



MARKET PLACE & EXHIBITION

Exhibitor/Vendor
2019 Registration Package



The Great Canadian
Kayak Challenge & Festival

MARKET PLACE & EXHIBITION

Exhibitor Guidelines

When:

August 23rd to 25th, 2019

Exhibitors Hours:

New Negotiations are currently underway to incorporate a Fishing Pavilion of approximately 10,000 sq ft complete with fishing pond, casting tank, fishing celebrities, dealers, boat displays, exhibits, etc. In addition, The Rock Harley Davidson will consider setting up an activation area of 5,000 sq ft. Both partners expect a good response from locals and visitors alike. This is exciting news for the festival participants.

Inside the Marketplace Tent

Friday 4 pm to 9 pm | **Saturday** 9 am to 9 pm | **Sunday** 9 am to 6 pm

N.B. Exhibitors will be given notification approximately half hour to 15 minutes before closing time before the tent doors are zipped up.

Outside the Marketplace Tent –

New Exhibitors who wish to remain open during the live concerts scheduled for Friday and Saturday evenings will be located outside the Marketplace Tent along Exhibitor Alley. Please ensure you identify this request on the form.

Location: Mountjoy Historical Conservation Area (Participark) – Mattagami River, Timmins, ON, 600 Riverside Drive, Timmins

Deadline to register: - 4 p.m. August 16th, 2019

Exhibitor Category & Cost:

1. Artists & Vendors:

This category applies to exhibitors selling goods or services from the park or promoting a product or service for profit.

Booth Fee: \$85.00 + HST / 10' x 10' space (may purchase more than one space)

2. Community Information Exhibits:

This category is for non-profit organizations or service clubs.

Booth Fee: \$50.00 + HST / 10' x 10' space

3. Insurance Requirements:

NEW!

ALL EXHIBITORS AND VENDORS ON SITE MUST PROVIDE PROOF OF INSURANCE to attend this event, listing the Corporation of the City of Timmins, The Mountjoy Regional Conservation Authority, and the Steering Committee of the Timmins Celebrates Canada Day as co-insured for 2 Million Liability.

Insurance costs will not be reimbursed to any exhibitor or vendor for this event.

Displays must be professional in appearance and staff/representative must be present for the duration of the event.

Equipment available:

1. Tent cover:

A 60'x 90' market place tent will be set up for vendors. A total of thirty two 10' x 10' spaces are available. Space under the tent will be assigned on a **first come/first served basis**. All others will be assigned an outdoor space where tent cover is recommended but not supplied.

2. Electricity:

If you require electricity add **\$15.00** + HST

3. Tables and chairs:

Not available. Exhibitors must provide their own.

Set up Tear Down:

Exhibitors are asked to set up between 1pm and 4pm on Thursday Aug 22nd or between 10 am and 3 pm on Friday Aug 23rd 2019. Exhibitors are responsible for the set up of their own displays including equipment, tables, chairs, garbage disposal, and cleanup.

New!

Tear down of the booths will begin at 6pm on Sunday Aug 25th, 2019. **Exhibitors who tear down before the designated time of Sunday Aug 25th @ 6pm may be prohibited from future participation at this event.**

The organizers have hired night time security beginning August 22nd to the 25th, 2019. Despite our best efforts to secure the festival grounds, goods left overnight by exhibitors are left at their own risk.

Ground Access:

THIS RULE WILL BE STRICTLY ENFORCED FOR THE SAFETY OF OUR VISITING PUBLIC

Vehicles will be allowed on the grassy area to load and unload only during the times listed below:

Thursday access to booth from 1 pm – 4 pm

Friday access to booth area 10 am – 3 pm

Saturday access to booth area 7:30 am - 8:00 am

Sunday access to booth area 7:30 am- 8:00 am, and again at 6 pm

Parking:

VIP parking pass will be provided to all exhibitors.

Parking in the VIP lot **North West corner of the park** is limited; therefore access to VIP lot is **on a first come, first served basis.**

Weather:

Rain or shine, the show must go on! We advise exhibitors to bring sunscreen, bug spray, hats, umbrellas, tarps, canopy, and other protective covering.

If thunder and lightning conditions occur, the organising committee may call off the activities. If this occurs, no refunds will be given.

