



Historic Downtown Chatham BIA
 237 King Street West, Chatham, ON N7M
 1E6
 Phone: 519-352-8387
 Email: downtownchathambia@gmail.com

CROWFEST 2022 –Vendor/Exhibitor Contract

Fri. October 14th 3pm-10pm and Sat. October 15th, 2022 10am-10pm

Contact Name:

Business Name: Website:

Email address: Cell#:

Address: City: ON Postal Code:

Type of Vendor: (please give a detailed description of your setup; product and menu if applicable)

Will you have a tent set-up? YES NO

Costs of space: TECUMSEH PARK ONLY

- Generic Vendor Booth (200 + HST) **\$226.00** 10X10 spot -2 days
- Charity (Generic) Booth (50.00 off price)
- Food Vendor 10X10 **Tent** = (\$300 + HST) **\$339.00**
- Food Vendor **Truck** = (\$450 + HST) **\$508.50**
- Charity (Food) Vendor (50.00 off food vendor cost)

Costs of space: KING STREET

- Vendor Booth on King (300 + HST) **\$339.00** 10X10 spot -2 days
- Sorry no Food booths on King St.

All vendors must obtain their own insurance

Booth fees do not include HYDRO. Hydro is not Guaranteed. If you require power, you are to bring it via portable generator.

Make cheques payable to: Historic Downtown Chatham BIA or etransfer downtownchathambia@gmail.com

I have read the attached Terms and Conditions and herby agree to abide by the rules of this event.

I have read and understood the Chatham-Kent Public Health Unit Special Events Food Vendor Package.

Signature for all the above information is correct:

Date:



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Return form, and your payment to: 237 King Street West, Chatham, Ontario N7M 1E6 or email to downtownchathambia@gmail.com.

Office Use Only:

Date Rec'd:	10X10 space x	Amount Paid\$
Confirmation Sent:		Lot space #
Special requirements:		

Historic Downtown Chatham BIA will be referred to as Management/Organization in the following:

1. In making an application to this show, it is understood that you will adhere to all governing regulations. All matters and questions not covered by these regulations are subject to the decision of management. Exhibitor agrees to abide by all decisions of RetroFest management/Organizers and further agrees to cease any activity the management deems to be a violation of the terms and to following the directives of the management.
2. By signing the attached Vendor form, you understand that there are risks associated with participating. Having knowledge of these risks, you assume all risk of injury, damage and liability from such activities. Therefore, releasing the Historic Downtown Chatham BIA and the RetroFest Committee members and the Municipality of Chatham-Kent and its officials, employees, and agents and waive the right of recovery you might have to bring a claim or lawsuit against them for personal injury, death, or other consequence occurring to yourself or your group as a result of your participation. Further you grant full permission to use any photography, video, film or record of your participation. Signing the vendor application states that you agree to all the terms and conditions.
3. Assignment of exhibit space: Management/Organization will assign exhibit space, once confirmed it is final. Management reserves the right to relocate space of exhibits, which may be affective by a change in the site plan.
4. Set-up, tear-down, and duration: All booths are to be set up by 2:00 pm on Friday and must remain in its location for the full designated show which ends at minimum dusk on Saturday or 11pm. Early departures or late set-ups are disruptive and present a safety hazard to the public, and security problem.
5. It is the exhibitor's responsibility to keep their area clean and orderly throughout the show and are fully responsible for the safety and manning for their area.
6. Compliance: The exhibitor shall comply with all rules and regulations of the show and all laws (Municipal, Provincial, Federal, Fire, and Health.)



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7. Cancellation policy & NSF cheques: Cancellation's will be accepted two weeks prior to the event with refund, after this date no refund will be issued. A \$75.00 charge will be administered for NSF cheques.
8. Management/Organization shall not under any circumstances be liable or responsible for any damage or injury suffered by the exhibitor or his servants or agents or by any other person any loss, damage, injury, or cost suffered by the exhibitor by reason of any change in the date, time or place of exhibition or the abandonment thereof.
9. The exhibitor shall be liable for all loss, damage, injury, claim cost and expenses caused to any person or property in any circumstances whatsoever by the exhibitor, his servants or agents or the goods, exhibits, fittings, machinery and other property belonging to the exhibitor or for which the exhibitor or for which the exhibitor is responsible for.

Appendix A: Food Guidelines from the Municipality of Chatham-Kent

Each food vendor must complete and return the Special Event Food Vendor Notification Form 30 days before the event.

All participating food vendors must review Chatham-Kent Public Health's Special Event Food Vendor Guidelines. This document is available from the Special Events Coordinator, any Municipal Customer Service Representative and on-line.

It is mandatory for each food vendor to have at least one certified food handler on-site during operation. Information and certification can be found on: <https://ckphu.com/health-topics/food-safety/food-safety-courses/>

Links for Reference:

Special Event Food Vendor Guidelines: can be found on the Municipal Website-Special Event Food Section

Certified Food Handler: <https://ckphu.com/health-topics/food-safety/food-safety-courses/>

Contact Chatham-Kent Public Health Unit: <https://ckphu.com/contact-us/>

Appendix B: Fire Safety from the Municipality of Chatham-Kent

- Neither smoking nor the use of open flame devices is permitted unless approved by Chief Fire Official.
- Only approved heating and cooking equipment, being those that meet the requirements of NFPA 96, may be used at the Special Event.
- Notwithstanding any approved heating and cooking equipment for the Special Event, cooking in any enclosed tent, canopy or other similar structure is prohibited.
- All compressed gas cylinders must be stored in racks, chained or tied securely as a safety measure and stored outside the tent or air supported structure in a safe well-ventilated location.
- Portable Fire Extinguishers (2A-10BC rating) are required. They must be mounted in conspicuous and easily accessible locations, near exits and cooking areas. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months. All fire extinguishers provided must be appropriate for the hazard.