Town of Penetanguishene Recreation & Community Services
P.O. Box / C.P. 5009 - 10 rue Robert Street ouest / West, Penetanguishene, ON, L9M 2G2
Phone: 705-549-7453 Email: events@penetanguishene.ca

Outdoor Winterama Vendor Form (2 Main Street)

Vendor Information:

First Name: Last Name:

Address: Town: Postal Code:

Phone: Email:

Business Name: Website:

Penetanguishene Business (See #3 a.) ☐ Community/Non-Profit/Charitable Organization (see #3 c.) ☐

Please explain what service/products you will be offering at the event:

Are you selling food/beverages/snack items at your booth? Yes ☐ No ☐ See #7 rules and regulations

Please list any other special requirements for your booth (extra fees may apply):

Event Information:

Event Name	Date	Setup Time	Start Time	End Time	Fee
79th Annual Winterama	February 13th, 2027	9:30 am -10:45am	11:30 am	4:00 pm	$25.00 +(insurance)

FOR OFFICE USE ONLY
TOTAL Fees

Payments accepted at Town Hall: Cash, Cheque, Visa/Mastercard, Debit
Payments accepted at Arena: Cash only (exact amount, including HST)

I, (Print Name) agree to comply with all rules and regulations of participating in the 2027 Winterama event organized by the Town of Penetanguishene. I further agree and understand that non-compliance with these rules and regulations will result in removal from the event without a refund and may include exclusion from future events. I hereby agree to hold the Town of Penetanguishene, it's elected officials, employees, volunteers and any other person for whom it is in law responsible, harmless from any damage, expense or liability from any injury or damage done to any person, including the general public, the vendor, its agents or employees or to the property of the vendor arising out of the vendors participation at the said event. The Town of Penetanguishene will not be responsible for any loss or losses incurred by the vendor, as a result of fire, theft, accidents, attendance, weather, acts of God or other mishap or incidents not specifically enumerated herein

Vendor Signature: Date:

OUTDOOR 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. All outdoor events run regardless of weather, be prepared to operate according to the weather forecast and conditions. ***Extreme Weather may cause a cancellation or early closure of the event**

3. Vendors will be required to pay a set 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 licensed by the town

c. Non-Profit/Charitable/Community Organization, Schedule C, Section 6 and Schedule D

4. Vendors will be exclusive by company, but not by product/service. Approved vendors are provided with a minimum 10' x 10' space to sell their products/services. Vendors are responsible for providing all required items for their booth space including tents, tables, chairs, change floats, etc. The 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. All tents MUST be weighted down; the wind and weather conditions can change quickly and is unpredictable. LIMITED POWER AVAILABLE FOR WINTERAMA

5. SATURDAY VENDOR SET-UP starts at 9:30 AM and booths must be completely ready by 10:45 AM Only vehicles that are part of display will be allowed to stay at the booth location at the discretion of the Event Coordinator. Due to safety reasons, all other vehicles must be moved out of the event area and will not be allowed back in until teardown time. Booths must be cleaned up and vacated within 1 hour of end time.

6. Proof of General Liability Insurance with a minimum amount of $2 million dollar coverage is required by all vendors and the certificate must name the Corporation of the Town of Penetanguishene as an additional party insured on your policy must be submitted prior to event. If insurance is not available, vendors have the option to purchase insurance through our Municipal Insurance Program for a daily fee +PST.

7. All Food/Beverage/Snack vendors are required to submit a Vendor Application for Event Permit to the Simcoe Muskoka District Health Unit (SMDHU) a minimum 10 days prior to event date and must show proof of approved permit to the Event Coordinator. Food vendors are subject to an onside inspection during the event by the local Health Inspector and all Safe Food Handling rules and regulations must be followed. Mobile Food Service Equipment that contains propane, or other hydrocarbon fuel fired cooking appliances must be inspected and approved by TSSA on an annual basis and vendors must show proof of this to Event Coordinator.

8. 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, waste water and garbage/ recycling,etc.

9. A professional, positive and polite attitude towards other vendors, the public, volunteers and the event staff is to be maintained at alltimes.

10. 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.

11. Town staff will do their best to work cooperatively with all vendors and will have final say in the operation of the event. Event and vendor location is subject to last minute operation changes as deemed necessary.

12. Cancellation requests will not be approved if requested within 14 days of event date and are subject to an administration fee. Please allow 2 to 3 weeks to process refunds.