

# Rotary HarbourArts at the Cobourg Waterfront Festival

P.O. box 882, Cobourg, ON K9A 4S3  
[rotary@waterfrontfestival.ca](mailto:rotary@waterfrontfestival.ca) [www.waterfrontfestival.ca](http://www.waterfrontfestival.ca)

Dear Exhibitor:

Thank you for joining us for the 2020 Rotary HarbourArts show at the Cobourg Waterfront Festival. We wish you a very successful **four** days in Cobourg.

**IMPORTANT: READ ALL INFORMATION IN THIS VENDOR PACKAGE.**

## GENERAL INFORMATION:

### Security:

There will be 24 hour security provided within the Rotary HarbourArts area. **However, merchandise and craft items are left on the booth site at the exhibitor's own risk and are his/her responsibility.**

### Exhibitor Pass and Vehicle Permit:

On your arrival for check-in you will be directed to the Vendor Information Booth outside the Administration trailer **where you will be required to show A COPY OF YOUR INSURANCE.** You will be issued two **Exhibitor Identification Tags**; these must be worn by booth personnel at all times. **No other identification tags will be issued.** You will also be issued a **Vehicle Access Permit.** Please ensure this is prominently displayed on the dashboard of your vehicle **at all times.** It will identify you as an exhibitor to the traffic controllers and allow you access to the show area for unloading and loading. Vehicles not displaying this permit will not be allowed access to the show site. Due to parking space limitations only one vehicle pass can be issued to each exhibitor. **THERE IS NO PARKING ON SITE.** Parking with 24 hour security is available for vendors west of the Yacht Club, approximately half a block south west of the site. **Your vehicle access permit will indicate if you have paid in advance for vendor parking.** A shuttle service to and from the vendor parking site will be provided to vendors who need to restock their booths.

### Exhibitor Regulations:

Read the Exhibitor/Vendor Regulations sheet carefully as many questions are answered for you.

### Booth Assignment:

You will find the vendor list and booth assignments on the website. Vendors are listed by craft and booth name: [http://waterfrontfestival.ca/Rotary\\_Vendors.html](http://waterfrontfestival.ca/Rotary_Vendors.html). Please check the website for current site map. Please take note of your tent and booth location. If we were unable to give you the booth you requested and a refund is in order and has not already been issued a cheque will be waiting for you at the Vendor Information Booth.

**PLEASE NOTE THAT BOOTH ASSIGNMENTS ARE SUBJECT TO CHANGE.  
CHECK THE WEBSITE REGULARLY.**

We look forward to seeing you at our 2020 Rotary HarbourArts show at Waterfront Festival this July!

Christy Young, Administrator  
Stephanie Tannahill, Chair  
2020 Rotary HarbourArts



