



## Vendor License Agreement Tottenham Bluegrass Festival June 21 to 23, 2024

This Agreement, **if accepted**, authorizes you to operate a concession at the Tottenham Bluegrass Festival for a one-time, non-refundable fee. The License Fee permits **one vendor and two (2) employees' entry at the gate** unless previous arrangements have been made.

**Applicants with full advance payment are given first consideration.**

**Vendor Information:**

**Name of Business:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Address of Business:** Street name & number, Town \_\_\_\_\_

**Description of products being sold Photos of your booth & sample photos of creations welcome.**

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**VENDOR CONTRACT SELECTION & OPTIONS    CRAFTER / ARTISAN / PRODUCT /FOOD VENDORS**

**Crafters/Artisan/Product Vendor:**       \$65.00      **Sunday**  \$35      **Total** \_\_\_\_\_  
Saturday only - includes a **10' x 10'** Space, 2 staff - 15 amp of hydro

**Crafters/Artisan/Product Vendor:**       \$50.00      **Sunday**  \$20      **Total** \_\_\_\_\_  
Saturday only - includes a **10' x 10'** Space, 2 staff - no hydro required

**Crafters/Artisan/Product Vendor:**       \$90.00      **Sunday**  \$50      **Total** \_\_\_\_\_  
Saturday only - includes a **10' x 20'** Space, 2 staff - 15 amp of hydro

**Crafters/Artisan/Product Vendor:**       \$75.00      **Sunday**  \$30      **Total** \_\_\_\_\_  
Saturday only - includes a **10' x 20'** Space, 2 staff - no hydro required

**Concession License:**       \$285      **Total** \_\_\_\_\_  
Serves some type of food, but not full menu, concert Area, 3 days- 15 amp service

**Full Food Vendor** (limited spots)       \$485      **Total** \_\_\_\_\_  
(Concert Area) 3 days,1- 30 amp service

**Full Food Vendor** (limited to one)       \$485.      **Total** \_\_\_\_\_  
(Top of the Hill) 3 days,1- 30 amp service

