

INTO THE GREEN & BLUES STREET FESTIVAL

May 25, 2019

ARTISAN VENDOR PARTICIPATION FORM

Downtown Orillia is pleased to extend this invitation to participate in the Into the Green & Blues Street Festival. Please read the rules and regulations carefully and fill in all the requested information below. **Please note that this is an application only. Selected vendors will receive confirmation from our offices after reviewing the submissions.**

All non-member vendors participating in the Into the Green & Blues Street Festival must be approved by the Downtown Orillia Management Board office and assigned a space. Even if you have made arrangements with a Downtown Orillia business, you must register to allow complete coordination of the street.

All participating vendors must remain within the space assigned to them following City of Orillia and fire regulations. You must leave a 20-foot width in the centre of the roadway and there must be nothing within a 5-foot radius of fire hydrants.

Date	Streets close	Show Hours	Tear Down	Streets Reopen
Saturday 25th	7am	9am-5pm	5pm-6pm	6pm

Vendors may drive their vehicles to their location in order to load and unload only. **No vehicles are to be on the street during the festival hours.** Please ensure your merchandise is off the street before streets reopen. When you are driving in the festival area please remember that this is a barricaded area and therefore, your insurance may not be valid. Please do not drive over 5km per hour while in the sale area. This is an important safety issue.

All participants are responsible for their own garbage and recyclables. All garbage and recyclables must be taken with each participant when they leave. No participant is to use the municipal garbage receptacles located in the Downtown. Please be courteous to other participants and the merchants of the Downtown throughout the sale.

No non-BIA member registered business will be permitted in any street sale, except for those DOMB approved vendors who have paid a fee to the DOMB. This policy will be strictly enforced.

You must have liability insurance; the DMB is not responsible for any damage or injury during the event. Due to City and fire regulations, no spot can be more than 10 feet deep. Please indicate, on the application form, how many feet wide you require for your business. In addition, a \$100 deposit is required, to ensure vendors stay until the end of the day and take garbage. The deposit will be returned at the end of the event, provided you stayed open for business the entire length of the event, and otherwise comply with the rules and regulations of this event. We require no less than **one week from the start date of the event** for cancellations. Any cancellations after this timeframe will result in a forfeit of deposit.

Please provide the participation fee and deposit on **two separate cheques** (or money orders) made out to the Downtown Orillia Management Board. The participation fee and deposit must accompany this application form. All vendor applications will be subject to the DOMB approval.

Please fill in the application form and fax it to (705) 325-7666 or mail it to the Downtown Management Board, 33 Mississauga Street West, Orillia, ON L3V 3A5. If you have any questions, contact: office@downtownorillia.ca or (705) 325-3261.

Applicants Name: _____
 Business Name: _____
 Mailing Address: _____
 Email: _____ Phone: _____
 Nature of items being sold: _____
 _____ Electricity Required: _____
 Fee included: \$50 x _____ (# of 10 x 10 stalls required) + 13% HST + \$100 deposit = _____

By signing this form you agree to abide by all the rules and regulations of the May Street Festival. Failure to abide by **all** rules and regulations will result in your \$100 deposit not being returned.