



2024 VENDOR GUIDELINES

INFORMATION AND GUIDELINES FOR VENDORS

Country on the Bay 2024 takes place July 19 – 21, 2024. The festival site is located at Fort William Historical Park in Thunder Bay, Ontario. 2022 marked the first year of the annual festival. Country on the Bay (hereinafter referred to as COTB) offers an attendance of approximately 12,000 patrons per day in a sellout situation. The festival is held rain or shine.

APPLICATION PROCESS

Applications are accepted on the following considerations:

- Completeness of application, including information, photos, references, etc
- Product / Menu Variety
- Product balance on festival site
- Curb appeal of vendor set-up
- Previous history with other festivals
- Location Availability

Applications submitted must include the following:

- Vendor Agreement / Application form, fully completed, signed and dated;
- At least one current photo of vendor set-up;
- High Quality photos (emailed) of products with brief descriptions which may be used in marketing by Country on the Bay;

Once applications are received, successful vendors will be notified. A confirmation contract will be sent, and vendors will then be required to submit:

- Signed, dated confirmation contract;
- Deposit for vendor fee as outlined on confirmation;

Once signed contract and deposit are received, vendors will have a limited time to submit the following:

- Copy of Certificate of Insurance showing the following as additional insured:
 - **Country on the Bay**
 - **His Majesty the King in right of Ontario, his Ministers, directors, officers, agents, appointees, and employees**
 - **Dauphins Countryfest**
 - **2729543 Ontario Inc. (Redneck Productions)**
- Copy of Special Events Food Vendor Permit, City of Thunder Bay Business License, City of Thunder Bay Refreshment Vehicle License (if applicable), annual TSSA inspection and all other requirements of the Thunder Bay District Health Unit and City of Thunder Bay;
- Final payment of all outstanding charges. Vendors with any outstanding items will NOT be granted entry into the site.

Applications can be submitted via email to info@countryonthebay.ca

If additional information is required or if you have any questions, please email info@countryonthebay.ca Please read the guidelines in their entirety. You will be required to sign to verify that you have read and understand the most current vendor guidelines.

VENDOR FEES/ SETUP

Vendor fee is as agreed upon in the vendor application/agreement. The vendor is responsible for bringing own tent or setup and setup must not exceed space rented. Subletting of space, space-sharing or reassignment of contract to another party is prohibited. Vendors are required to restrict setup (tables, signage, etc) within the parameter of the space rented.

HOURS OF OPERATION (subject to minor changes)

	Set-Up / Restocking	Operational	Open to Patrons	Cleanup	Tear Down
Friday July 19	8:00am – 2:30pm	2:30pm	3:00pm – 12:00am	12:00am – 12:30am	-
Saturday July 20	8:00am – 12:30am	12:30am	1:00pm – 12:00am	12:00am – 12:30am	-
Sunday July 21	8:00am – 12:30am	12:30am	1:00pm – 12:00am	12:00am – 12:30am	12:00am – 12:30am
Monday July 22	-	-	-	-	8:00am – 12:00pm

CHECK-IN / LOAD-OUT / ASSISTANCE

Vendors should enter the festival site via King Road to avoid general traffic congestion. Vendors must check-in at once on-site (prior to set-up), open **Friday** beginning at **8:00am**. Vendors will not be permitted to enter the grounds outside of the hours listed above. Vendor packages will be available for pickup at check-in. Vendors will also be required to attend a mandatory emergency plan & orientation overview session prior to the festival - date and time to be determined.

A vendor assistant will be available onsite to assist with locating vendor spots, parking, etc., as needed (contact information will be provided closer to the festival).

WORKER PASSES

Worker Passes will be available for pickup as part of vendor package at the check-in area. Up to four worker wristbands per day per vendor space rented are provided. Additional worker wristbands may be purchased for \$10 each per day and are to be indicated on the Vendor Application/Agreement Form. Worker wristbands permit access to the General Admission area of the festival. Vendors who have a space in the VIP area will be given a VIP pass that allows them to enter and exit the VIP area as well as the General Admission area. A vendor parking pass for the supply vehicle will be included in the package. Up to three worker vehicle passes are included per day, additional parking passes can be purchased for \$10 each.

VENDOR PARKING / LOADING ZONE / RESTOCKING

Restocking of booths must be completed prior to 2:30pm on Friday and 12:30pm Saturday and Sunday of the festival. Restocking vehicles are not permitted to remain in festival area. All vendor vehicles, including stock units must have a valid vendor parking pass. Long-term parking outside of the designated area is not permitted. Vendors are permitted to temporarily park near their concession to load/unload stock as needed up to a maximum of 20 minutes. Vehicles must display valid vendor parking passes at all times in the unload zone and may be asked to move at any time. Unauthorized vehicles will be towed. Under **NO** circumstances will opening sections of fencing be permitted without approval from the vendor assistant. Vendors will be subject to removal from the property if this occurs.

SPONSORS / SUPPLIERS

Vendors agree to honor sponsors of the festival and agree to the terms outlined by the festival pertaining to sponsors. A complete list of sponsors will be available prior to the festival. It is the vendor's responsibility to consult with COTB to verify confirmed sponsors. Vendors are encouraged to check back regularly for updates or changes to sponsors of the festival.

