

# HARBOURFEST

## COMMUNITY GROUPS AND EXHIBITORS

### GUIDELINES

#### EVENT DETAILS

Harbourfest is a one-day, rain-or-shine event that will draw crowds to Owen Sound's inner harbour for food, drinks, live entertainment & fun family activities. It is taking place Saturday, July 13, 2019.

The City of Owen Sound will provide the event's 'main stage' & fenced-in licensed area as well as event marketing & logistics (portable washrooms, garbage bins, a dedicated website, etc.)

Please note: the City welcomes all groups & exhibitors to contribute to the overall community feel of the event, which includes those who wish to do some fundraising and/or offer free giveaways. The City cannot guarantee exclusivity on a product giveaway or fundraising opportunity, nor does it affect the location of booths.

The event hours for community group activities area will be 11:00 AM - 5:00 PM. Your booth activity may remain open later in the evening if you wish. Please use this application if you would like to request space to contribute to this event & promote your group or organization.

#### APPLICATION REQUIREMENTS

- Applications are due May 24, 2019. Any application received after May 24<sup>th</sup> will have limited availability when it comes to booth placement at the event, if space is still available. Late fees may apply.
- Approved applicants will be notified by email & will have 15 business days to remit payment or risk losing their space at the event. Fees will not be refundable after they have been deposited.
- We encourage exhibitors to offer activities to event goers (games, contests, etc.). Activities must be approved by the City. Acceptable activities will be on-going during the afternoon of the event & entertain or engage children, teens & adults. Preference will be given to activities that are low cost or no cost to event goers.
- Exhibitor space will be approved with a preference on local groups & businesses, as well as a variety of vendors. All exhibitors must provide their own displays, tents, tables & chairs. If an activity is provided, all necessary equipment is the responsibility of the exhibitor, including purchasing electricity if necessary.
- *There will be no electricity available unless specified by your application & fee is applied.* Electricity is provided by generators & is very limited; therefore, your request for electricity may be denied upon exhibitor acceptance if you are applying late.
- All exhibitors must vend (at minimum) during the event vending hours (11:00 AM - 5:00 PM). Your booth activity may remain open later if you wish. Set up will begin at 7:00 AM & all exhibitors' spaces must be completely set up, and vehicles removed, by 11:00 AM
- This application is not for food vendors. If you're looking for food vendor space, please contact us directly at [specialevents@owensound.ca](mailto:specialevents@owensound.ca) or 519-376-4440 ext. 1251.
- Exhibitors shall, at their own expense, secure Public Liability & Property Damage Insurance (full replacement value), minimum \$2,000,000 coverage, including but not limited to Tenant's Legal Liability, Product & Completed Operations & contain a cross liability & severability of insured clause. The City of Owen Sound shall be named as Additional insured. Proof of such insurance shall be provided on or before June 28, 2019. If required, Vendor's insurance can be purchased through the City of Owen Sound.

# APPLICATION

## COMMUNITY GROUPS AND EXHIBITORS

Please explain in your own words, what you plan to have at your booth space (including any activities):

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Contact Person: \_\_\_\_\_

Group/Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### REGISTRATION FEES (all taxes included)

10' x 10' Community Booth Space	\$ 65
10' x 20' Community Booth Space	\$ 130
Exhibitor Vendor Insurance (if purchasing through the City)	\$ 30
Hydro fee (if required)	\$ 40
<b>TOTAL</b>	

PAYMENT METHOD      Cash                      Cheque (Payable to City of Owen Sound)                      Visa                      MasterCard

Card # \_\_\_\_\_                      Expiry Date: \_\_\_\_\_

Credit Card Holder Signature \_\_\_\_\_

Return completed application form and payment to:

City Hall, (Att'n: Carly McArthur) 808 2<sup>nd</sup> Avenue East, Owen Sound, ON N4K 2H4

Email to: [specialevents@owensound.ca](mailto:specialevents@owensound.ca)

### Agreement

I have read all Harbourfest rules and regulations and agree to abide by the Harbourfest Community Group Vendor Guidelines, as set out in this application.

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



# HARBOURFEST

OWEN  
SOUND

# HARBOURFEST



PRESENTED BY



**CORE**  
PARTNERS GROUP®



**Investment  
Planning Counsel**®

IPC SECURITIES CORPORATION

## SITE PLAN



This map is intended to give you an overview of Harbourfest's main activities. Map is not to scale.