



1. Riverside Reunion is a rain or shine event. Be prepared to operate according to the weather forecast and conditions, barring extreme weather which may cause cancellation or early closure of the event.
2. Approved vendors are provided with a minimum 10' x 10' space to sell their products/services—please provide space requirement details ahead of time so all vendors can be accommodated as best as possible. Vendors are responsible for providing all required items for their booth space, including tents, tables, chairs, change floats etc. The location will be designated by Event staff and confirmed with the vendor once layout is finalized. Due to fire and safety regulations, all equipment, tents and displays, signs etc. must remain within the allotted booth dimensions and must be set up in a safe, secure manner. All tents must be weighed down; wind and weather conditions can change quickly and be unpredictable.
3. Staff will confirm booth set-up and tear down times with vendors. Due to safety reasons, ALL VEHICLES must be moved out of the event area and will not be allowed back in until teardown time. We ask that all vendors arrive on time. **If you show up late, you run the risk of losing your space.**
4. The vendor shall, at its own expense, secure public liability and property damage insurance (full replacement value), minimum \$2,000,000 coverage, including but not limited to tenant's legal liability, product and completed operations and contain a cross liability and 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 September 13th, 2019.
5. Vendors will ensure that their designated site is kept presentable, neat and clean, organized, and free of garbage and waste at all times. Although garbage/recycling receptacles will be placed throughout the area for public use, vendors are responsible for their own waste/recycling materials and must take it home (e.g. empty boxes, papers, cardboard and garbage/recycling etc.)
6. A professional, positive and polite attitude towards other vendors, the public and volunteers and the event staff is to be maintained at all times.
7. City staff are permitted to request that sale items be stopped or be removed from the event if found to be offensive, not in compliance, poor quality or inappropriate to the event theme.
8. All food trucks/trailers that have been fitted with cooking equipment, panels, lights, plugs etc. must have a 'Field Evaluation' or Certification Sticker. All electrical equipment must be certified for use in Ontario or vendor risks Electrical Safety Inspectors disallowing operation at event.
9. Cancellation Policy: If a Vendor should cancel their registration up to and including the date of September 13th, they will be entitled to a full refund minus a \$50 administration fee. There will be no refund for any cancellation by a vendor received after September 13th, 2019.
10. The City is not responsible for vendor sales, or any costs incurred by the vendor to attend the event.