Accommodations:

Various local hotels and resorts are offering special rates to participants. Participating hotels are listed at www.thegreatcanadiankayakchallenge.com. When making reservations, request rate for the Great Canadian Kayak Challenge & Festival.

On - site Camping:

Complimentary overnight camping / RV area has also been set up at the south / west end of the park. Space is limited and will be assigned on a **first come, first served basis.**

Cancellations:

Vendor cancellations will be accepted up to 4 pm August 2nd, 2019 where a refund will be issued minus a \$25 administration fee. There will be no refunds for any cancellations made after 4 pm August 16th, 2019.

New Marketing:

An extensive marketing campaign will be launched in key markets to ensure a successful event. Pictures and/or video may be taken during the festival. These may be used in the future for marketing purposes only.

New Exclusivity:

Unless exclusivity has been negotiated ahead of time, no exclusivity will be granted. Should there be more than one exhibitor representing same product, every effort will be made by organizer to assign space that will promote a healthy business environment for both exhibitors.

Responsibility:

All exhibitors are responsible for having personal property and general liability insurance in the amount of \$2 million. The Corporation of the City of Timmins, the Mattagami Region Conservation Authority and the Great Canadian Kayak Challenge & Festival must be added as additional insured to the policy, and a certificate of insurance must be submitted to the organizer before set-up begins.

Any damages or theft occurring to the artist's work during the transportation, set up, take down, exhibit hours, after hours and in any other matter will be the sole responsibility of the exhibitor.

Exhibitor Registration:

Local exhibitors & vendors are asked to pick up the Exhibitor Event Package at the Tourism Timmins office prior to arriving on site, commencing 9 am, Monday August 5th. Tourism Timmins is located at 325 Second Avenue, Timmins, Ontario.

A vendor/exhibitor registration booth will be set up at the venue commencing at 1 pm on Thursday August 22nd.

Your exhibitor package includes your booth number, parking pass, map (if site map is completed by August 5th) and a waiver which you must sign before 4 pm Friday August 23rd. If the site map is not ready by August 5th, you will receive one when you arrive at the registration booth on site on the 22nd, or 23rd, depending on when you wish to set up your booth.

Other:

An ATM machine service will be available in the vendor tent as well as in the main food and beverage tent.

For more information:

Please refer the festival's website at **www.thegreatcanadiankayakchallenge.com** or contact:

Guy Lamarche – Manager of Tourism and Events, Tourism Timmins
325 Second Ave - Timmins, Ontario
705-360-2640 / guy.lamarche@timmins.ca



Registration Form

August 23rd to 25th, 2019

Mountjoy Historical Conservation Area – Mattagami River, Timmins, Ontario

***Deadline to register is August 16th, 2019**

Name/Contact:			
Organisation/ Group/Business:			
Mailing Address:			
City/Prov:		Postal Code:	
Web site:			
Email:			
Telephone:		Cell:	

Exhibitor Requirements: Check all applicable

- 1. Artists: Booth Fee **\$85 + HST / 10x10** ft space and includes all three days
- 2. Vendors: Booth Fee **\$85 + HST / 10x10** ft space and includes all three days
- 3. Community Information Exhibits: Booth **Fee \$50 + HST/ 10x10** ft space and includes all three days
- 4. # of 10x10 spaces required
- 5. Electricity required? **\$15** + HST additional charge.
- 6. Prefer outside location for exhibit (option for those wishing to remain open during the live concerts scheduled Friday & Saturday evenings)

Exhibit Description: (please list items for sale or exhibit display)

Amount of transaction: \$ _____

Method of payment:

Visa MasterCard Cheque Cash Money order Debit Card

Name:	
Card#	
Security Code#	
Expiry Date:	
Signature	

Please make cheque payable to the City of Timmins

Release of Liability:

I am aware that my picture/video may be taken and used for future tourism-related marketing campaigns Yes No

I consent to the public photos and/or videos of myself with no compensation for such use to be used in marketing and promotional publications by the City of Timmins or any other association who has been given permission by the aforementioned organization

Please indicate if you are insured? Yes No

Please provide proof of insurance and certificate identifying The Great Canadian Kayak Challenge & Festival, The Corporation of the City of Timmins, and the Mattagami Region Conservation Authority as additional insured.

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Insurance costs will not be reimbursed to any exhibitor or vendor for this event.

