

The Mill Race Folk Society
PO Box 22148, Galt Centre Postal Outlet,
Cambridge, Ontario N1R 8E3

INFORMATION FOR CRAFT VENDORS, MILL RACE FOLK FESTIVAL

As a craft vendor, you are invited to apply to set up an open-air booth and sell hand-crafted art works, services, fair trade items and crafting supplies (i.e. woodworking tools, scrapbooking supplies, sewing ect.) at the craft village that will be in operation during the Millrace festival. The committee will review all applicants before accepting vendors. The committee will return your booth payment if your booth has not been accepted into this years festival. The craft village will be located in downtown Cambridge just west of City Hall.

If you wish to apply as a craft vendor for the 2016 festival:

(1) Send an email to the vendors' coordinator, via jenniferlynnmarieregner@gmail.com, so you can be informed whether there is space available for your products.

(2) If so, fill out the application form below, and put in in the mail it along with a cheque for the registration fee. (See below. The mailing address is listed on the application form.)

***APPLICATIONS ARE DUE NO LATER THAN May 6th. Any applications received after that date may not be accepted.**

CONDITIONS

REGISTRATION FEE

The \$80 registration fee entitles you to maintain a sales booth Friday evening through Sunday evening. The fee is to be submitted with your application form and becomes nonrefundable if your application is approved.

LIABILITY INSURANCE

Vendors who do henna, massage or similar "body contact" work are required to submit a copy of their liability insurance policy along with their application.

WHAT CAN BE SOLD

Only hand-crafted goods and services that have been made by you or your company (such as musical instruments, original art works and henna), as well as fair trade items are to be sold. *Fair trade stall applications require proof of fair trade certification*. Crafting supplies such as woodworking supplies, sewing supplies and or any other supply that aid's a craftsman / artist in their trade. Crafting supply vendors will be reviewed and may be asked to provided details on the products they are selling, pending their approval.

FESTIVAL DATES & SETUP TIMES

The 2016 Mill Race festival will be held from Friday, July 29th through Sunday, July 31. Performances are held on Friday from 7 to 11 p.m, and on Saturday and Sunday from 1 to 11 p.m, in as many as nine different locations. You may set up your booth no earlier than Friday at 1 p.m and must have completed setup by 6:30pm. You are asked to remove your booth by 11 p.m Sunday night.

SITE INFORMATION

The craft village is in a brick-and-concrete area, which is sloping at an average of two and a half degrees. The size of your space is 10 feet by 10 feet with a one-foot space between each booth. **The one-foot space is for rain runoff only and is not to be used to display items nor for storage. There is to be no foot-traffic in this space.**

There are to be no banners or advertising signs that extend beyond your 10- by-10 foot space, nor above a height of 8 feet.

Tents, tables and chairs are not provided.

In years past, we have experienced rains and occasional gusty weather with winds of up to 50 kmph. Although good weather is generally expected, it is *important that, especially if it is your first time at an outdoor festival, you come prepared. Please make sure your weights and display will be sufficient to protect your tent and wares from the elements.*

IN CASE OF SECURITY PROBLEMS, phone 740-4680, ext 4330. This connects you with the Cambridge City Hall security guard station, where there are personnel on duty throughout the festival.

TO REACH THE VENDORS' COORDINATOR

Phone 519-740-4681, ext 4484. This connects you with the Donaldson Room, which is the headquarters for Millrace personnel. Almost all of the people who run the festival are volunteers and there is no receptionist in the Donaldson Room, so if no one picks up the phone, please phone again (519-781-8145) . This connects you with the coordinator's main line where you can leave a message for the vendors' coordinator, who checks in on an hourly basis.

RESPECT FOR YOUR NEIGHBOUR

Each vendor is asked to do their part of maintain good relations with neighbouring vendors, Millrace staff and visitors to the festival. Maintaining good relations may consist of anything from not infringing on a neighbour's space to not continuously replaying an audio presentation that may become tedious for your neighbours to hear.

ELECTRICITY A single 120-volt electrical receptacle is available for each booth. You are required to bring a three-prong extension cord that is at least 50 feet long and CSA rated for outdoor use. A power bar with multiple inputs cannot have another power bar plugged into it.

WASHROOM FACILITIES: these are located at Cambridge City Hall, just east of the craft village.

FESTIVAL EVENTS

There's a unique variety of music at the Millrace festival, the performing stages are all within walking distance of the Craft Village and admission is

not charged for any of the events. But in order to help pay for our many expenses we ask that anyone who attends an event purchase one of our reasonably- priced guide books. They provide full descriptions of who is performing, and when and where you can catch their acts.

For further information, please email the Millrace vendors' coordinator, via jenniferlynnmarieregner@gmail.com. (Please don't use the mill_race@yahoo.com email address, which may misdirect or delay your query.)

APPLICATION FORM, CRAFT VENDORS, MILL RACE FOLK FESTIVAL

Please print this page. Complete the form and mail it, with an \$80 cheque payable to the "Mill Race Folk Society" to:

Mill Race Folk Festival P.O. Box 22148, Cambridge, ON, N1R 8E3

Please enclose photographs of the products you are selling.

CRAFT VENDOR APPLICATION FORM

NAME OF BOOTH: _____

NAMES OF PEOPLE IN CHARGE OF YOUR BOOTH, WHO EXPECT TO BE ON SITE DURING THE FESTIVAL:

CONTACT PERSON'S NAME:

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE NO: (residential) _____ (business) _____

E-MAIL ADDRESS: _____

I AM A CRAFT VENDOR

I AM A CRAFTING / ART SUPPLIES VENDOR

BRIEF DESCRIPTION OF THE TYPE OF YOUR WORK / WHAT YOU ARE SELLING:

BRIEF DESCRIPTION OF THE TYPE & SIZE OF DISPLAY YOU WILL BE BRINGING: (i.e. tent, tables, etc.):

I REQUIRE ELECTRICITY

I DON'T REQUIRE ELECTRICITY

PLEASE LIST STATE WHAT YOUR ELECTRICAL REQUIREMENTS (HOW MANY ITEMS YOU WILL HAVE PLUGGED IN):

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WILL YOU BE DOING henna, massage or similar "body contact" work? If so, you are required to submit a copy of your liability insurance policy along with this application.

WAIVER: I, as a participant of the Mill Race Folk Festival, do hereby release from all liability, The Mill Race Festival of Traditional Folk Music Committee, including any volunteers, and the Corporation of the City of Cambridge, and their employees and representatives, for any injuries, illnesses or other claims for damages that may be incurred by or be caused by breach of contract of negligence. I also agree to abide by the above Conditions of Registration.

Signature

Date

For further information, please email the Millrace vendors' coordinator, Jennifer Regnier, via jenniferlynnmarieregnier@gmail.com. (Please don't use the mill_race@yahoo.com email address, which may misdirect or delay your query.)