



## **SDBF 2017 On-site Vendor Information**

### **General Information:**

- Free entry for the public to attend the festival.
- Based on historical data, the festival expects approximately 4000 spectators/ participants in Bell Park on race day.
- The races commence at approximately 9 a.m. on Saturday and conclude with the award ceremonies.
- Although security will be provided, the Sudbury Dragon Boat Festival will not be held responsible for lost or damaged supplies and/or equipment.
- The festival is an outdoor event and will take place rain or shine.
- For any questions, issues or areas of concern, vendors are asked to contact the volunteer in charge, the Festival Coordinator or the Coordinator's Designate.

### **Vendor Requirements:**

- Booths will operate from 9:00 am until 6:00 pm on the day of the Festival
- There is no parking available by the booths. Vendors may unload supplies and equipment on-site during setup hours, vehicles must then be parked offsite.
- A Vendor Parking Pass must be displayed for equipment and supply drop off on the day of the festival.
- Vendors are allowed to set up their booths Friday, between 3 and 6 p.m. and Saturday, between 8 and 9 a.m. only. A vendor coordinator will be present to supervise set up of allocated locations.
- Placement of the booths is solely at the discretion of the Sudbury Dragon Boat Festival Organizing Committee in compliance with the requirements of the City of Greater Sudbury.
- A site map will be provided prior to the event.
- Vendors must bring their own tents/shade canopies, power cords, tables, chairs, and means to recycle and discard of garbage.
- The Sudbury Dragon Boat Festival will not supply power cords. Vendors requiring electrical service should inspect the power sources ahead of time and provide a minimum 14 gauge cord that is SO or SOW approved.
- There are some water sources on site but they are limited. Vendors should be aware and prepared as access to flowing/potable water and hand washing areas are limited.
- Advertising/signage is limited to the immediate booth area. Additional signage space can be provided for an additional fee.
- Only items outlined in the Vendor Request Form may be sold at the vendor booths.
- The City of Greater Sudbury fire regulations require that tents and other materials used be fire retardant and that other equipment meet fire regulations.
- The Sudbury and District Health Unit and the City of Greater Sudbury Fire Department will inspect the vendor areas to ensure that all health and fire safety regulations are followed. This is the sole responsibility of the vendors.
- Vendors are required to respect the festival site during their residency. Bell Park is a public green space area set aside for the enjoyment of resident of the City of Greater Sudbury. This arrangement should be taken into consideration at all times. This includes vendors being responsible for removal of all garbage, recyclable materials, signage and other materials upon removal of vendor booth.

### **Please note:**

It is expected that vendors and their assistants/associates/staff/volunteers will conduct themselves in an appropriate manner at all times during the festival. Failure to do so could result in the vendor agreement being terminated at the discretion of the organizing committee or the Festival Coordinator. Vendors are reminded that only items outlined and listed on their application form will be sold at their booths. The Sudbury Dragon Boat Festival or its organizing committee may require that specific food items or materials not be sold in order to conform to the City of Greater Sudbury's existing concession agreements and a Sudbury Dragon Boat Festival contract with other vendors. In the event that the Sudbury Dragon Boat Festival has an issue with the food vendor permit, the Vendor will be notified no later than June 1, 2017. If you have any further questions please contact the festival office at (705) 562-8912 or email @ [SudburyDragonBoatsFestival@gmail.com](mailto:SudburyDragonBoatsFestival@gmail.com)



"I \_\_\_\_\_ (applicant's name) have read the entire agreement and hereby agree to comply with the outlined conditions. I have the authority to sign on behalf of the business/organization named herein."

Applicant Name (please print): \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return signed form page to be considered as a vendor:**

**Email to: [SuduryDragonBoatsFestival@gmail.com](mailto:SuduryDragonBoatsFestival@gmail.com)**

**Cheques (in accordance with your choice of space) may be mailed to:**

**Sudbury Dragon Boat Festival  
206 Ramsey Lake Road  
Sudbury, ON, P3E 5J1**

**Or: Call for further information: Winter phone - 705-674-4251 or Seasonally - 705-562-8912**

Personal information gathered by the Sudbury Dragon Boat Festival is kept in confidence and is only used to contact you for the purposes intended by this form, and to inform you of our activities and special events. We do not share personal information with third parties.