I understand all the criteria, rules and information Yes No

I have read the participation criteria & information sheet & agree to comply with such

I am aware that participating in the activities offered by or associated with The Great Canadian Kayak Challenge & Festival exposes me to inherent risks, dangers and hazards. I freely accept and fully assume all inherent danger and hazards and the possibility of personal injury, death, property damage or loss resulting there from. I agree TO WAIVE ANY AND ALL CLAIMS that I have or may in the future have against The City of Timmins, The Great Canadian Kayak Challenge & Festival Steering Committee, the Mattagami Region Conservation Authority and their directors, officers, employees, agents and representatives from any and all liability for any loss, damage, injury or expense that I may suffer as a result of my participation in activities offered by or associated with The Great Canadian Kayak Challenge & Festival.

Signature:	
Date:	

Please mail this registration form and payment to:

Guy Lamarche – Manager of Tourism and Events
Tourism Timmins
325 Second Ave Timmins, On
705-360-2640 / guy.lamarche@timmins.ca

FOR OFFICE USE ONLY:	RECEIVED	
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2019 ELECTRICAL REQUIREMENTS FORM MARKETPLACE/VENDOR TENT

The current fee for electricity is \$15 + HST per electrical outlet.

- The electrician selected by the GCKC&F will have complete jurisdiction over the electrical requirements and installations.
- All electrical equipment and wiring used must conform to Electrical Safety Authority Standards and must be CSA approved - You must provide your own power bar.
- The use of power other than that provided by the site project manager or the use of power in excess of that which is contracted is strictly forbidden.
- The booth will be inspected prior to opening and any electrical equipment that has not been pre-approved will be removed - CSA Approved only - no U/I designated equipment allowed.

EQUIPMENT FORM

All exhibitors are required to complete the following form, and submit it with their completed application form.

ELECTRICAL EQUIPMENT

Equipment allowed at the Marketplace Alley, Vendor Tent, & Exhibitor Booth:

- Laptop/computer
 - Printer
 - *Television/Monitor
 - DVD/VHS Player
 - Decorative Lights
 - Booth Lighting – must not hamper operation of nearby booths
- *Televisions & Monitors and all electrical equipment that issue sound must be kept at a minimal decibel as courtesy to other booth operators and spectators

Equipment not allowed:

- No glassware on site. (Plastic or metal ONLY!)
- Stoves
- NO passenger vehicles.

EQUIPMENT LIST – YOU MUST PROVIDE ALL ELECTRICAL INFORMATION AS PER BELOW IF YOU REQUIRE POWER FOR YOUR BOOTH. FAILURE TO DO SO WILL RESULT IN NO POWER TO YOUR BOOTH.

Type of	QTY	Electrical
		Voltage: Watts: Type of Plug:
		Voltage: Watts: Type of Plug:
		Voltage: Watts: Type of Plug:
		Voltage: Watts: Type of Plug:

CSA Approved equipment only - no U.L. equipment ALLOWED This list will determine how many power lines you will need

YOU WILL NOT BE ALLOWED TO BRING ANY COOKING EQUIPMENT - PLEASE READ "DETERMINING PROPER POWER REQUIREMENTS" INFORMATION

The Number of power lines that I require to operate my booth safely is _____

Signature _____ Date _____

Print Name _____ Exhibitor Name _____

Upon approval of application, vendor will be given a booth diagram to fill out indicating set-up and location of equipment

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POWER REQUIREMENTS

Determining the proper power requirements is crucial from the standpoint of fire hazard, safety or electrical equipment maintenance. The Electrical cords that are used at the Festival site can only handle between 1200 and 1500 watts. Too much wattage usage for a prolonged period of time can cause the insulation on the extension cords to melt. Here are some typical values for appliances (as a reference) when determining your power requirements:

CSA Approved equipment ONLY - no U.L. equipment ALLOWED

- Laptop/computer
- Printer
- Television/Monitor
- DVD/VHS Player
- Decorative Lights
- Booth Lighting – must not hamper operation of nearby booths

From these values, you can see that if two or more of these appliances are operating at the same time on the same extension cord, the circuit breaker will trip; power will be shut-off and may cause permanent damage to your equipment.

FOR ALL ELECTRICAL REQUIREMENTS – PLEASE INDICATE ANY AND ALL INFORMATION ON YOUR APPLICATION FORM!