



Indoor Winterama Vendor Form

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 (before HST)
Winterama Craft show at the Museum	February 15th, 2025	9:00am to 4:30pm (Day before) 9:00am to 10:00am (Day of)	10:00 am	3:00 pm	\$25.00 +insurance

FOR OFFICE USE ONLY

TOTAL Program Fees (including HST)

***2025 Insurance rates are not yet available. Payment will be available after the 2025 insurance rates are posted.**

Payments accepted at the Penetanguishene Centennial Museum: Cash, Cheque, Visa/Mastercard, Debit

Payments accepted at Town Hall: Cash, Cheque, Visa/Mastercard, Debit

I, (Print Name) agree to comply with all rules and regulations of participating in the 2024 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:

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. All 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; limited hydro spaces are available for a fee.
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
 - 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 space that will accommodate (1) 6ft table and (1) chair to sell/advertise/display their products/services. Tables are available on site but not guaranteed. 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 Museum Staff 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
5. **Museum Craft show vendors can begin setup on the Friday before between the hours of 9:00 a.m. to 4:30 p.m. Set up on the day of can start at 9:00 a.m. but must be completed by 10:00 a.m.** Booths must be cleaned up and vacated within 1 hour of the end time of 3:00 p.m.
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.
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 Museum Staff. Food vendors are subject to an on-site 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 Museum Staff.
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 all times.
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 a \$20 administration fee. Please allow 2 to 3 weeks to process refunds.