

VENDOR RULES AND REGULATIONS

If allowed to be a vendor at the market on December 9th and 10th 2023, at 425 Cartier Boulevard, Hawkesbury, Ontario organized by the town of Hawkesbury. (also referred to as market host and/or host and/or manager/organizer in this document), I as a vendor agree to the following vendor rules and regulations. I also acknowledge that I am responsible for adherence to these rules and regulations by any staff, volunteer, family member, or any other person I bring to the market.

PRODUCTS

The vendor certifies that all products, real and/or intellectual, brought to the market are not adult in nature. Any products or materials brought to the market that are deemed adult in nature can be removed from view/sale/distribution at the market by the market manager/organizer. Should the vendor refuse to remove the item(s) identified by the market manager/organizer, the town of Hawkesbury reserves the right to have the vendor removed from the market immediately with no refund of any monies paid.

The vendor certifies anything brought to the market for sale/distribution by the vendor meets with any and all government standards and laws. The vendor certifies they are legally able to sell/distribute the items and materials they bring to the market. Should anything brought to the market by the vendor be found to be illegal or unsafe, the vendor will be removed immediately from the market with no monies owed back.

HOURS AND LOCATION

All market hours will be set by the market host and distributed to the vendors in advance of the event. The vendor agrees to have their booth/table set up and ready for sale/operation 30 minutes before the opening hours of the market and only to sell within the market hours open to the public. The vendor agrees to stay at the market and not begin packing up products and materials used at the booth/table until the end of the market's public opening hours. Should a vendor wish to set up late/leave early, market manager/organizer approval will need to be obtained in advance. Any change in vendor hours allowed by the market manager/organizer will not in any way invalidate any terms of this agreement. Any changes in vendor hours authorized by the market manager/organizer will not warrant a refund of any monies paid. The market host also reserves the right to change the location, date and time of the market should situations require for the market to proceed without affecting any of the terms in this document or any other document required for entrance to the market. Set up is on the day before the market & on the morning of the first day of the market. All booths MUST be set up no later than 30 mins before the market opens. No tear down is allowed until the market closes on the second day. Only the market manager/organiser has the right to modify, move, or change the decorations, layout, or any other items pertaining to the market space.

PRODUCT UNLOADING/LOADING AND PARKING

All vendors agree to the times and locations set up by the market manager/organizer for unloading and loading of the vendor market products, materials, staff, and any other items brought to the market. The vendor also agrees to park their vehicles in an area designated by the market manager/organizer should the vendor require parking. The vendor assumes all liability for vehicles brought onto the market site.

FEES, CANCELLATIONS, AND REFUNDS

- ***Booth fees are \$25 (GST included) for one 6-foot table and two chairs for the 2-day event.***

The vendor agrees to pay the host all the fees outlined above before November 24, 2023 upon approval of their application. Should a vendor fail to pay all fees owed to the market, the vendor acknowledges they forfeit their booth/table reserved for the market. Should a vendor need to cancel their booth/table reservation, they must do so in writing before November 24, 2023. Cancellations received after November 24, 2023 will result in complete loss by the vendor of any and all monies paid to the market host. It is the responsibility of the vendor to ensure the host receives all communications directed to the host. The market host reserves the right to cancel the market at any time and for any reason. Should the market be cancelled by the market host, all fees paid to the host by the vendor will be refunded back. Refunds will be issued by the market host in a time and manner deemed appropriate by the market host.

BOOTHS/TABLES/WORKERS

Vendor accepts the table/booth assigned to them by the market manager/organizer. One 6' long table and two chairs will be provided to each vendor. Only two workers will be allowed to operate a vendor table which includes but is not limited to staff, family, and/or volunteers. Only the market manager/organizer can modify the vendor's table location/table size. Each vendor can only reserve one table/booth unless authorized by the market manager/organizer: the vendor assumes responsibility for any additional charges from the market manager/organizer regarding the provision of additional tables/booth. The vendors agree to provide a clean and size appropriate table covering for their table that is suitable for all ages of attendees. The vendor will supply all items to decorate and dress their table in a professional and clean manner. Products will be displayed in an orderly and clean manner. Should a vendor fail to maintain the booths/tables in a presentable manner as decided by the market manager/organizer, the market manager/organizer reserves the right to remove the vendor from the market immediately without refund of any fees paid. Only the market manager/organizer has the right to modify, move, or change the decorations, layout, or any other items pertaining to the market space.

VENDORS MAY ONLY SELL ITEMS THAT HAVE BEEN LISTED ON THEIR APPLICATION

Only items listed on a vendor's application, and have previously been approved, may be sold on a vendor's booth.

NO SMOKING IS ALLOWED ON THE PROPERTY & NO OPEN FLAMED CANDLES ARE ALLOWED INSIDE THE BUILDING WITHOUT PERMISSION.

No smoking is allowed anywhere on the Sports Complex property, including outside. No open flamed candles are allowed inside the Complex without permission. All vendors are expected to abide by the rules of the market. The town of Hawkesbury reserves the right to ask vendors to leave the market area if vendors fails, or refuses, to abide by the rules.

SENDING IN AN APPLICATION DOESN'T GUARANTEE ACCEPTANCE

All applications will be reviewed and you will be contacted to let you know if your application has been successful. The town of Hawkesbury reserves the right to limit the number of vendors within a certain product category, and decline an application if it deems the action is in the best interest of the market.

I certify I have read and understood the vendor rules and regulation.

Name: _____

Date: _____

Location: _____

