



2023 FESTIVAL DETAILS &  
MARKETPLACE VENDOR INFORMATION  
**Thursday July 6<sup>th</sup> to Sunday July 9<sup>th</sup>**  
[www.bellevillewaterfrontfestival.com](http://www.bellevillewaterfrontfestival.com)

*Dear Marketplace Vendors & Exhibitors,*

We are proud to inform you that for the 8<sup>th</sup> year in a row, our Belleville Waterfront & Multicultural Festival has been recognized as one of the **Top 100 Festivals in Ontario!**

We would like to invite you to join us and celebrate summer at our landmark festival on the beautiful Bay of Quinte.

There are many reasons why you should consider this invitation. Onsite surveys in the past have revealed the following information:

- 74% of visitors feel vendor booths enhance their festival experience
- over 70% enjoy learning about products & services while visiting the event
- the average age demographic is 28 – 45 yrs old with young families

Your participation will provide you with the opportunity to display and sell your products to large motivated crowds which hover in the neighbourhood of 30-35,000 over the 4 days.

Please read the package carefully to ensure you are aware of all fees & regulations and let us know immediately if you decide not to join us, so we do not continue to hold a spot for you. Registrations are valid once the Registration Form, Payment & Liability Insurance Certificate have all been received.



**NOTE:** The Registration Form must be printed off, completed & scanned to my email. We do NOT have a fax machine & photos of forms taken with your phone are NOT valid.

2023 Belleville Waterfront & Multicultural Festival  
**MARKETPLACE VENDOR REGISTRATION**  
Thursday July 6<sup>th</sup> to Sunday July 9<sup>th</sup>

**BOOTH SIZE:** \_\_\_\_ ft x \_\_\_\_ ft  
**DAYS AT FESTIVAL:**  
All 4 days \_\_\_\_\_ OR  
Thurs \_\_\_\_ Fri \_\_\_\_ Sat \_\_\_\_ Sun \_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**CONTACT NAME(s):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TEL #:** (\_\_\_\_) \_\_\_\_\_ **CELL #:** (\_\_\_\_) \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**LIST FULL DETAILS OF ITEMS TO BE SOLD &/OR DISPLAYED AT YOUR BOOTH:**

**METHOD OF PAYMENT:** (Non-Refundable)

**1. CHEQUE** payable to The Belleville Chamber of Commerce

\$ \_\_\_\_\_ + HST = \$ \_\_\_\_\_

**ADD Tent(s) if desired @ \$150 each (flat fee with no HST)**

**2. CREDIT CARD:** (Visa, MasterCard, AMEX)

**Card #:** \_\_\_\_\_ \$ \_\_\_\_\_ (incl HST)

**Expiry Date:** \_\_\_\_\_ / \_\_\_\_\_ **3 Digit Verification Code on Back of Card:** \_\_\_\_\_  
(your credit card transaction receipt will be scanned & emailed to you)

**3. ETRANSFER:** [jill@bellevillechamber.ca](mailto:jill@bellevillechamber.ca)

The word **VENDOR** and your **COMPANY NAME** must be included so we can trace your payment.

**VENDOR FEE + REGISTRATION FORM + INSURANCE CERTIFICATE  
ARE DUE BY FRIDAY JUNE 2<sup>nd</sup>, 2023**

**MAIL TO:** Belleville Chamber of Commerce, Box 726, Belleville, Ontario K8N 5B3

**SCAN TO:** [tiffany@bellevillechamber.ca](mailto:tiffany@bellevillechamber.ca)

I have read & understand all regulations set out in the 2023 Festival Details & Marketplace Vendor Information document.

**VENDOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ 2023

(must be a true signature – typed versions are not valid)

**2023 MARKETPLACE VENDOR BOOTH FEES:** (covers all 4 days)

BOOTH DIMENSIONS	BELLEVILLE CHAMBER OF COMMERCE MEMBERS	ALL OTHER VENDORS
10' wide x 10' deep	\$275.00 + HST = \$310.75	\$385.00 + HST = \$435.05
20' wide x 10' to 20' deep	\$495.00 + HST = \$559.35	\$715 + HST = \$807.95
30' wide x 10' to 20' deep	\$715 + HST = \$807.95	\$1045.00 + HST = \$1180.85
40' wide x 10' to 20' deep	\$935 + HST = \$1056.55	\$1,375.00 + HST = \$1,553.75

*OR Marketing Exposure As An Event Sponsor Including a 10 x 10 Booth = \$550 (flat fee)*

*Booth Fees Are The Same Regardless Of How Many Days You Register To Attend*

*Customized Booth Sizes Are Available **By Special Request** And Prices Can Be Negotiated*

**All Fees Are Non-Refundable**

## **2023 FESTIVAL DATES & HOURS OF OPERATION:**

Thursday July 6<sup>th</sup> – 4pm to 10pm

Friday July 7<sup>th</sup> – 11am to 10pm

Saturday July 8<sup>th</sup> – 11am to 10pm

Sunday July 9<sup>th</sup> – 11am to 5pm

## **2023 VENDOR PRE-FESTIVAL LOAD IN:** (if desired)

Wednesday, July 5<sup>th</sup> – 11am – 5pm

## **2023 VENDOR LOAD IN ON FESTIVAL DAYS:**

Thursday July 6<sup>th</sup> - between 9am & 3pm (gate opens at 4pm)

Friday July 7<sup>th</sup> – between 9am & 10am (gate opens at 11am)

Saturday July 8<sup>th</sup> – between 9am & 10am (gate opens at 11am)

Sunday July 9<sup>th</sup> – between 9am & 10am (gate opens at 11am)

*If you do not make it to the park during designated load in times, your vehicle will not be allowed onto the grounds and you will need to unload from the vendor parking area.*

Merchandise vendors are expected to remain open Thursday/Friday/Saturday until 9pm just before darkness falls & Sunday until 5pm when the festival officially closes. Food vendors are welcome to stay open for the full hours of operation if they wish.

## **BOOTH SET UP & RULES OF CONDUCT:**

- ✓ vendors are expected to be open for the hours specified on Page 2. If you can't commit to those hours advise us and we will determine if alternate arrangements can be made
- ✓ vendors must be totally self-sufficient (tents, tables, chairs, booth décor, generators)
- ✓ vendors are not permitted to sell items beyond their approved booth space
- ✓ no smoking (any substance), vaping or drinking alcohol is permitted at vendor booths
- ✓ **no power** is supplied with the booth ... vendors work off generators if they so choose
- ✓ there will be a considerable distance between you and your "neighbours" to allow for a comfortable visitor flow
- ✓ booth placement is determined by the festival coordinators
- ✓ vendors must manage their space in a neat and orderly manner without encroaching upon or limiting the sight on neighboring vendors
- ✓ booths sit on asphalt with grass behind ... some prefer to set up on grass, or, a combination of grass and asphalt. Tents must be weighted down and **YOU** are responsible for bringing sand bags, etc. for safe anchorage. **STAKING IS NOT PERMITTED**
- ✓ if we need to provide 4 blocks to anchor small tents = **\$20 (cash)** per 10x10 tent
- ✓ vendors are prohibited from soliciting email addresses or phone numbers from visitors unless permission has been granted by the Festival's Special Event Coordinator
- ✓ space is limited and vendors will be accepted on a first come, first serve basis, based on receipt of a valid Registration Form, full payment, and a Liability Insurance Certificate
- ✓ vendor booth space must be vacated by 9pm on Sunday July 9<sup>th</sup>
- ✓ The Belleville Chamber of Commerce and The City of Belleville reserve the right to remove vendors not honouring the terms of this agreement, or, any selling merchandise not acceptable in a family festival setting. Fees are **non-refundable**
- ✓ exclusivity on unique products may be granted at the discretion of event staff

**NOTE:** We must maintain a professional appearance throughout the Marketplace & request that each vendor or exhibitor make a concentrated effort to make their booths visually appealing & keep their area clean of trash & other debris.

## **SECURITY:**

The Festival provides 24-hour security Wed/Thurs/Fri/Sat/Sun. The Waterfront & Multicultural Festival will take reasonable precautions to ensure the safekeeping of your goods.