# 2020 ROTARY HARBOURARTS AT THE COBOURG WATERFRONT FESTIVAL

## EXHIBITOR / VENDOR REGULATIONS

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- **EVERY VENDOR MUST HAVE CURRENT LIABILITY INSURANCE. A VENDOR WITH NO INSURANCE CAN NOT BE A PARTICIPANT IN THE FESTIVAL.**
- Booth set up times are Tuesday June 30, between 8 A.M. and 7 P.M. Booth must be set up and available for inspection by 9 a.m. Wednesday July 1st. Gates will open to the public at 10a.m. July 1st.
- **The Vehicle Access Permit, WHICH INDICATES IF YOU HAVE PAID FOR PARKING,** must be displayed prominently at all times in the front window of your vehicle. Vendor parking will be to the west of the Yacht Club. **THERE WILL BE NO SPACE AVAILABLE ON SITE FOR PARKING. Please read the attached “Parking” document. There is important information regarding the location.**
- Security will be provided in the vendor paid parking area.
- Every exhibitor **must** wear the identification ID issued. Two cards will be issued per vendor. **NO ADDITIONAL ID CARDS WILL BE PROVIDED.**
- Exhibitors must keep their booths open for the **full four** days. Show hours are 10:00 a.m. to 6:00 p.m. on Wednesday, Thursday and Friday and 10:00 a.m. to 5:00 p.m. on Saturday. **PACK-UP ON SATURDAY MAY NOT BEGIN BEFORE 5 P.M.**
- Paid security guards will be on site Tuesday through Friday nights from 7 p.m. to 7 a.m. Rotarians provide security throughout the day.
- Space sizes are 10 feet by 10 feet. All tents under the marquee tents are serviced with hydro. There is one standard outlet per site. **There will be no plywood booth structures. You may bring a 10x10 pop up tent with sandbags or blocks to secure it and/or a display unit for your product.** Exhibitors may not use lighting or appliances which draw power greater than that provided. .
- Exhibitors are encouraged to create an attractive and inviting appearance to enhance product display. Displays will be judged and the winner of the ‘Best In Show’ will receive a refund of the 2020 fee or, if preferred, a credit for 2021.
- Vendors should ensure they have plastic sheeting or tarps to cover displays should it be necessary. Exhibitors must provide their own display equipment and chairs.
- **EXHIBITORS MAY DISPLAY ONLY CRAFTS WHICH HAVE BEEN JURIED AND APPROVED BY THE ROTARY HARBOURARTS FESTIVAL COMMITTEE.** Work not previously sanctioned will not be permitted; any vendor displaying such items will be asked to remove them.
- Exhibitors are responsible for presenting a professional display, and keeping the area as tidy as possible. **PRODUCT, TABLES AND CASH REGISTERS MUST NOT BE SET UP AND/OR DISPLAYED OUTSIDE THE ASSIGNED BOOTH SPACE OF 10’X10’ AND MAY NOT EXTEND INTO AISLES OR WALKWAYS. ITEMS SO DISPLAYED WILL BE REMOVED BY THE SITE COMMITTEE. THIS IS A FIRE REGULATION.**
- Tax arrangements are the responsibility of each exhibitor. If any exhibitor levies charges for goods in currency other than Canadian dollars, notice of same must be clearly and prominently displayed in the booth area for the benefit of visitors.
- **SMOKING IS NOT PERMITTED WITHIN THE ARTS AND CRAFTS SHOW. PETS ARE NOT PERMITTED ON SITE. “SALE” OR “DISCOUNT” SIGNS ARE NOT PERMITTED.**

# COBOURG ROTARY HARBOURARTS AT THE COBOURG WATERFRONT FESTIVAL 2020

P.O. Box 882, Cobourg, Ont. K9A 4K8

e-mail: [rotary@waterfrontfestival.ca](mailto:rotary@waterfrontfestival.ca)

Wednesday July 1, 2020 to Saturday July 4, 2020

## APPLICATION SUBMISSION DEADLINE: February 1, 2020

*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 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:	Size 10' by 10' Fee \$350.00 + \$45.50 HST = <b>\$395.50</b>
Standard Corner:	Size 10' by 10' Fee \$400 + \$52 HST = \$452.00

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

(All prices include HST)

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

Parking: @ \$25 plus HST (\$28.25): YES  NO  Total spaces/tables/parking: \$ \_\_\_\_\_

Less deposit paid in 2019 for 2020 \$ \_\_\_\_\_ Cheque Enclosed: \$ \_\_\_\_\_

**E-TRANSFER PAYMENT REQUESTED: YES  NO**   
**Please note: no refunds will be issued for cancellations after April 15, 2020**

SIGNATURE: \_\_\_\_\_

## EXHIBITOR VEHICLE PARKING

Dear Exhibitor:

There is **NO** parking at the Rotary HarbourArts 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 is available at a cost of \$25 plus HST = \$28.25 per vehicle for the duration of the festival. We recently obtained a new parking area for vendors which is closer 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 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 Wal-Mart.

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.

Stephanie Tannahill, Chair





## **VENDOR COURTESY TENT**

**A QUIET SPOT FOR VENDORS ONLY**

Open 1 hour before opening  
Until 1 hour before closing

Coffee (made with Tim Horton's coffee) \$ 1.50

Tea \$1.50

Pop, Juice or Water \$ 1.00

Donuts \$1.00

Cookie \$1.00

Muffins \$ 1.50

Cheese \$1.00

Yogurt Cup \$ 1.50

Potato Chips, Chocolate bar \$1.00

Fresh fruit – bananas, apples etc. \$1.00

This is a service of

**Cobourg Inner Wheel**

All profits go to Cobourg Community projects

**PARCEL DROP-OFF FOR SHOPPERS!**

Free parcel check for shoppers in Rotary HarbourArts tents.

Service courtesy of Cobourg Inner Wheel