

KEMPTVILLE



Buskerfest

Presented By



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**VENDOR
HANDBOOK**

Hello and Welcome to Kemptville Buskerfest!

We are excited to have you join us at the 3rd annual Kemptville Buskerfest in the heart of Downtown Kemptville. Kemptville Buskerfest is a vibrant and exciting celebration of street performance, music, and art. We hope you have a great time and make some amazing memories. This handbook is designed to provide you with all the information you need to fill out your application and be a successful vendor at our event. Please download a copy, take some time to read it carefully, and contact us if you have any questions.

Application Submission Contact:

Name: Mary-Anne Leang

Email: kemptvillebuskerfestvendors@gmail.com

Vendor Assistance Locations:

Information Booth 1 – Lawn beside post office on Reuben Cr

Secondary: Information Booth 2 & 3 (Each end of Prescott Street)

Key Event Information:

Date: May 18th, 2024 (*rain or shine*)

Event Time: 10:00am – 5:00am

Vendor Set Up Time: 8:00am – 9:30am

Vendor Application Deadline: Friday, April 26th at 5:00pm.

Vendor Fee: \$75.00 – Due by May 3rd, 2024

Vendor Benefits:

- Access to a large, diverse audience in a vibrant, creative atmosphere.
- Opportunity to network with other vendors and build relationships.
- Free publicity and advertising through our promotional materials.

Vendor Expectations & Agreement:

Our priority is to maintain a safe and positive environment for visitors and vendors like yourself while at Kemptville Buskerfest. Please make sure to read the requirements below – if you have any questions or concerns reach out to us at kemptvillebuskerfestvendors@gmail.com

- All Vendors must be set up by the designated time (8:00am – 9:30am) and remain open for the duration of the event. Please note that barricades closing the road and Buskerfest volunteers will not be available on site prior to 8:00am so DO NOT arrive on site prior to 8:00am.
- All Vendors acknowledge and agree to the terms of the [Old Town Kemptville BIA Equity, Diversity and Inclusion Policy](#)
- Vendors must provide their own tent, table, chairs, and other necessary materials. Access to running water and power will not be provided. Small generators will require special permission.
- Vendors are responsible for the cleanliness of their area and must properly dispose of all trash and debris.
- Vendors must comply with all safety regulations, emergency procedures and municipal by-laws.
- Vendors are required to report all accidents and injuries to the Vendor co-ordinator as soon as possible. If there is a medical emergency, the Vendor should contact 911 and then notify the Vendor co-ordinator.
- Vendors can only sell what is legally permitted to be sold in Canada and must respect all local, provincial and federal laws
- Vendors who will be selling any consumables must ensure full compliance with all health unit requirements & protocols and any required local inspections.

