



# Bath Canada Day Committee

## Vendor Registration Terms and Conditions

### 2022

#### 1. Market Location

The 2022 Bath Canada Day market is taking place at 217 Church Street, Bath on Canada Day 1<sup>st</sup> July 2022.

#### 2. Eligibility

All vendors are eligible to apply for registration at the Bath Canada Day market. Please submit an expression of interest (Appendix A) to the Vendor Coordinator at [jwbathcanday@gmail.com](mailto:jwbathcanday@gmail.com). Upon approval, a private link will be e-mailed to you for online registration and payment by credit card.

#### 3. Food Vendors

All food vendors must fill out a KFLA Public Health Special Event Application to obtain a permit. Follow these two links for full requirements.

[Special Event Food Vendor Application Form \(kflaph.ca\)](http://kflaph.ca)

[Special Event Vendor Information - KFL&A Public Health \(kflaph.ca\)](http://kflaph.ca)

For more information contact KFL&A Public Health at 613-549-1232.

##### 3.1 Fees and Insurance coverage

Food trucks are charged a fee of \$100.00 plus HST for a double site (2022 only). A copy of your current public liability insurance must be submitted with your application or e-mailed to [hfennell@loyalist.ca](mailto:hfennell@loyalist.ca) in advance of the event.

#### 4. Confirmation of site

A few weeks prior to the event, the Vendor Coordinator will confirm site allocations (by email) and provide a site map.

## **5. Cancellation and Refund**

Full refunds, less an administration fee, will be issued by Loyalist Township for cancellations received **prior to the 31<sup>st</sup> of May**. Cancellations after that date will not be refunded. All cancellations must be made in writing; you must submit your request by email to [jwbathcanday@gmail.com](mailto:jwbathcanday@gmail.com), indicating your reasoning, mailing address, business name, and original method of payment. Upon approval, please allow 4-6 weeks for processing.

### **5.1 Covid-19**

In the event that the Federal, Provincial or Municipal authorities cancel the 2022 Bath Canada Day celebrations being held on the 1<sup>st</sup> July 2022, vendors who have registered and paid will be refunded in full by Loyalist Township. Claims must be submitted within two weeks of cancellation notification by following the step shown below.

You must submit your request to [jwbathcanday@gmail.com](mailto:jwbathcanday@gmail.com), indicating your reasoning, mailing address, business name, and original method of payment. Upon approval, please allow 4-6 weeks for processing.

## **6. Failure to show or early departure**

Vendors who do not show up on the day or depart early, for any reason, will not be refunded.

## **7. Vendor Sites**

Each vendor site will be 12 feet by 12 feet. Vendors may purchase multiple sites if required. Vendors are responsible for supplying their own tables, chairs and shade tents. Please note that shade tents must be weighted down. No pegs can penetrate the park grounds.

## **8. Merchandise Duplication**

The Bath Canada Day Committee will endeavour to keep a balanced mix of vendors and will try to avoid duplication. If you believe there may be a possibility of duplication, please contact the vendor coordinator prior to sending in your application.

## **9. Vendor Registration & Payment (Appendix A)**

### **9.1 BY MAIL:** (Cheque only)

Fill out the registration form (Appendix A) and mail it to the address shown along with your cheque made out to **Loyalist Township**. (Please put **Vendor fee for BCD** in the memo section)

**This year we are not accepting cash payments.**

### **Mailing Address**

**Vendor Coordinator  
Bath Canada Day Committee  
P. O. Box 39  
Bath, Ontario, K0H 1G0**

**If you have any questions email or call the vendor coordinator.  
John Warren (613) 881 0449      [jwbathcanday@gmail.com](mailto:jwbathcanday@gmail.com)**

### **9.2 BY CREDIT CARD**

If you wish to pay by **Visa or MasterCard** please register online. A link to the Loyalist Township payment portal will be provided to you once your expression of interest (Appendix A) has been received and approved.

Vendors will be accepted on a first come first served basis. Where duplication is evident the vendor coordinator will select the vendor who registered first.

### **9.3 Electrical Power:**

Power is available to a limited number of sites and is allocated on a first come, first served basis. Electrical power cords (provided by the vendor) should be adequately rated for the appliances used. Cables should be covered in mats to avoid the possibility of tripping. Vendors should bring a backup generator if electrical power is essential for their operation. Due to limited availability, there is only one electrical feed per vendor.

## **10. Portable generators**

Vendors may provide their own portable generators when required. Generators should be the quiet type intended for such use. Fuel for the generator should be stored in containers intended for fuel and must be kept away from the generator. Vendors using portable generators must carry the appropriate type of fire extinguisher.

## **11. Loading/Unloading and Vendor Parking**

Where practical, vendors may drive to their site to unload. If the ground is too soft to accommodate vehicles, vendors must unload and reload from the street.

A dedicated area for vendor parking will be provided. Vendors parking their vehicles in this area do so at their own risk. After unloading, vehicles must be moved to the dedicated vendor parking area and are not to return until the market closes at 5pm.

## **12. Dogs and Other Pets**

With the exception of registered service animals, vendors should not bring dogs or other pets to the vendor market.

## **14. Market Operating Hours**

The market will operate between 9am and 5pm. Volunteers will be in the park from 7am to assist.

## **15. Garbage Removal**

Vendors are responsible for removing their garbage from the site.

**Vendor Registration (Appendix A)**

**To register by mail**

To register by mail, fill in the form below (Please Print) and mail it along with your cheque made payable to **Loyalist Township**.

(Please put **Vendor fee for BCD** in the memo section on the cheque)

NAME OF VENDOR: \_\_\_\_\_

PRODUCT DESCRIPTION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

Address \_\_\_\_\_

CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**Special reduced rates are applicable for 2022 ONLY**

\*\* Upon approval, a private link to the Loyalist Township registration portal will be e-mailed to you for online registration and payment by credit card

<u>FEE PAYABLE</u>	<u>Tick Box</u>
<b>Food Trucks \$100(+hst) for a double site.</b>	\$113.00 <input type="checkbox"/> _____
Canada Day July 1 <sup>st</sup> – 9:00 am to 5:00 pm:	Cheque \$11.30 <input type="checkbox"/> _____
Regular site 12ft X 12 Ft (2022 special) **MasterCard or Visa	\$11.30 <input type="checkbox"/> _____
** See note above.	
Power if needed: (Based on availability)	\$25.00 <input type="checkbox"/> _____
	Total \$ _____
<b>Make Cheques Payable to.: <i>Loyalist Township</i></b>	
<b>Special Requests:</b>	