



2024 Beer Vendor Contract

Date: Friday May 31 - Saturday June 1, 2024

Location: Del Crary Park, 100 George Street North, Peterborough, ON

Event Hours: May 31: 4pm – 11pm, June 1: 11am-11pm

Application Process:

Complete the registration & contract and email to kim@kawarthacraftbeer.com

Exhibitor Details:

Set-up / Take-down Schedule

Booth Set-up: Friday, May 31, 11:00am-3:00pm

Booth Take-Down: Saturday, June 1, 11:30pm – 12:30am, Sunday, June 2, 8:00am – 12:00pm

Please refer to the application for more information.

VENDOR REGISTRATION & CONTRACT

SECTION A: VENDOR REGISTRATION

VENDOR BOOTHS

In order to give all vendors fair representation, all booths must be under 10' x20'. No other sized booths will be permitted for vendors.

Booth: \$450 (plus HST)

Signed contract and payments are due by April 15, 2024

Standard Booth: \$450 + HST = \$508.50 total

Pay by: E-Transfer - Cheque - Visa - Mastercard

CHEQUES PAYABLE TO:

Bobcaygeon Brewing Company
649 The Parkway, Unit 4
Peterborough, ON K9J 7K2
Phone: 705-243-7077

E-TRANSFERS PAYABLE TO: accounting@bobcaygeonbrewing.ca

Please call Garrett at 705-243-7077 x 0 to pay by credit card.

BOOTH INFORMATION

In order to ensure we have enough space for all vendors to set up, please provide information below regarding your booth set up.

- a) Total Booth Size (Including truck or trailer if applicable): _____
- b) Does your set up include a truck or trailer: _____
- c) How much power do you require? _____
- d) How much ice do you require? _____

REGISTRATION INFORMATION

**Kawartha Craft Beer Festival
2024 BEER VENDOR CONTRACT**

BOOTH REGISTRATION INFORMATION (Please fill out completely)

COMPANY NAME: _____

(FOR BILLING PURPOSES)

VENDORS NAME: _____

(AS IT WILL APPEAR IN ALL FESTIVAL PUBLICATIONS)

STREET ADDRESS: _____

CITY: _____

PROVINCE: _____

POSTAL CODE: _____

CONTACT NAME: _____

TELEPHONE #: _____

EMAIL ADDRESS: _____

PRODUCTS BEING SOLD (please use additional sheet if more space needed):

1. _____
2. _____
3. _____
4. _____
5. _____

SECTION B: VENDOR CONTRACT

VENDOR LOAD AND STRIKE SCHEDULE*

All product deliveries MUST be made before 3pm Friday afternoon. No vehicles will be allowed on site after 3pm.

Set-up Completion Friday, May 31 (11am – 3pm)

All vehicles MUST be off-site by 3 pm – absolutely no exceptions.

Festival open to guests Friday, May 31 (4pm-11pm), Saturday, June 1 (11am-11pm)

Strike & teardown Saturday, June 1 (11:30pm-12:30am), Sunday, June 2 (8:00am 12:00pm)

*all times are subject to change

CONFIRMATION

Upon receipt of a fully executed Vendor registration/contract form, a confirmation sheet and Exhibitor Manual will be forwarded to the Vendor. Full payment MUST be received by Saturday, April 15, 2024. Non-receipt of full payment by Kawartha Craft Beer Festival will be deemed as evidence of cancellation and your reserved booth may be sold to an exhibitor on the waiting list. Cheques must be made out to Bobcaygeon Brewing Company. Cheques made out to anything other than this will not be honoured and your booth space will not be reserved.

CANCELLATIONS

Vendors may cancel by giving written notice to Kawartha Craft Beer Festival by May 1, 2024. There are no refunds for cancellations. Any Vendor that does not comply fully with the attached Festival Policies and Regulations will immediately have their Vendor privileges cancelled without a refund.

