



PO Box 91, Kenora, ON P9N 3X1

email: [info@harbourfest.ca](mailto:info@harbourfest.ca) website: [www.harbourfest.ca](http://www.harbourfest.ca)

## MARKET VENDORS REGISTRATION 2022

Harbourfest Inc. reserves the right to refuse any registration not received by the cut off dates stipulated. We also reserve the right to refuse any registration if we deem them as a duplication to already register and accepted or that doesn't fit our theme. Our goal is to have a variety of vendors to participate for our Market on Saturday July 30<sup>th</sup> & Sunday July 31<sup>st</sup>, 2022.

All Vendors are located outdoors and must be self-contained and comply with requirements of the Northwestern Health Unit (NWHU) where applicable. The form for the NWHU must be completed and returned to them for approval prior to the event. Also, please read the NWHU guidelines.

Kenora Bylaws require that all vendors have a City of Kenora Business Licence.

Vendors are required to display their NWHU approval and business licence.

**The cost per day is \$88.50 plus HST per Booth. \*\*\*For a TOTAL of \$100.00\*\*\***

### HOURS OF OPERATION:

Saturday July 30<sup>th</sup>, 11:00am to 4:00pm,

All vendors will be required to open and close at the times listed above. There will be no exceptions without pre-approval.

The Harbourfest committee reserves the right to determine the location of your booth, and the type of products sold according to the information you provide us. Only those products agreed upon will be permitted.

Vehicle access to the Harbourfront area is restricted for safety reasons. Setup Saturday must be completed before 10:30AM. For safety reasons all vehicles must be removed from the Harbourfront area according to these times. This rule will be strictly enforced. **VEHICLES NOT COMPLYING WILL BE TOWED WITHOUT WARNING AND AT OWNERS EXPENSE. A designated parking area will be provided in the Scotia Bank Parking Lot.**

**CLEAN UP:** Please ensure that you have waste receptacles at your booth. All cardboard must be flattened; dry and kept separate from the garbage. Garbage is disposed of in the GFL bins provided and located on Bernie Drive.

**Important Electrical Notes:** No Electrical supplies, must bring own generator if required.

**Insurance:** All vendors must have proof of general commercial liability insurance with a minimum of 2,000,000.00.



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**Advertising:** Vendors must provide advertising materials including logos and images by July 1, 2022. Harbourfest Inc. reserves the right to use provided images in any and all advertising.

**Anyone not abiding by the rules will be asked to leave the event without refund of registration fee.**

If you have any questions, please email [heather@harbourfest.ca](mailto:heather@harbourfest.ca).

Deadlines:

**Please forward Registration & payment by June 15th, 2022. Cheques to be made out to Harbourfest Inc. and can be post-dated to July 1<sup>st</sup>, 2022.**

Please completed the attached form and return by email to [heather@harbourfest.ca](mailto:heather@harbourfest.ca). Complete one form per Vendor if you are bringing more than one.

Heather MacMurphy  
Harbourfest Chair 2022