Major sponsors of the 2024 festival are currently:

PEPSI - CARBONATED BEVERAGES, BOTTLED WATER, JUICES, ICED TEA, NON-ALCOHOLIC ENERGY DRINKS

CONTACT: To be determined

Pepsi is the exclusive supplier of bottled water, carbonated beverages, juices and iced teas. These products must be sourced onsite via a COTB/Pepsi representative. Pepsi representatives will visit vendors daily prior to the operational start time to take beverage orders. Deposits will be collected prior to festival, and accounts will be settled on Sunday of the festival weekend. **CASH ONLY. CHEQUES WILL NOT BE ACCEPTED AT FESTIVAL. FULL UNOPENED cases of same quantity Pepsi product can be returned on **Sunday morning only** prior to payment reconciliation. The above details are subject to change and will be confirmed closer to the festival.**

FOOD PACKAGING

The following products are **NOT** permitted to be used on site by vendors.

- Styrofoam products – use of alternatives such as paper is mandatory
 - Plastic stir sticks
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FOOD STORAGE

Vendors are required to coordinate their own food storage requirements while on site. COTB does not provide reefers or cool storage for vendors. Not all suppliers are granted access to the festival site so other arrangements may have to be made.

ATMs

ATMs are located onsite throughout the festival grounds. ATMs on site dispense \$20 bills only.

EXCLUSIVITY

No vendor is guaranteed exclusivity unless previous arrangements with COTB have been made. Vendors are not permitted to sell or stock anything other than the agreed upon items as indicated in the Vendor Application / Agreement Form.

SIGNAGE

Vendors / Exhibitors are encouraged to bring their own signage and are responsible for putting it up themselves. Professionally designed signs are preferred. Signage must be located within the perimeter of the vendor space.

COVID-19 REGULATIONS

Vendors are required to comply with legislation in effect at the time of the event (including all vendors, staff and patrons). This includes, but is not limited to: barriers, personal protective equipment, vaccinations, physical distancing, hygiene, cleaning and disinfecting, etc.

WATER

Treated City water is available to all vendors on site. The water spigot location is within the vendor area and will be labelled on-site. Vendors are to minimize inconvenience to festival patrons while getting water and it is encouraged to collect water prior to gates opening. No vehicles are permitted in the festival area. Food vendors needing sites with water connections will have indicated such on the vendor application. Vendors with water hookups are to bring ample lengths of approved water hose, connectors, etc.

ELECTRICITY

There are limited sites with electrical hookups and confirmation must be indicated in Vendor Agreement / Confirmation. Power requirements as per information supplied by vendor at time of confirmation are subject to approval by COTB prior to the festival. Power requirements are not to exceed what is approved by COTB. If vendor draws more than allocated amount and trips a circuit breaker, vendor will be charged a minimum service fee of \$250.00 payable in cash on site. Any power over and above what is supplied by COTB is to be brought in by vendor. COTB does not supply extension cords, adapters, or electrical supplies. Vendor is to bring all electrical supplies they will require. An electrician will be onsite. Any charges incurred will be the responsibility of the vendor at the time of service.

Vendors who have sites without electrical connections are to be completely self-sufficient. No power will be provided to these vendors, and they will be inspected prior to full operation.

GARBAGE / RECYCLING / GREASE DISPOSAL / GREY WATER

GARBAGE: Vendors are required to properly dispose of their garbage in designated garbage bins and is not to be left on the grounds.

RECYCLING: Cardboard boxes must be flattened. Recyclables should be placed in the appropriate recycling bins.

GREASE DISPOSAL: Any grease should be disposed of into the original containers and taken back by vendors.

GREY WATER: Grey water can be disposed of in the grey water tank onsite.

CLEANING OF SPACES

Vendors are responsible for leaving their space in a tidy condition before checking out, including proper disposal of all garbage, recycling, grease, and grey water. Vendors must take home their entire setup that was brought with them, including racks, food, carpet, storage containers, etc. Vendors are to provide a \$250 damage deposit to the vendor assistant prior to setup (cheque preferred). A site inspection must be completed with COTB. The deposit will be returned to the vendor prior to them leaving the site at the end of the weekend provided they pass the site inspection. Other charges may also apply.

SECURITY

The entire festival area is locked up every night after 12:30am. Security is onsite 24 hours a day throughout the weekend. COTB is not responsible for articles left in the vending area after hours. Vendors are responsible for bringing locks, chains, etc to secure their trailers / tents / setups. Security/COTB has the right to ask vendors to lower noise levels at any time. Noncompliance could result in expulsion from site without fee refund.

INSURANCE

The vendor is responsible to insure its own exhibit, personnel, display, products and materials is free from any damage or loss through theft, fire, accident, or other cause. Neither COTB nor the facility will assume liability for loss or damage, through any cause, of vehicles, trailers, equipment, products, goods, exhibits or other materials owned, rented or leased by the vendor. Vendor shall obtain and maintain at its' own expense a comprehensive general liability and all risk property insurance policy while on the festival site, having a limit of not less than \$2,000,000, naming **Country on the Bay; His Majesty the King in right of Ontario, his Ministers, directors, officers, agents, appointees, and employees; Dauphins Countryfest; and 2729543 Ontario Inc. (Redneck Productions)** as additional insured. A copy of this policy must be delivered to COTB no later than May 31.

THUNDER BAY DISTRICT HEALTH UNIT

All vendors agree to follow the guidelines of the Thunder Bay District Health Unit including submitting the Special Events Food Vendor Permit. Public Health Inspectors will be onsite during the festival weekend to inspect your vendor operation.

CANCELLATION

No refunds for cancellations after May 15. Vendor agrees to forfeit the vendor fee to Country on the Bay in the event that they cancel and are unable to provide the services listed in the vendor agreement/confirmation during the hours required. For cancellations prior to May 15, a refund will be given minus a \$500 cancellation fee.

CONTACT

Any questions can be directed to info@countryonthebay.ca