the deadline.** Applications received after February 28, 2018 will not be guaranteed exhibit space. Requests for refund of deposits will not be entertained after the February 28<sup>th</sup> deadline.

**Liability Insurance is required.** A group insurance application form is included in the package.

Vendors now have the option of paying by e-transfer. Please indicate your payment choice on the application form. If you chose to pay by cheque please make it payable to 'Rotary Arts and Crafts Festival'. Spaces are allotted on a first-come-first-served basis. Applications will be processed when the e-transfer is complete or according to the date on the cheque.

We look forward to your participation in the 2018 Rotary Arts & Crafts Festival and to another successful season.

Lynda Kay  
Chair, 2018

Selena Forsyth  
Administrator

## 2018 COBOURG ROTARY ARTS & CRAFTS FESTIVAL EXHIBITOR INFORMATION & CONDITIONS

December 01, 2017

Dear Exhibitor:

This is a juried show. **New** vendors are required to submit a resume, a general description of their work, photographs of the product they intend to display in the 2017 show, a price list and a *copy of their Liability Insurance*, along with their application. The photographs must be in colour and dated to indicate current work. Returning vendors are required to submit photographs of any new products added to their line.

While it is accepted that most arts and crafts require the use of ready-made products and, in some instances, the use of small machinery, e.g. a sewing machine, *the end product must be unique to and created by the vendor*. In order to ensure that all products displayed meet jury regulations, a committee of qualified persons appointed by the Festival organizers will visit each booth prior to opening on the first day of the show. **All booths must be ready one hour prior to opening**. Any vendor who presents items which have been misrepresented to the jury committee - are not original, are questionable or do not comply with the conditions of entry - will be obliged to remove those items. In extreme circumstances an exhibitor may be asked to withdraw from the show.

**No freezers or large refrigerators.** Table top refrigerators are permitted.

**Pets are not allowed** in the Rotary Arts & Crafts area.

There is **no smoking** under the tents.

**NO REFUNDS FOR CANCELATIONS AFTER May 31<sup>st</sup>.**

**SCHEDULE:** The 2018 show is a three day event. Vendors are expected to set up the day before and be available for booth inspection at 9:00 a.m. on opening day. Vendors are required to be in attendance throughout the show.

**Takedown is not permitted until the show closes on the last day.**

<b>SET UP:</b>	Friday June 29 <sup>th</sup>	7:30 a.m. to 7:30 p.m.
<b>SHOW TIMES:</b>	Saturday June 30 <sup>th</sup>	10:00 a.m. to 6:00 p.m.
	Sunday July 1st	10:00 a.m. to 6:00 p.m.
	Monday July 2nd	10:00 a.m. to 5:00 p.m.
<b>TAKEDOWN:</b>	Monday July 2nd	5:00 p.m. to 7:00 p.m.

We look forward to seeing you at the 2018 Cobourg Rotary Arts & Crafts Festival.

Lynda Kay  
Chair, 2018

Selena Forsyth  
Administrator

## EXHIBITOR VEHICLE PARKING

Dear Exhibitor:

There is **NO** parking at the Rotary Arts & Crafts site. Vendors will drive to their tent to unload on arrival and to load at the end of the festival. **On the day of set-up cars must be removed immediately after unloading.**

Vendor parking will be available at a cost of \$25 per vehicle for the duration of the festival. The parking area for vendors is close to the festival. The site is on Town property and the bylaws mandate that no overnight stays in house trailers, campers or tents will be allowed. **The site will be patrolled and the bylaw enforced.** If you wish to sleep in your vehicle, Wal-Mart and the Northumberland Mall will allow overnight stays in RVs and campers in their parking lot. No tents allowed. Your festival vehicle access permit must be displayed on your dashboard if you are staying overnight at either location.

Please make your parking reservation on your application form. 24-hour security will be in force at the festival lot.

Vendors may drive to their booth to re-stock until 9:30 a.m. on show days. Vehicles must be removed by 9:30 a.m. A regular shuttle service will be provided to replenish stock during the day.

Every reasonable attempt will be made to make unloading, parking, restocking and loading as easy as we possibly can. We appreciate your understanding.

Lynda Kay  
Chair, 2018

Selena Forsyth  
Administrator

## INSURANCE

The Waterfront Festival Committee has obtained access to group coverage for those vendors having difficulty finding affordable coverage.

These are the basic details of the coverage\*:

1. Provides coverage for the operations of the vendor at the Cobourg Waterfront Festival for the three days of the event, plus the day prior and the day after the event.
2. Provides \$2 million liability per vendor, with a \$10 million policy aggregate.
3. Cobourg Rotary and the Town of Cobourg are shown as Additional Insured Parties.
4. The premium is \$100 (plus 8% PST) per vendor.
5. There is no deductible.

