



INDOOR SPECIAL EVENT VENDOR PERMIT RULES AND REGULATIONS

1. Vendors must adhere to the agreed upon Rules and Regulations of the Special Event and sign a Special Event Vendor Permit Application form verifying this commitment.
2. Vendors will be required to pay a set daily fee for a Vendor Permit.
EXEMPTIONS: According to Business Licensing By-law 2004-101, the fee will be waived for the following;
 - a. any existing Penetanguishene business that pays tax on property within the Town in the commercial or industrial classes, Schedule C, Section 6
 - b. any licensed Vendor, Hawker, Peddler, Schedule D
Non-Profit/Charitable/Community Organization, Schedule C, Section 6 and Schedule D
3. Approved vendors are provided with a space that will include (1) 8ft table and (1) chair to sell/advertise/display their products/services. Vendors are responsible for providing all other items required for their booth space (extra tables, chairs, power cords, etc.) The booth location will be designated by the Event Coordinator and confirmed with vendor once layout is finalized. Company name and pricing for products/service is to be clearly displayed. Due to fire and safety regulations, all equipment, tents, displays, supports, signs, etc. must remain within the allotted booth dimensions and must be set-up in a safe, secure manner.
4. Booth set-up start and teardown times will vary depending on event; staff will confirm with vendors. We ask that you do not teardown your booth until the completion of the event.
5. General Liability Insurance with a minimum amount of \$2 million dollar coverage is required by all vendors and a certificate that names the Corporation of the Town of Penetanguishene as an additional party insured on your policy must be submitted, otherwise vendors have the option to purchase insurance through our BFL Municipal Insurance Program for a daily fee of \$18.00 for Non-Food Vendors or \$30.00 for Food/Beverage Vendors.
6. All Food/Beverage/Snack vendors must follow all Safe Food Handling rules and regulations set out by the Simcoe Muskoka District Health Unit. To find information on safe food handling, please visit the following link to their website www.simcoemuskokahealth.org/Topics/FoodSafety.aspx
7. Vendors will ensure that their designated site is kept presentable, neat & clean, organized and free from garbage and waste at all times. Although garbage/recycling receptacles will be placed throughout the area for public use, vendors are responsible for their own waste/recycling materials and must take it home, i.e., empty boxes, papers, cardboard and garbage/recycling, etc.
8. A professional, positive and polite attitude towards other vendors, the public, volunteers and the event staff is to be maintained at all times.
9. Town staff are permitted to request that sale items or services be stopped or be removed from the event if found to be offensive, not in compliance, poor quality or inappropriate to the event theme.
10. Town staff will do their best to work cooperatively with all vendors and will have final say in the operation of the event. Event is subject to last minute operation changes as deemed necessary.
11. Cancellation requests are subject to two weeks' notice in writing and all approved refund requests are subject to a \$10 administration fee. (Allow 2 – 3 weeks for refunds to be processed by cheque).