



MARKET PLACE & EXHIBITION

Exhibitor/Vendor
2017 Registration Package

MARKET PLACE & EXHIBITION

Part of the Great Canadian Kayak Challenge & Festival



Exhibitor Guidelines

When:

August 25th to 27th, 2017

Exhibitors Hours:

New the Marketplace Tent

Friday 4 p.m. to 7 p.m., **Saturday** 9 a.m. to 7 p.m., **Sunday** 9 a.m. to 6 p.m.

N.B. Exhibitors will be given notification a half hour before closing time and then a 5 minute warning before the tent doors are zipped up.

Outside the Marketplace Tent –

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

Deadline to register: - 4 p.m. August 18th, 2017

Exhibitor Category & Cost:

1. Artists & Vendors:

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

Booth Fee: \$75.00 / 10' x 10' space (may purchase more than one space)

2. Community Information Exhibits:

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

Booth Fee: \$40.00 / 10' x 10' space

The Great Canadian Kayak Challenge & Festival does not reimburse for cost of purchased insurance by any vendor or exhibitor.

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 serve basis**. All others will be assigned an outdoor space where tent cover is recommended.

If setting up **outside** the 60' x 90' market place tent you must bring and safely secure your own 10 x 10 tent cover at your assigned space, should you wish to have protection from the elements.

2. Electricity:

If you require electricity add \$15.00

3. Tables and chairs:

Not available. Exhibitors must provide their own.

Set up Tear Down:

New Exhibitors are asked to set up between 10 a.m. and 3:30 p.m. on Friday Aug 25th, 2017. Exhibitors are responsible for the set up of their own displays including equipment, tables, chairs, garbage disposal, and cleanup. Tear down of the booths will begin at 6 p.m. on Sunday Aug 27th, 2017

The organizers have hired nighttime security beginning August 25th to the 27th, 2017. Despite our best efforts to secure the festival grounds, goods left overnight by exhibitors are left at their own risk.

Exhibitors who tear down before the designated time will be prohibited from future participation at this event.

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.

New

Friday access to booth area 10:00 a.m. – 3:30 p.m.

Saturday access to booth area 7:30 a.m. - 8:00 a.m.

Sunday access to booth area 7:30 a.m. - 8:00 a.m., and again at 6 p.m.

Parking:

One VIP parking pass will be provided to all exhibitors. Parking in the VIP lot is limited therefore access to VIP lot is **on a first come first serve basis**. Another parking lot has been developed in the North West corner of the park. Although not a VIP lot, it is conveniently located near the exhibit area and can accommodate upwards of 100 vehicles.

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

Cancellations:

Vendor cancellations will be accepted up to August 4th, 2017 where a refund will be issued minus a \$25 administration fee. There will be no refunds for any cancellations made after August 18th, 2017.

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.

Responsibility:

All exhibitors are responsible for having personal property and general liability insurance. 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:

A registration booth will be set up at the venue. If you have not picked up your Exhibitor Package at the Tourism Timmins office prior to arriving on site, you may pick up your Exhibitor Kit, which includes booth number, parking pass, survey, and a waiver which you must sign between 10 a.m. and 3:30 p.m. Friday August 25th.

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
76 McIntyre Road - Schumacher, Ontario, P0N 1G0
705-360-2640 / guy.lamarche@timmins.ca



Registration Form

August 25th to 27th, 2017

Mountjoy Historical Conservation Area – Mattagami River, Timmins, Ontario

*Deadline to register is August 18th, 2017

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 \$75 / 10x10 ft space and includes all three days
- 2. Vendors: Booth Fee \$75 / 10x10 ft space and includes all three days
- 3. Community Information Exhibits: Booth Fee \$40/ 10x10 ft space and includes all three days
- 4. # of 10x10 spaces required
- 5. Electricity required? \$15 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:



Method of payment:
\$ _____

ACCT 01-1-101031-0802

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 co-insured.

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
76 McIntyre Road, Schumacher, Ontario, P0N 1G0
705-360-2640 / guy.lamarche@timmins.ca

FOR OFFICE USE ONLY:	RECEIVED	
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2017 ELECTRICAL REQUIREMENTS FORM MARKETPLACE/VENDOR TENT

The current fee for electricity is \$15 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: <ul style="list-style-type: none"> • Laptop/computer • Printer • *Television/Monitor • DVD/VHS Player • Decorative Lights • Booth Lighting – must not hamper operation of nearby booths <p>*Televisions & Monitors and all electrical equipment that issue sound must be kept at a minimal decibel as courtesy to other booth operators and spectators</p>	Equipment not allowed: <ul style="list-style-type: none"> • No glassware on site. (Plastic or metal ONLY!) • Stoves • NO passenger vehicles. 	
EQUIPMENT LIST		
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!