



PO Box 91, Kenora, ON P9N 3X1

email: info@harbourfest.ca website: www.harbourfest.ca

MARKET VENDORS REGISTRATION 2023

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 August 5th, 2023.

All Market vendors are located indoors under the Janel Contracting Pavilion 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 is \$50.00 **including** HST per Booth/Table 8' x 8'. Or \$100 including HST for Booth/Table 16' x 8' area .

HOURS OF OPERATION:

Saturday August 5th, 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 starts at 9:00am and must be completed before 10:30AM. For safety reasons all vehicles must be removed from the Pavilion 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 right across the street.**

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: Some Electrical supplies.



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

Advertising: Vendors must provide advertising materials including logos and images by July 15, 2023. 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.

Deadlines:

Please forward Registration & payment by July 15th, 2023. Cheques to be made out to Harbourfest Inc. and can be post-dated to August 5th, 2023. Invoices can be sent for online payments as well.

Please completed the attached form and return by email to heather@harbourfest.ca. Complete one form per Vendor/Business if you are bringing more than one.

Heather MacMurphy
Harbourfest Chair