KEMPTVILLE BUSKERFEST 2024 – VENDOR HANDBOOK & APPLICATION

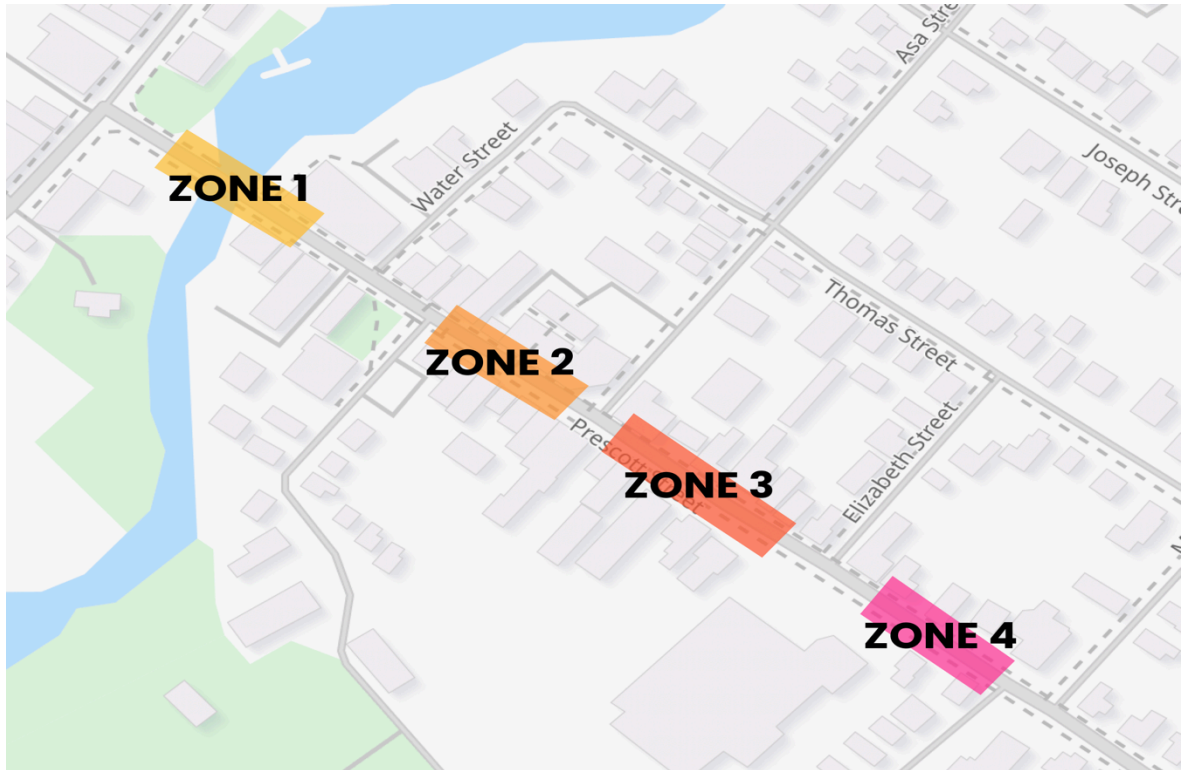
- Vendors must maintain a professional attitude at all times with visitors and other vendors and provide friendly customer service.
- Business insurance will be a requirement for all participating vendors. Insurance policies must include the Old Town Kemptville BIA and the Municipality of North Grenville as co-insured.
- After setup, all vehicles must be removed and parked outside the event footprint. Limited public parking may be available at Riverside Park.
- Late arrivals will forfeit their space, forfeit their fee, and will be denied access.
- Teardown is expected to be completed by 6:00pm, when the street will be reopened to vehicular traffic.
- Vendors are strongly encouraged to share KBF social media marketing efforts to maximize the number of visitors and potential customers to the event.
- Please bring any questions or concerns to the attention of the Vendor co-ordinator;
- At no time will Vendors disrupt or interfere with any event or activity or the duties of any Volunteer or contractor, or the enjoyment of any event or activity by any other person; and,
- Vendors accept responsibility for everyone representing their business and/or working at their Vendor space. The behavior of such individuals is the responsibility of the Vendor. Contravention of this Code of Conduct or any other policy by such individuals may result in corrective action against the Vendor.
- Vendors understand that this is a safe and inclusive family friendly event and the organizers reserve the right to remove any Vendor that displays inappropriate material and/or uses profane or offensive language.

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- In order to maintain a safe, inclusive space for everyone, Vendors agree that they are to remain in their footprint or within 5 feet of same while promoting their business and will not approach people, physically or verbally, outside of that area.
- The distribution of flyers, cards, pamphlets, or any other promotional material is only permitted within a Vendor's space. Such material cannot be distributed anywhere else on event grounds.
- Smoking and/or vaping is prohibited on event grounds, except in designated areas. Smoking in or around the Vendor space is strictly prohibited. Vendors who violate this policy may be asked to leave the event.

Vendor Showcase Map:

Upon your vendor application approval, you will receive a follow up email that includes an assigned zone and booth number (i.e., Zone 1 – booth 3). The booth numbers will be visible on the pavement, and volunteers will be on site to help you navigate to the location of your booth.



We hope you join us and have a fantastic experience at Kemptville Buskerfest. If you have any questions or concerns, please don't hesitate to contact us!

Vendor Application Deadline:

Friday April 29th at 5pm.

Completed Vendor Applications Must include:

1. A copy of a complete vendor application (attached below)
2. A copy of a completed Tent Application if you are proposing to use a tent larger than 10x10. [Download a Copy Here](#)
3. if applicable, Include a notice of special requests such as generators.

VENDOR APPLICATION:

Only completed applications will be accepted. Applications will not be considered complete unless all sections are filled out as well as the required tent application. Completed applications will be evaluated by a committee. *Only successful applicants will be contacted.*

There is a non-refundable fee of \$75 to participate in the Vendor Showcase. Event will be held rain or shine. **This fee is due by Monday, April 29th at 5:00pm.**

By completing the application below, the applicant agrees to all expectations, terms and conditions outlined in this application. Failure to satisfy these expectations, terms and conditions may result in denial of participation in the event.

To Start Your Application Click here:

[2024 Kemptville Buskerfest Vendor Application Form](#)

Thanks for your application and happy selling!