Notwithstanding these precautions The Waterfront & Multicultural Festival &/or The City of Belleville &/or The Belleville Chamber of Commerce are not responsible for any loss or damage to vendor &/or exhibitor properties arising by means of fire, theft, water damage, vandalism or any other cause whatsoever while on the festival grounds. Exhibitors are responsible for assuming the risk of exhibiting and/or selling their materials and property and must protect themselves against loss or damage through their own insurance policies.

## **LIABILITY INSURANCE:**

A Liability Insurance Certificate in the amount of Two Million Dollars (minimum) is mandatory for merchandise vendors, and, Five Million Dollars for food truck vendors. All certificates must be signed by the Insurance Agent to be considered valid. The following parties must be noted as Additional Insured(s):

**City of Belleville**, 169 Front St, Belleville, Ontario K8N 2Y8

**Belleville Chamber of Commerce**, 5 Moira St E, Belleville, Ontario K8P 2S3

## **TENTS:**

All tents must contain a label indicating it is in compliance with **CAN/ULC-S109**, "Flame Tests of Flame-Resistant Fabrics and Films", or **NFPA 701** "Fire Tests for Flame-Resistant Textiles and Films". Tent labels showing *only* the State of California Code CPAI-84 are not acceptable under the Ontario Building Code due to the volume of tents on our festival grounds.

*Vendors found to have a non-compliant tent have the following options:*

1. stay at the event without erecting their tent
  2. purchase a compliant tent to use at the event
  3. rent a compliant tent from a supplier of your choosing, or, rent from the Festival (**see below**)
  4. leave the festival (if you choose to leave the festival, your registration fee is forfeited)
- if you do not own a compliant tent, we have 15, 10x10 tents, available for rent on a first come first serve basis = **\$150 (flat fee with no HST)** for all 4 days and the tent will be in place when you arrive, and taken down after you leave (no sides)
  - blue tarps are not permitted, except in the case of inclement weather for protecting your merchandise and this IS a rain or shine event
  - please ensure you have proper weighting items to anchor all corners of your tent on either grass or pavement to prevent unsafe conditions ... **STAKING IS NOT PERMITTED** on any City property including parkland

## **PARKING:**

- due to safety concerns, there will be a strict adherence to no vehicle traffic in the park during festival hours of operation
  - vehicles are not permitted at your booth after designated set-up times and official opening times each day
  - when you arrive at the front gate our volunteers will usher you into position
  - once your booth is set up each day your vehicle will be escorted to a FREE designated parking area reserved for "booth owner" vehicles only, close to the Marketplace
- 
- your vehicle will remain in that designated parking area until you leave each day

- at night you will exit the grounds via designated gates and our volunteers will ensure that you receive all proper instructions upon arrival
- volunteers or staff reporting in shifts to your booth later in the day will need to park in designated public parking areas and walk onto the grounds to your booth location
- product trailers are permitted behind your booth if they fit within the confines of your booth width as we cannot allow encroachment on neighboring booths and they need to stay for the duration of the festival ... they cannot be pulled in and out each day
- if you have a motorhome, you are permitted to stay onsite throughout the festival, however your vehicle(s) must remain in designated parking areas and you must be totally self-sufficient (water/power/garbage disposal)

***NOTE:** sponsoring broadcasting companies (radio/TV) will be permitted to park their branded vehicles onsite and our volunteers will give you direction upon arrival for proper placement. You will be permitted to drive the vehicles in and out each a.m. and p.m.*

Every reasonable attempt will be made to make unloading, parking, restocking, and, end of day loading as easy as we possibly can, and we appreciate your understanding. These rules are in place to ensure a great festival experience is had by all and everyone in the park is safe.

## **QUESTIONS?**

Let us know if you have any questions regarding the 2023 Festival Details & Marketplace Vendor Information document or the Registration Form?

Your signature on the registration form must be a “real” signature and not a typed version to be valid.

**Tiffany Young – Special Events Coordinator**

**Toll Free #1-888-852-9992 or # (613) 962-4597, Ext # 3**

**[tiffany@bellevillechamber.ca](mailto:tiffany@bellevillechamber.ca)**