**Please clarify your needs below:**

- Hydro Required:**  
 15 amp  Yes  No  
 30 amp (+\$30)  
 No Hydro Required

- Camping Required:**  
 Tent  
 RV/Camper  
 No camping

- Is your vehicle part of your booth?**  
 Yes  No



# Vendor License Agreement

## Tottenham Bluegrass Festival

### June 21 to 23, 2024

#### PLEASE READ & ACKNOWLEDGE TBGF TERMS & CONDITIONS

#### Terms & Conditions

1. The TBF organizers reserve the right to restrict the type and number of concessions. Applicants with full payment are given first consideration. The vendors will advise in writing (**by March 21 2024**) if they require any special needs or requests
2. Vendors may not sell products deemed explicit or illegal in nature, in compliance with Canadian Law and as determined by the festival. The TBF organizers reserve the right to request that inappropriate products are removed from sale. Failure to comply will result in vendor being asked to vacate the premise, forfeit all fees, and future eligibility to the festival.
3. The TBF organizers reserve the right to assign vendors to designated areas; occupancy and use shall be confined to that designated area.
4. The TBF organizers shall provide the vendor with a map of sites available, and date and time of setup for the appropriate sites upon final approval of this Agreement. Vendors agree to arrive on their appropriate setup date and time as outlined in the final approval of this Agreement. Vendors will forfeit their spot if late arrival.
5. **Vendors must be fully operational by 10 am on Saturday morning, and under no conditions shall the site be dismantled before 11:00pm Saturday night. Non-compliance shall result in ineligibility for vendor space in future festivals.**
6. Vendors are expected to provide their own tents, booths, trailers, chairs, and/or tables. Vendors are also responsible for all necessary electrical equipment including, but not limited to extension cords, and proper certification as they are not provided. You are free to be as creative as you wish within your space, but must contend with the elements of the weather. The TBF is not responsible for losses due to weather.
7. Vendors shall be responsible for leaving the area in a neat and tidy condition.
8. The TBF organizers reserve the right to terminate this agreement at any time during the course of the festival in the event the vendor fails to operate in a safe and business like manner or fails to comply with the guidelines of the Festival and the Ministry of Health or other provincial and federal laws.
9. **All vendor rental fees shall be fully paid prior to Thursday, April 15 2024.** Vendors shall check in with TBF organizers prior to set up. If vendor staff name is not on the vendor list prior to your set up arrival, full price will be charged for their admission. Wristbands must be worn at all times, no exceptions. Full admission price will be charged for replacement of wristbands.
10. The TBF operators assume no responsibility for any persons, goods, or equipment owned by the vendors or staff. Further, by signing this Agreement, the vendor agrees to waive any claim or liability against the TBF organizers for any cause whatsoever and this shall constitute due notice that the vendor assumes all risks and liabilities arising out of their participation in the Tottenham Bluegrass Festival.
11. Each vendor will receive 1 parking spot designated by the festival outside of the gated area. Special parking requirements will be managed on an individual basis. Vehicles will be allowed to unload/load on festival days before 10am and after 11pm. All vehicles must be out of the festival area no later than 10am during festival hours.
12. Any personal information that the Simcoe County Bluegrass & Old Tyme Music Association (SCBOTM) retains is kept in such a manner as to ensure its security and confidentiality at all times. The SCBOTM will only use this source of information as a reference to inform those of future organized events that may be interest to the vendor there in participating. The SCBOTM does not sell or trade any personal information with third parties.
13. The vendors shall supply the following with their application:
  - Third party liability small business insurance MESSAGE TO SEND YOUR VENDORS: We've partnered with Duuo Insurance to offer Tottenham Bluegrass Festival vendors affordable short-term insurance coverage that meets our requirements. Single day coverage begins at just \$13. Get set-up in minutes FOR MORE INFORMATION ASK US FOR THE LINK
  - Special Occasion Food Permit (Simcoe District Health Unit)**  
<https://www.simcoemuskokahealth.org/Topics/FoodSafety/SpecialEvents>
  - Electrical sticker and certification (Ontario Electrical Safety Certificate)**

**Please note: If documents of Insurance and Food Permit are not provided, vendor will not be granted access to the festival grounds.**

I have read and understand the Terms and Agreement  Yes  No



Vendor License Agreement  
**Tottenham Bluegrass Festival**  
**June 21 to 23, 2024**

**PAYMENT**

**CALCULATION OF AMOUNT DUE:**

**SITE SELECTION FEE \$\_\_\_\_\_ + EXTRA HYDRO (30 amp=\$30, 15 amp =\$20) IF REQUIRED \$\_\_\_\_\_ = \_\_\_\_\_**

**Method of Payment:**

eTransfer [tbfvendors@gmail.com](mailto:tbfvendors@gmail.com) pw Bluegrass please make sure to identify what payment for

**Visa** Card Number: \_\_\_\_\_ Exp date (MM/YY): \_\_\_/\_\_\_ CVC\_\_\_\_\_

**Mastercard** Card Number: \_\_\_\_\_ Exp date (MM/YY): \_\_\_/\_\_\_ CVC\_\_\_\_\_

**Name on card:** \_\_\_\_\_ **Authorized Signature:** \_\_\_\_\_

**DOUBLE CHECK ENCLOSED OR SCANNED BEFORE SENDING:**

- **Completed form**
- **Payment if paying by e transfer or credit card**
- **Documentation as required:**
  - **Third-Party Vendor or Small Business Insurance (as outlined in #13)**
  - **Special Occasion Food Permit (Simcoe District Health Unit) (as outlined in #13)**
  - **Electrical sticker and certification (Ontario Electrical Safety Certificate)**

**Vendor Name:** \_\_\_\_\_

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Following acceptance of your application, you will be provided with an e-mail outlining details to assist you when you arrive at the festival.

**Phone or text Festival Line 647-209-2593 or email scan copy at [tbfvendors@gmail.com](mailto:tbfvendors@gmail.com)**