



The Mill Race Folk Society

PO Box 22148, Galt Centre Postal Outlet,

Cambridge, Ontario N1R 8E3

INFORMATION PACKAGE CRAFT VENDORS, MILL RACE FESTIVAL OF TRADITIONAL FOLK MUSIC

Dear Craft Vendor,

Thank you for your Vendor application to the Mill Race Festival of Traditional Folk Music. This package contains important information for you to know and understand before coming to the Mill Race Festival of Traditional Folk. The Mill Race Folk Society, organizers of the Mill Race Festival of Traditional Folk Music, invite Craft Vendors of all kinds to apply for an open-air booth rental space at the Craft Village that is in operation during our annual event, The Mill Race Festival of Traditional Folk Music.

This event occurs annually over the Civic long weekend (Friday, Saturday and Sunday). It has been around for over 25 years, and we are looking forward this year to seeing our enthusiastic entrepreneurs selling unique designs, handcrafted art works, services, and crafting supplies (i.e. woodworking tools, scrapbooking supplies, sewing etc.), goods from around the world, fair trade products, and much more.

Before continuing, please read:

I understand that should it rain during the festival I will not receive a refund. I understand that if for any reason I cancel or fail to appear, I will not receive a refund.

I will abide by the policies of the Festival including fire codes, health regulations, local bylaws, parking, and insurance regulations.

I will not park a vehicle at the craft village site, except while actively loading or unloading. I will remove my vehicle before unpacking.

If I sell any products that are not to standard as deemed by the Festival committee, I understand I will be asked to remove them and may be asked to leave the festival without refund; and that I may also be banned from future events.

If I break any of these promises, I understand I may be asked to leave (without refund) and/or be banned from future participation.

Full Name (Print) _____

Signature _____ Date _____

Information and Requirements:

- Acceptance based on quality and type of craft or art work.
- All entries will be considered and all decisions of the Festival committee are final.
- Electrical power is available however you must provide detailed information on your electrical needs (i.e. load, circuit type, plug type (15 amp, 30 amp, food truck etc.). for 30 and 50 amp circuits the vendor is solely responsible to provide the correct type of adapter needed for circuits provided.
- Booths prices are for a 10' x 10' area. Exhibitors must provide their own displays, tents or canopies, tent weights (required), chairs, and tables.
- The Festival is an OUTDOOR event and will take place RAIN OR SHINE; ensure you have a waterproof enclosure for your booth.
- Booths must be open and staffed for the entire time the Festival is open.
- Smoking is not permitted at the Festival. There is a smoking section available. When you arrive on site, please check with Festival staff as to its location
- Ensure that garbage is deposited in one of the trash cans on site and not left on the ground in or around the booth. Recycling bins are also available.
- Vendors and their staff should behave in a manner acceptable for a family friendly event. Profanity is unacceptable.
- While there is a Security Guard stationed at City Hall, vendors are responsible for the security of their booths and its contents.
- Vendors are responsible for set up and tear down of their booth space.
- **Upon acceptance** of your application, **we will deposit your payment.**

Public Health Unit and City of Cambridge Business Licence

ALL Vendors require a City of Cambridge business license (a Transient and Charitable Event Application) which must be displayed at their booth. Contact the City of Cambridge Clerks department to obtain your free business license T. (519) 623-1340, TTY (519) 623-6691, F. (519) 740-4637. Website: www.cambridge.ca

If you are using Henna, or selling consumables, you are also required to complete a Region of Waterloo Public Health SPECIAL EVENTS Application and submit it to the Region of Waterloo Public Health Unit at least **30 days prior** to the event prior to the festival. Past experience has shown however, that the earlier the submission, the better.

Please contact the Region of Waterloo Public Health Inspection Unit for more information. <http://www.regionofwaterloo.ca>

Vendors are to be in compliance with the local by-laws. Failure to comply with any or all of these regulations could result in the closure of your booth at the event.

