

Cobourg Rotary Arts & Crafts Festival
PO Box 882
Cobourg
Ontario K9A 4S3



2019 Cobourg Rotary Arts & Crafts Festival

January 23, 2019

Dear Craft Exhibitor:

The 2019 Cobourg Rotary Arts & Crafts Show at the Cobourg Waterfront Festival will be held on **Saturday June 29th, Sunday June 30 and Monday July 1st**. 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 D (SEE 'CHANGES') Exhibitors who paid a deposit for 2019 at the end of the 2018 festival WILL HAVE APPROXIMATELY the same space in 2019 providing the application is in by the April 1, 2019 deadline. ***ALL exhibitors wishing to participate in the 2019 festival must submit completed applications by the deadline.*** Applications received after April 1, 2019 will not be guaranteed exhibit space. Requests for refund of deposits will not be entertained after the April 1st 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 2019 Rotary Arts & Crafts Festival and to another successful season.

Michael McLellan
Chair, 2019

Christy Young
Administrator

2019 COBOURG ROTARY ARTS & CRAFTS FESTIVAL

EXHIBITOR INFORMATION & CONDITIONS

January 23, 2019

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 2019 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 April 1, 2019.

SCHEDULE: The 2019 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.**

SET UP:	Friday June 28th	7:30 a.m. to 7:30 p.m.
SHOW TIMES:	Saturday June 29th	10:00 a.m. to 6:00 p.m.
	Sunday June 30th	10:00 a.m. to 6:00 p.m.
	Monday July 1st	10:00 a.m. to 5:00 p.m.
TAKEDOWN:	Monday July 1st	5:00 p.m. to 7:00 p.m.

We look forward to seeing you at the 2019 Cobourg Rotary Arts & Crafts Festival.

Michael McLellan
Chair, 2019

Christy Young
Administrator

**IMPORTANT INFORMATION FOR ALL VENDORS:
CHANGES INTRODUCED FOR THE 2019 FESTIVAL**

Wooden Booths

Last year was the first year that we did not build wooden booths, in favour of pop up tents. It was a preferred option by vendors. 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.

Tent D

This year we are making significant and exciting changes to the festival. We are eliminating tent D in favour of a large water fountain surround by tables and chairs. There will be a licensed bistro area. There will also be one day themed pop up tents. Saturday will be an Art day, Sunday is a Food day and Monday will be a family day.

Tent C will be returning to provide additional tented space.

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” and “The Rotary Club of Cobourg” 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

Michael McLellan
2018 chair

Christy Young
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.

Michael McLellan, 2019 Chair.

COBOURG ROTARY ARTS & CRAFTS FESTIVAL 2019

P.O. Box 882, Cobourg, Ont. K9A 4S3 Tel: 905-373-4959
e-mail: rotary@waterfrontfestival.ca

Saturday June 29, and Sunday June 30: 10am - 6pm, Monday July 1: 10am - 5pm

APPLICATION SUBMISSION DEADLINE: April 1, 2019

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.**
3. All spaces are 10X10 feet. **You cannot extend your space into the aisles.** Each space, under the tent, 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.
4. **Freezers and large refrigerators are not allowed.** (Refrigerators within the power range are permitted.)
5. **All exhibit spaces are under marquee tents.** No individual exhibits outside the tent areas are allowed.
6. **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 = \$395.50
Standard Corner Space:	Approximate size 10' by 10'	Fee \$400.00 + \$52 HST = \$452.00
Outdoor Space (no electrical)	Approximate size 10' by 10'	Fee \$250.00 + \$32.50 = \$282.50

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 Corner @ \$452.00 Outdoor (no electrical) \$282.50

(All prices include HST)

Tables: _____ 5' @ \$10 (Plus HST = \$11.30) _____ 8' @ \$20 (Plus HST = \$22.60) = \$ _____

Parking: @ \$25: YES NO Total spaces/tables/parking: \$ _____

Less deposit paid in 2017 for 2018 \$ _____ Cheque Enclosed: \$ _____

E-TRANSFER PAYMENT REQUESTED: YES NO

SIGNATURE: _____

Application for Insurance

2019 Cobourg Rotary Waterfront Festival



Contact Information

Name	
Street Address	
City, Prov., Postal Code	
Contact Phone	
E-Mail Address	

Products and Services

Please provide details about your products and services sold at the Waterfront Festival.

Current Insurance

If you have current insurance, please fill out the following: Not Applicable _____

Please provide the policy number

Please provide the company name

Estimated Revenue

Based on prior years, what is your estimated sales revenue? Please note that this does not affect your premium but allows us to estimate our exposure.

\$

Details of the Insurance Policy

This is a Master Liability Policy for venders attending the Cobourg Waterfront Festival only. It covers:

1. Each vender listed, up to \$2,000,000 limit (Occurrence Limit)
2. All venders combined for all claims made \$10,000,000 (Aggregate Limit)
3. No deductible
4. Policy period of June 28th 12:01am to July 3rd, this allows one day prior and one day after for setup or takedown of the venders displays and product.
5. Corporation of the Town of Cobourg and the Cobourg Rotary Club as additional insureds

Please refer to the Declaration Page and Policy wordings for complete details and coverage.

Consent

Please read this statement.

Where an Applicant for this contract gives false particulars to the prejudice of the insurer or knowingly misrepresents or fails to disclose any fact in any part of this application required to be stated therein; or (b) the insured contravenes a term of the contract or commits a fraud; or (c) the insured willfully makes a false statement in respect of a claim, a claim will become invalid and the Insured's right to recovery is forfeited.

The Applicant(s) have reviewed all parts and attachments of this application and acknowledge that all information is true and correct and understand that this application for insurance is based on the truth and completeness of this information.

I have provided personal information in this document and otherwise and I may in the future provide further personal information. Some of this personal information may include, but is not limited to, my credit information and claims history. I authorize my broker, agent or insurance company to collect, use and disclose any of this personal information, subject to the law and to my broker's, agent's or insurance company's policy regarding personal information, for the purposes of communicating with me, assessing my application for insurance and underwriting my policies, evaluating claims, detecting and preventing fraud, and analyzing business results. I confirm that all individuals whose personal information is contained in this document have authorized that I agree to the above on their behalf.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete.

Name (printed)	
Signature	
Date	

Broker

Insurance Protection Group, 995 Elgin Street West, Cobourg, Ontario.

Insurance Company

Hamilton Township Mutual Insurance Company (HTM), 1185 Elgin Street West, Cobourg, Ontario.