



**Big Brothers Big Sisters**  
of Hastings and Prince Edward Counties



August 9-10-11 2019

Centennial Park Quinte West, ON

## Ribfest Marketplace Zone – Vendor Application Form

Vendor Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website(if applicable): \_\_\_\_\_

**Booth Size: Price for complete weekend space (Friday – Sunday, no option on single day space)  
 For additional space please add \$100.00 per 10ft**

- \$350.00**    **10 x 10**    inclusive of certified City of Quinte West tent, set up pre-arrival, post take down, weights included  
 **Add tent walls for additional \$50.00**
- \$275.00**    **10 x 10**    Vendor provided certified tent (based on included regulations and conditions on Page 3 of this application \*non-compliance is subject to removal by site inspector)

Please list all of the items or product that you would like to sell or distribute at the event (**please note, we do not allow the sale or distribution cooked food & beverage**): **No exclusivity for items.**

### Ribfest Operational Hours

Friday August 9<sup>th</sup>            11:30 a.m. to 11:00 p.m.  
 Saturday, August 10<sup>th</sup>    11:30 a.m. to 11:00 p.m.  
 Sunday, August 11<sup>th</sup>      11:30 a.m. to 5:00 p.m.

### Marketplace Hours

11:30 a.m. to 7:00 p.m.  
 11:30 a.m. to 7:00 p.m.  
 11:30 a.m. to 5:00 p.m.

Setup for the QuinteRIBFEST Marketplace takes place between **4pm-6pm on Thursday August 8<sup>th</sup> or 8 a.m. and 10:00 a.m. on Friday, August 9<sup>th</sup>**. All vendors must be set up no later than 11:00 a.m. Security will be provided overnight on Thursday, Friday and Saturday. Sales may not start before the opening of the event at 11:30 a.m. Vendors must be present at the booth during the entire three days of the event, as interaction between the vendors and the public is fundamental to the event's success. You may bring your own signage that you may display yourself. Vendors are responsible for cleaning their space before leaving at the end of the day. Event staff will be available for assistance on all three days of the event.

# Vendor Guidelines

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- Placement of vendors on the QuinteRIBFEST event site shall be decided upon by QuinteRIBFEST organizers and will be allocated to vendors upon their arrival.
- No exclusivity
- There are no hook-ups for water.
- Hydro may be an option, but not guaranteed. **It is asked that you bring a quiet generator if you need power, and a 100 foot extension cord.**
- Each vendor assumes ALL risks, and, proof of insurance is mandatory by application deadline.
- Vendor space is non-refundable
- Vendors are required to bring their own lighting, chairs and tables
- Small food vendors will be accepted. (i.e. fudge, hot sauce etc), but request for food product needs to be approved by organizers.
- A limited number of vendor spaces are available.
- Vendors are required to come with proper weighting for tents, organizers will not be providing any sorts of weights unless you purchased an event provided tent.
- **If the vendor is using a shelter (such as a tent or other device) in their area, it must meet the Flame Resistant Code and have a certificate of Flame Resistance complying with CAN/ULC S-109 or NFPA 701 Standard – attached to the tent). Should a shelter not meet these standards it faces removal by a site inspector, or a possible fine by City of Quinte West.**
- QuinteRIBFEST / Big Brothers Big Sisters of HPEC reserves the right to refuse participation to vendors who do not comply with all guidelines and regulations.
- QuinteRIBFEST / Big Brothers Big Sisters of HPEC does not retrieve any sales money made by vendors unless agreed upon in writing prior to the event.
- First come first serve with **Full Payment** policy in effect. No reservations for space or location.
- Vendors may sell only **approved items** listed in their application form and **may not sell or distribute food or drinks.**
- All items displayed or sold must be appropriate for a family audience.
- Event staff has the right to request removal of unauthorized items.
- Price, terms of sale, etc. are between the buyer and seller only.
- You may only sell or display your product in the space assigned to you by event staff.
- Under no circumstance are vendors permitted to cook or use the site as accommodations.
- Any vendor who is not complying with the rules and guidelines will be asked to leave by event staff.
- All vendors agree to abide by fair business practices.
- Any required sales tax collections and remittance are the sole responsibility of the vendor. All permits (temporary business and sales licenses) are the sole responsibility of the vendors.

