

OWEN
SOUND

HARBOURFEST



PRESENTED BY

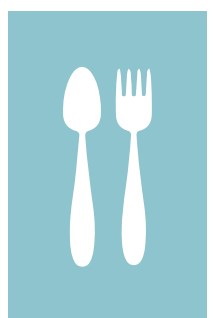


CORE
PARTNERS GROUP®



Investment
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IPC SECURITIES CORPORATION



FREE
ADMISSION

SATURDAY
JULY
14
2018

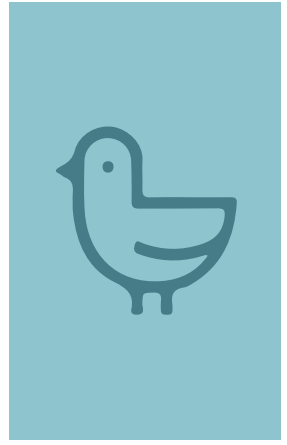
WE
NEED
YOU

FEATURING

Practically Hip

AND OTHER
MUSICAL PERFORMERS

COMMUNITY
GROUPS
AND
EXHIBITORS



owen
sound
where you want to live

THE OWEN SOUND
EVENT OF
THE SUMMER



OWENSOUND.CA/HARBOURFEST



@ INNER
HARBOUR



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 14, 2018.

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.) The 'main stage' area will be on the east harbour wall, encompassing the new Mudtown Station Brewery & Restaurant.

The City is looking for community groups & local businesses to contribute to this event, by offering space along the inner harbour wall in return for these groups & exhibitors contributing to the overall community feel of the event, as well as unique stations & activities for visitors.

The event hours for activities outside the main stage 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 25, 2018. Any application received after May 25th 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. Fees will not be refundable after they have been deposited.
- We encourage exhibitors to offer activities to event goers. 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 entire event vending hours (11:00 AM - 5:00 PM). Your booth activity may remain open later if you wish. Set up will begin at 6:00 AM & all exhibitors' spaces must be completely set up 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 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 July 4, 2018. If required, Vendor's insurance can be purchased through the City of Owen Sound.

APPLICATION

COMMUNITY GROUPS AND EXHIBITORS

I/We would like to take part in Harbourfest on Saturday July 14th. I/We agree to occupy the assigned space provided in return for the space fee, outlined below.

*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.

\$65 - 10' x 10' Space \$130 - 10' x 20' Space \$50 - Electricity \$20 - Exhibitor Insurance

Description of booth space/activity:

Business Name: _____

Address: _____

Contact Name: _____ Phone: _____

Please sign this agreement, keep a copy for your records and return a signed copy with a cheque made payable to City of Owen Sound. Payment may be made by Visa or Mastercard as well. Invoice available upon request.

Name on Credit Card: _____

Credit Card Number: _____ Expiry Date: _____

Thank you for taking part in making Harbourfest a successful event for all!

Carly McArthur, Events Facilitator, City of Owen Sound

Phone: (519) 376-4440, ext. 1251 **Email:** cmcarthur@owensound.ca

Mailing address: 808 2nd Ave. East, Owen Sound, ON N4K 2H4 **Fax:** (519) 376-6028



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SITE PLAN



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