

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.

As a service provider, you have a critical role to play in ensuring that the event is a safe, inclusive and family-friendly experience. This document is designed to provide you with all the information you need to be a service provider. Please feel free to contact us if you have any further questions.

Contact:

Name: Deron Johnston

Email: bia@northgrenville.on.ca

Key Event Information:

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

Event Time: 10:00am – 5:00am

Service Provider Set Up Time: 8:00am – 9:30am

Service Provider Expectations & Agreement:

Our top priority is to maintain a safe, inclusive and family-friendly environment at the Kemptville Buskerfest for all visitors, performers, vendors, partners and volunteers. Please make sure you read all of the requirements below prior to agreeing to be a service provider

- All Service Providers must be set up by the designated time (8:00am – 9:30am). 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.

KEMPTVILLE BUSKERFEST 2024 – SERVICE PROVIDER POLICY

- A quick reminder that this fun filled event is proceeding rain or shine. Please be prepared with proper footwear, sunscreen, hats, umbrellas/rain gear, reusable water bottles (there is a fill up station available) and whatever else you may need.
- All Service Providers acknowledge and agree to the terms of the [Old Town Kemptville BIA Equity, Diversity and Inclusion Policy](#).
- Service Providers 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.
- Service Providers are responsible for the cleanliness of their area and must properly dispose of all trash and debris.
- Service Providers must comply with all safety regulations, emergency procedures and municipal by-laws.
- Service Providers must maintain a professional attitude at all times with visitors, vendors and volunteers and provide friendly customer service.
- Business insurance will be a requirement for all participating Service Providers. 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.
- Teardown is expected to be completed by 6:00pm, when the street will be reopened to vehicular traffic.
- Service Providers are strongly encouraged to share KBF social media marketing efforts to maximize the number of visitors and potential customers to the event.

KEMPTVILLE BUSKERFEST 2024 – SERVICE PROVIDER POLICY

- At no time will Service Providers 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,
- Service Providers accept responsibility for everyone representing their business and/or working at their space. The behavior of such individuals is the responsibility of the Service Providers. Contravention of this Code of Conduct or any other policy by such individuals may result in corrective action against the Service Provider.
- Service Providers 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.
- In order to maintain a safe, inclusive space for everyone, Service Providers 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 Service Providers' 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 Service Provider space is strictly prohibited. Service Providers who violate this policy may be asked to leave the event.

Thanks for considering being a service provider!