SAMPLING REDEMPTION

All Vendors must accept official Kawartha Craft Beer Festival tickets at face value (\$2.50). No exceptions. Sampling tickets are sold to Festival attendees for \$2.50 (CDN) per ticket. Each ticket is good for a 6oz. sample of beer, 2 tickets for a 12oz sample.

Please be aware Vendors must charge a minimum of one ticket for a 6oz. sample and are not permitted to 'give' away any alcohol product. Event Management will remit \$1.25 back to the exhibitor for each ticket submitted. Tickets must be turned in to be counted by 11:30pm to the headquarters on site at the Festival. Sample ticket reconciliation will occur immediately, with payment available within sixty days of the close of the Festival.

INDEMNIFICATION

South Bay Marketing and Events, Bobcaygeon Brewing Company Ltd., their Officers and Directors, their Sponsors, and/or the host facility shall not be responsible for injury, loss, expense or damage to persons, goods, equipment or decorations, caused by accident, or any other cause, either directly or indirectly, during load in and load out preparations or during the Festival's scheduled duration (May 31 – June 1, 2024). This applies to any injury, loss or damage to persons, goods, equipment or decorations which occurs during transportation of goods, and/or other cause beyond the control of the Management, who shall be in no way whatsoever liable.

POWER

If you require any power you must tell the event organizers by April 15, 2024. There is no charge for one 120V outlet (standard wall outlet), and Vendors are required to bring their own extension cords and power bars as we can not guarantee the location of the outlet relative to your booth. Any power requirements communicated to the organizers after April 15, 2024 are not guaranteed and may come with an additional charge.

EACH VENDOR BOOTH FEE INCLUDES:

One (1) 10' x 20' space

Power (One 120v outlet). Vendors are required to bring extension cords and power bars and provide notice if you plan on using it by April 15, 2024

Ice available for purchase on-site

SECTION C: VENDOR CONTRACT

POLICIES AND REGULATIONS

1. Over serving alcohol is not permitted.
2. Customers can only receive one sample in their own sample cup at a time.
3. No vendors or staff of vendors are to be impaired in any way while working at the Kawartha Craft Beer Festival. If vendors want to sample different beer, they must first inform the onsite supervisor that they will no longer be working at the festival.
4. A Smart Serve certificate is required for all vendors and any person serving. These

- cards/numbers must be available for inspection throughout the day.
5. Samples may not be sold for cash at any time during the day. Samples are traded for tickets only.
 6. Samples are only to be served from 4pm to 11pm on May 31 and 11am-11pm on June 1. No free sampling is permitted and alcohol can not be served before or after the posted festival times.
 7. Vendors are not permitted to have any beer glasses or any other glass other than beer bottles on the vendor's site.
 8. The 10'X20' space as provided will be used by only one beer vendor.
 9. Vendors are asked to bring a recycle bin and take all waste with them when they leave.
 10. Vendors are allowed to sample beer only. No food, no liquor, no wine.
 11. Vendors must provide an invoice reflecting the SOP for all product brought onsite.
 12. Vendors must be aware of safety, fire and health requirements in Peterborough and must abide by these rules.
 13. Should any items provided by the festival be damaged or lost, the vendor will be charged.
 14. Vendors and exhibitors must have proper liability insurance in the amount of three million dollars (\$3,000,000) naming South Bay Marketing and Events Inc., Kawartha Craft Beer Festival, Bobcaygeon Brewing Company Ltd., the Corporation of the City of Peterborough, the Peterborough Police Service, and the Peterborough Police Services Board as the "additional insured parties", as a term of participation. Provide the insurance documents with final payment.

A signed Vendor Contract acknowledges the above to be conditions of the contract. By signing this contract, you have read and understand all the rules at The Kawartha Craft Beer Festival.

Signature: _____ Date: _____
(I am authorized to represent the Vendor)

PLEASE EMAIL YOUR COMPLETED SIGNED CONTRACT TO
kim@kawarthacraftbeerfestival.com