FESTIVAL DATES & SETUP TIMES

The 2017 Mill Race Festival of Traditional Folk Music will be held from Friday, August 4 through Sunday, August 6. Performances are held on Friday from 7 to 11 pm, and on Saturday and Sunday from 1 to 11 pm, in many stage locations.

The venue is ready for exhibitors to set up on the Friday of the festival from 5:30 PM until 7:30 PM. Festival begins at 8 PM. You must to remove your booth by 11 pm 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, weights, tables and chairs are not provided

In years past, we have experienced occasional rain with gusts of winds of up to 50 kmph. Although good weather is what we all want, it is important that, especially if it is your first time at an outdoor festival, that you come prepared. Tent weights are a must and are not supplied by the Festival committee or the City of Cambridge.

This is an outdoor Festival

You will need protection from sun, wind and rain. Ensure that your weights and displays are sufficient to protect your tent and wares from the elements.

Tents must be of fire retardant material and all structures of sound construction, able to withstand inclement weather and present no danger to life or health.

Sidewalls

We recommend that you use a tent or canopy with sidewalls. If we have a rain storm, you'll be happy to have sidewalls protecting you, your wares and your customers. Sidewalls are also useful to create shade when the sun is hitting your booth at an angle and blinding you and your customers in the process.

Tent Weights

Tent weights are absolutely essential for an outdoor tent. It is surprising how easily just a small amount of wind can send a craft tent sailing into the crowd. A securely weighted tent ensures your canopy does not take off and damage your inventory or the inventory of other vendors near you, injure someone, or damage other property at the festival.

Weights must be used for each tent leg. Your tent will be positioned on concrete. The greater the weight, the better; vendors traditionally use 10 – 20 kg (20 - 40 lb.) tent weights wrapped on each leg of a craft tent. We do not recommend weights less than 10 kg (20 lbs.) per tent leg.

- You are not permitted to tie your tent to your table to act as a tent weight
- You are not permitted to tie your tent to another vendors tent
- **IMPORTANT! You are not permitted to tie your tent to ANY city structures.**

Tents cannot be left fully up-right overnight. Vendors must drop their tents down to their tables or down to the ground, before leaving for the night.

IN CASE OF SECURITY PROBLEMS

Phone 519-740-4680, 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 CRAFT VENDORS COORDINATOR

Phone 519-740-4681, ext. 4495. This connects you with the Donaldson Room - the headquarters for Mill Race Folk Society personnel. The people who run the festival are volunteers and there is no receptionist in the Donaldson Room. If no one picks up the phone, please call 519-781-8145. This connects you with the vendors coordinator's main line where you can leave a message for them; they check it on an hourly basis.

RESPECT FOR YOUR NEIGHBOUR

Each vendor is asked to do their part to maintain good relations with neighbouring vendors, Mill Race Folk Society volunteers, city staff, and visitors to the festival.

ASSIGNED BOOTH

Each vendor is assigned a booth upon acceptance into the new festival. The location of your booth is not negotiable and vendors may not ask for a new or difference location.

WASHROOM FACILITIES:

Portable toilets are located adjacent to Cambridge City Hall, near the craft village.

EVENTS AT THE FESTIVAL

There's a unique variety of music at the Mill Race Festival of Traditional Folk Music; performance stages are all within walking distance of the Craft Village. But to help pay for our many expenses, we ask that anyone who attends the event purchase one of our reasonably-priced programmes. Programmes provide descriptions of who is performing, and when and where you can catch their acts.

ADDITIONAL INFORMATION

Set up and tear down

The venue is ready for exhibitors to set up on the Friday of the festival from 5:30 PM until 7:30 PM. The festival begins at 8 PM.

Vendors must set up in the vendor areas as assigned. Under no circumstance may a vendor randomly set up a booth.

