



We are looking forward to another great festival this year! We welcome new participants – and welcome back those who participated in previous years!

Date and location:

The Dufferin Children & Youth Festival will be held Saturday, **June 9th, 2012**. The location of the festival will be the Fairgrounds Shopping Centre (Wal-Mart Plaza) in Orangeville, the same as last year.

The hours of operation are:	9:00 am – 10:00 am	Vendor/Exhibitor Set-Up
	10:00 am – 3:00 pm	Festival
	3:00 pm	Vendor/Exhibitor Tear Down

Booth Information:

- Each booth space is approximately 10 feet X 10 feet – **let us know if need a larger spot.**
- Each space will be provided with a table (approximately 6- 8 feet long) and 2 chairs.
- Please Note: **All exhibitors MUST provide an activity** for Children. If anyone wants some suggestions about activities, please contact the committee members listed on page 2.
- Please note that the location of the festival does not provide any shelter from sun/rain/wind - Exhibitors/Vendors may choose to bring a tent/canopy for this reason
- Please note that the committee will **NOT** be providing power. Vendors/Exhibitors are responsible for bringing their own generators (also available at Universal Rentals) and their own extension cords for use on the day of the festival. **Please let us know if you are bringing a power source**, as it may affect where we put you on the “floor plan”.

Cost and Activities:

Not-For-Profit Applicant: No cost. Must provide an age-appropriate, pre-approved, **activity** for children and/or youth at the festival.

(For-profit) Exhibitors: \$50.00 registration fee. Must also provide an age-appropriate, pre-approved, **activity** for children and/or youth at the festival.

Please note: **No products/services are to be sold the day of the festival** – all activities and items given away are to be **free-of charge**. The only thing that people will be asked to pay for will be the food and drink that are being planned by the Festival committee. The free activities and giveaways provided by exhibitors enhance the festival itself, and, generally make the displays more attractive to prospective customers.

Fundraising:

No fundraising will be allowed. Information about an upcoming fundraiser may be given, as long as no money is being exchanged at the Festival. We want to have a no cost (other than food and drinks) event for families.



Registration:

Please be sure to read carefully: the information noted on page 1, as well as the “2012 Contract Rules” (p. 3).

Then, fill out the **application** form – **including your insurance information**, and return it with your payment (if applicable) to ensure your space at the event. In addition, we **require a separate certificate of insurance** from your insurance company (that may be sent at a later date than the application form, but no later than April 30, 2012.) with the following information required:

CERTIFICATE OF INSURANCE:

This is a **separate form** from your respective **insurance company** indicating that you have **“No less than \$2 million liability”** in regards to the **Dufferin Children and Youth Festival, to be held June 9, 2012,** naming the following as **additional insureds:**

RioCan Holdings Inc.

RioCan Management Inc.

RioCan R.E.I.T.

and

The Dufferin Children & Youth Festival.

The address for **both RioCan and the Festival itself:**
95 First Street, Orangeville, Ontario L9W 2E8

*Note that all exhibitor applications, the insurance certificate, and full payment - All for-profit exhibitors are required to pay \$50 per booth - are due **no later than April 30, 2012.** Please make **cheques payable to:**
The Dufferin Children & Youth Festival.*

We look forward to hearing from you and hope to see you at the 2012 Dufferin Children & Youth Festival. If you have any questions, special needs, or need an idea for an activity, please contact one of the two Festival Committee members listed below.

The Dufferin Children & Youth Festival Committee c/o:

Joan O'Brien-Curtin
Dufferin Parent Support Network
655 Riddell Road
Orangeville, ON
L9W 4Z5
Phone: 519-940-8678
E-Mail: info@dpsn.ca

Susan Willnecker
Ontario Early Years Centre - Dufferin
229 Broadway
Orangeville, On
L9W 1K4
(519) 941-6991 #2022
swillnecker@dufferincounty.on.ca

FAX: (519) 941-4657



2012 Contract Rules

1. The Exhibitor/Vendor agrees to abide by all rules adopted by the Dufferin Children & Youth Festival Committee.
2. **HOLD HARMLESS AGREEMENT:** The Exhibitor/Vendor shall indemnify and hold harmless the Dufferin Children & Youth Festival Committee, their members, agents and employees from and against all claims, demands, losses, damages, actions, suits or proceedings whatsoever, by the Exhibitor/Vendor and any third parties, that may arise out of, or may attribute to, all operations performed by or carried out by the lessee, his/her agents, employees or servants, or anyone for whose acts he/she may be held liable, howsoever caused.
3. The Exhibitor/Vendor agrees the space provided will be used for the display of products or services agreed to. NO products/services are to be sold the day of the Festival.
4. Booths must be maintained by qualified personnel during operating hours of the event. Most organizations working with children require their staff to have police checks done, so we don't ask that this be done again for the festival. We caution you to take care when choosing any volunteers for the day and/or ask that they have a current police check.
5. The booth must remain staffed and intact until closing of the event at 3:00 pm.
6. All hydro equipment and connections must conform to Ontario Hydro and CSA approved standards. Hydro hook up is 110 volt 20 amp outlets (Vendor must supply own extension cords).
7. Vendors must comply with all Wellington-Dufferin-Guelph Public Health regulations.
8. Vendors using propane must comply with the Provincial Propane Regulations.
9. Vendors will take precautions to protect their own property.
10. Placement of the Exhibitor/Vendor will be at the discretion of the Dufferin Children & Youth Festival Committee.
11. In the event the conduct of the Exhibitor/Vendor is deemed unacceptable by the committee, or the Exhibitor/Vendor fails to comply in any respect with the terms of this agreement, all rights of the Exhibitor/Vendor will cease and terminate. Any payment made by the Exhibitor/Vendor on account hereof will be retained by the Dufferin Children & Youth Festival Committee.



EXHIBITOR/VENDOR APPLICATION

(includes this page, plus the "Certificate of Insurance": see page 2 for details of what's required)

Company Name: _____ Contact Person: _____

Address: _____ / _____ / _____ / _____
Street City Province Postal Code

Telephone: (____) _____ Fax: (____) _____

E-mail: _____

Insurance Company: _____ Policy #: _____

Expiry Date: _____ Insurance certificate: _____ attached OR _____ to follow

The Exhibitor/Vendor shall indemnify and hold harmless the Dufferin Children & Youth Festival Committee, their members, agents and employees from and against all claims, demands, losses, damages, actions, suits or proceedings whatsoever, by the Exhibitor/Vendor and any third parties, that may arise out of, or may attribute to, all operations performed by or carried out by the lessee, his/her agents, employees or servants, or anyone for whose acts he/she may be held liable, howsoever caused.

Please only complete the **applicable** box below:

<p>Not-for-profit exhibitor: Cost: free-of-charge</p> <p>Indicate the activity for kids that you are planning to do:</p> <p>Indicate the type of items/information to be displayed:</p> <p>Bringing a power source? If yes, please give details:</p>
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<p>Other Vendors/Exhibitors: Cost: \$50 per table</p> <p>Indicate the activity for kids that you are planning to do:</p> <p>Indicate type of items/information to be displayed:</p> <p>Bringing a power source? If yes, please give details:</p>
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Not-for-profit / For-profit Applicant's Signature

Date