**Vendor assumes full responsibility for the products they market or sell and hereby agree to hold QuinteRIBFEST/ Big Brothers Big Sisters of HPEC and event sponsors, harmless against any claim of injury, or damage by any buyer, seller or other persons resulting from the use, consumption, disposition, display, or marketing of products.**

QuinteRIBFEST / Big Brothers Big Sisters of HPEC and event sponsors are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to, preparation for, or participation in, the event; whether such injury, theft, or damage occurred prior, during or after the event. Seller further agrees to indemnify and hold the QuinteRIBFEST / Big Brothers Big Sisters of HPEC and event sponsors and all members and partners associated with the event harmless for and against any claims for such injury, theft or damage.

## Insurance Requirements

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Please ensure to specify **Big Brothers Big Sisters of Hastings and Prince Edward Counties** as well as **The City of Quinte West** on your form as an additional insured as follows:

**Big Brothers Big Sisters of Hastings and Prince Edward Counties**

250 Sidney St Belleville ON K8P 3Z3

**The City of Quinte West**

7 Creswell Drive, P.O. Box 490 Trenton, ON K8V 5R6

## Social Media

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We want to see your fans!! Please share, like, tweet, Instagram to all of your followers and spread the word about your participation at our event! If you have any links or photos of your products or services send them by email to **kingstonmediaagency@gmail.com** as soon as possible so we can add that to our pages. Before the event to promote your spot, take a video saying you are coming to QuinteRIBFEST, the dates of the event and anything else you like to add!

Make sure to the video is taken horizontally and let's try keeping it to 30 seconds or less!

**Event Website** - [www.quinteribfest.org](http://www.quinteribfest.org)

**Facebook** - <https://www.facebook.com/quinteribfest/>

**Twitter** - <https://twitter.com/quinteribfest>

**Instagram** - @quinteribfest

#QuinteRibfest

#QuinteWest

#LetsGetSaucy

QuinteRIBFEST online media is managed by

Kingston Media Agency [www.facebook.com/kingstonmediaagency/](http://www.facebook.com/kingstonmediaagency/)

**Please read carefully, initial each statement and sign below.**

\_\_\_\_\_ I have read the Vendor Information Sheet and Vendor Guidelines and agree to comply with all terms and conditions therein.

Release: Applicant's signature on this application releases and forever discharges QuinteRIBFEST/ Big Brothers Big Sisters of HPEC, City of Quinte West, all sponsoring organizations, and their elected officials, directors, employees, agents and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of or in conjunction with, participation in our event. QuinteRIBFEST is not responsible for any injury sustained by vendors, exhibitors, patrons or guests. Applicant's store and exhibit items at their own risk.

\_\_\_\_\_ I will not hold the QuinteRIBFEST /Big Brothers Big Sisters of HPEC accountable, not expect a refund of the application/space fee or space reservation if any of the following should occur: adverse weather conditions, natural disaster, or closure as deemed necessary for public safety.

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

# Payment

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Please specify your method of payment

Certified Cheque      Payable to Big Brothers Big Sisters of HPEC

Money Order          Payable to Big Brothers Big Sisters of HPEC

e-Transfer ([arlene.coculuzzi@bigbrothersbigsisters.ca](mailto:arlene.coculuzzi@bigbrothersbigsisters.ca))

Please send payment and completed application to:

Arlene Coculuzzi | Executive Director

or via email to [arlene.coculuzzi@bigbrothersbigsisters.ca](mailto:arlene.coculuzzi@bigbrothersbigsisters.ca)

Big Brothers Big Sisters of Hastings and Prince Edward Counties

250 Sidney St Belleville ON K8P 3Z3

**\*\*Application, Insurance & Full booth payment must be received on or by May 30th by 4:30p.m. to participate at QuinteRIbfest 2019**