



MARKET PLACE & EXHIBITION

Exhibitor/Vendor
2018 Registration Package



Exhibitor Guidelines

When:

August 24th to 26th, 2017

Exhibitors Hours:

This year, the Ontario Fur Managers Federation and the Timmins Fur Council are hosting the “Rendez Vous” 2018 conference from the Great Canadian Kayak Challenge & Festival. They are expecting upwards of 1,200 delegates / family to attend. The Steering Committee adjusted the festival hours to capitalize from this incremental traffic through the park.

New

Inside the Marketplace Tent

Friday 9 a.m. to 9 p.m., Saturday 9 a.m. to 9 p.m., Sunday 9 a.m. to 6 p.m.

N.B. Exhibitors will be given notification one half hour before closing time followed by a 5 minute warning 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

Deadline to register: - 4 p.m. August 17th, 2018

New

ANY REGISTRATION RECEIVED AFTER AUGUST 17TH AT 4 P.M. WILL BE SUBJECT TO A LATE REGISTRATION FEE OF \$30 + HST.

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: \$75.00 + \$9.75 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: \$40.00 + \$5.20 HST / 10' x 10' space

3. If you are selling food & beverage items, you must register using the Food Exhibitor Form.

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:

Exhibitors are asked to set up between 1 p.m. and 5 p.m. on Thursday August 23rd or between 8 a.m and 9 a.m on August 24th, 2018. 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 26th, 2018

The organizers have hired night time security beginning August 23rd to the 26th, 2018. 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 of Sunday August 26th @ p.m. will be prohibited from future participation at this event.

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.

New

Thursday access to booth from 1:00 p.m - 5:00 p.m

Friday access to booth area 8:00 a.m. – 9:00 a.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:

VIP parking pass will be provided to all exhibitors. Parking is in the VIP lot North West corner of the park. Parking is limited therefore access to VIP lot is **on a first come first serve 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 supporting this festival. Participating hotels are listed at www.thegreatcanadiankayakchallenge.com

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 August 3rd, 2018 where a refund will be issued minus a \$25 administration fee. There will be no refunds for any cancellations made after August 17th, 2018.

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.

Exclusivity:

Unless exclusivity has been negotiated ahead of time, no exclusivity will be granted. Should there be more than one exhibitor representing same product (ie: Avon) 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:

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 before 9 a.m. Friday August 24th

Other:

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

New

New

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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 24th to 26th, 2018

Mountjoy Historical Conservation Area – Mattagami River, Timmins, Ontario

***Deadline to register is 4:00 p.m. August 17th, 2018**

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 + \$9.75 HST / 10x10** ft space and includes all three days
- 2. Vendors: Booth Fee **\$75 + 9.75 HST / 10x10** ft space and includes all three days
- 3. Community Information Exhibits: Booth Fee **\$40 + \$5.20 HST/ 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:

2018 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.
- **IF YOU DO NOT IDENTIFY YOUR ELECTRICAL EQUIPMENT YOU WILL NOT RECEIVE ELECTRICITY**

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!