You may pull your vehicle up close to the craft village when setting up and tearing down, but all vehicles must be off-site and in the designated parking area (Beverly Street Lot) no later than 30 minutes before the festival opens to the public and after the festival closes. This may be subject to change.

Vehicles are not permitted in pedestrian zones during Festival hours.

Booth Operation and Conduct

Facility Use/Public Safety: Festival and City staff reserve the right to intervene in terms of facility use and public safety.

Interference with performances: No audio or video devices are allowed (portable stereos, radios, CD or DVD players, etc.). If selling musical instruments, approval of playing them in the booths must be obtained in writing from the Vendor Coordinator.

No balloting, give-aways, raffles or any form of contests or prizes are permitted. No collection of information from any of our patrons is allowed on-site.

Hours of operation: Vendors must keep booths open and staffed for the entire duration of the operating hours of Festival. The Festival operates rain or shine. Vendors must be in attendance and booths must remain open during the designated hours.

Vendors must be ready for business at the designated start time and close at the designated close time. Hours of operation will be enforced. Not complying may cause closing and or cancellation of your booth with no reimbursement.

Closing due to Inclement Weather: If weather conditions call for potentially closing the Craft Village, the decision to stay open or close will be made by the site decision makers (Festival Chairperson, Vice Chairperson, or Stage & Sound Coordinator) in cooperation with City Staff and the Vendor Coordinator.

These decisions are final and said decision must be followed by ALL vendors on-site.

Signage: Signage must be professionally and/or creatively prepared. Festival Management retains the right to remove inappropriate and/or unattractive signs.

The Festival expects each Vendor to present their booth and their merchandise in an attractive manner. Backdrops for booths are not supplied. Please bring your own backdrop. Items such as tablecloths, carpeting, racks and shelving are the responsibility of each Vendor. Festival staff and The City of Cambridge do not provide tie wraps, nails, tape, staples etc., backdrops, or display lighting for booths. The Festival reserves the right to close a booth if its appearance and presentation are not deemed appropriate.

Vendors must install, arrange and conduct their exhibits only in the location allotted to them in a neat and orderly manner. Public access routes MUST be kept clear at all times.

Vendors are required to confine their exhibit and exhibit activities within the limits of their allotted space. Products and displays are NOT ALLOWED outside the limits of your booth space. Salespeople or demonstrators are prohibited from operating in the aisle or in any other location other than that specified in the vendors application.

Festival and City Staff reserves the right, after assignment of space, to relocate exhibits which may be affected by a change in the Craft Village space assignment for any reason whatsoever

Submitting an application

To Submit and application to the Mill Race Festival of Traditional Folk Music, please print the application, fill it out, and email to: Jenniferlynnmarieregner@gmail.com, with "2018 Craft Vendor applicant" in the subject line.

Also attach 5 photographs of your different products and 3 photographs of your products on display with your business signage.

Thank you for your interest in being a Craft Vendor at the annual Mill Race Festival of Traditional Folk Music!

Note: Vendor applications will be taken into consideration on a priority basis dependent on the submission of payment in full. Event organizers will consider and attempt to minimize duplicate products as much as possible. Event organizers reserve the right to deny applications if it is determined that a surplus of similar products exists or in the event that the organizer deems a product to be inappropriate for the overall guest experience. By submitting your application, you had agree to the all of the policies indicated above.

For further information:

Please email the Mill Race Folk Society Vendors' Coordinator, via
jenniferlynmarieregner@gmail.com.

*Mailing Address: The Mill Race Folk Society. PO Box 22148, Galt Centre Postal Outlet,
Cambridge, Ontario N1R 8E3*

I _____ understand all of the above information and will comply with the rules and regulations of the Mill Race Folk Festival of Traditional Folk Music as set above. I understand that Mill Race Folk Festival of Traditional Folk Music organizing committee reserves the right to remove my booth without refund if I am not in compliance with the rules and regulations set above.

Full Name (Print) _____

Signature _____ Date _____