\* Actual Policy Wordings Apply. Coverage provided by HTM Ins. Co.

The catch is that it will only work if we have a minimum of 30 vendors participating.

Should you wish to take advantage of the Vendor Insurance you will find a short application form attached for your review and completion, as well as the 2018 Application package. If you have not already done so please send in your festival application and the booth fee along with a **separate cheque for the insurance coverage in the amount of \$108.00 made out to the Rotary Club of Cobourg**. We will not implement the policy nor cash your cheque until and unless the minimum 30 vendors accept the policy. If the policy is not implemented, I will notify you and you can choose to have your cheque returned or shredded.

Lynda Kay  
Chair, 2018

Selena Forsyth  
Administrator

# COBOURG ROTARY ARTS & CRAFTS FESTIVAL 2018

P.O. Box 247, Cobourg, ON K9A 4K8 Tel: 905-373-4959  
 e-mail: [rotary@waterfrontfestival.ca](mailto:rotary@waterfrontfestival.ca)



**Saturday June 30, and Sunday July 1: 10am - 6pm, Monday July 2: 10am - 5pm**

## APPLICATION SUBMISSION DEADLINE: FEBRUARY 28, 2018

Applications received **after the submission deadline** will be placed on a reserve list in order of date received.

**ONLY ORIGINAL WORK UNIQUE TO AND CREATED BY THE APPLICANT WILL BE CONSIDERED.**

Exhibitors will be selected based on the quality and originality of their work. Should the jury have any questions or concerns, applicants will be requested to submit a sample of their craft.

1. **New applicants must** submit at least four (4) photographs of their work and a short personal resume. Photos must be dated and accompanied by a corresponding price list. Returning vendors must submit photos of any new products added to their line. Photographs will be returned **only** if a self-addressed envelope of sufficient size and correct postage is enclosed with the application.
2. **ALL APPLICANTS MUST HAVE LIABILITY INSURANCE FOR a minimum of \$2 MILLION.**
3. **VENDORS ARE REQUIRED TO BRING THEIR OWN 10x10 POP-UP TENT. VENDORS MUST PROVIDE THEIR OWN SAND BAGS OR CONCRETE BLOCKS.**
4. All spaces are 10X10 feet. **You cannot extend your space into the aisles.** Each space is supplied with one (1) electrical outlet with approx 350 watts of power at 120 volts. We do not have the capacity to add additional power to booths.
5. **Freezers and large refrigerators are not allowed.** (Refrigerators within the power range are permitted.)
6. **All exhibit spaces are under marquee tents.** No individual exhibits outside the tent areas are allowed.
7. **All applicants (including vendors who paid a deposit) must complete and return the entry form with the full entry fee. E-Transfer is available but if paying by cheque please make payable to Cobourg Rotary Arts & Crafts Festival.**

### FEE SCHEDULE:

Standard Space:	Approximate size 10' by 10'	Fee \$350.00 + \$45.50 HST = <b>\$395.50</b>
Standard Corner Space:	Approximate size 10' by 10'	Fee \$425.00 + \$55.25 HST = <b>\$480.25</b>
Harbour-Facing Standard Space:	Approximate size 10' by 10'	Fee \$400.00 + \$52.00 HST = <b>\$452.00</b>
Harbour-facing Corner Space:	Approximate size 10' by 10'	Fee \$475.00 + \$61.75 HST = <b>\$536.75</b>

Detach here & return with payment.....

EXHIBITOR NAME: _____			
COMPANY NAME: _____			
ADDRESS: _____			
TOWN: _____	POSTAL CODE: _____	TEL #: _____	
E-MAIL: _____		WEBSITE: _____	
CRAFT MEDIUM: _____			
BOOTH NAME: _____			
# Space: Standard @ \$395.50 <input type="checkbox"/>	Corner @ \$480.25 <input type="checkbox"/>	Harbour Std. @ \$452.00 <input type="checkbox"/>	Harbour Corner @ \$536.75 <input type="checkbox"/>
(All prices include HST)			
Tables: _____ 5' @ \$10 (Plus HST = \$11.30) _____ 8' @ \$20 (Plus HST = \$22.60) = \$ _____			
Parking: @ \$25: YES <input type="checkbox"/> NO <input type="checkbox"/>		Total spaces/tables/parking: \$ _____	
Less deposit paid in 2017 for 2018 \$ _____ Cheque Enclosed: \$ _____			
<b>E-TRANSFER PAYMENT REQUESTED: YES <input type="checkbox"/> NO <input type="checkbox"/></b>			
SIGNATURE: _____			