

# ENCHANTED GROUND 2014 VENDOR Application

9th annual Enchanted Ground Festival . Marden Park, June 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>rd</sup>, 2014

**Earlybird Vendor Fee: \$75.00**  
**Earlybird Application Deadline: Friday March 14<sup>th</sup> 2014**

**Late Vendor Fee after March 14<sup>th</sup>: \$100.00**  
**Final Deadline: Friday April 18th**

**Be sure to include the following in your application. Check the items off as you do them to make sure your application is complete. Incomplete applications will be returned.**

Fully completed application form.

Signed Faery Fest Code of Conduct

Photos of any products/services that have not been at previous FaeryFest events.

Photo or diagram of your booth for new vendors or if there are any major changes.

Cheque or money order for booth(s) and web service. **Payable to Faery Fest Inc.** If you are not selected, your cheque will be returned.

**Please mail completed applications to:**

**Enchanted Ground Vendor Committee  
7 Lockyer Road  
Guelph ON N1G1J9**

**Cheques made payable to Faery Fest Inc.**

Applications received after **Friday April 18<sup>th</sup> 2014** will only be considered if product/service is unique and space remains. Selected applicants will be notified by mail/e-mail and will receive detailed information and a vendor agreement after the appropriate jury meeting.

## **Booth**

10x10(actual space mapped is 12x12 to allow for guy lines). If your booth will extend beyond this space (or you require extra space) we ask that you purchase a second booth space at a cost of \$25.00. **Vendors are responsible for providing all tents, tables, chairs, displays, etc. that may be needed for the booth. Enchanted Ground CANNOT provide these.**

## **Applications**

As applications are reviewed, the Vendor Committee will look at each product line separately and make decisions on each of them. **Please include at least one photo of each product line** that you would like to bring to Enchanted Ground 2014. All products must be of high quality, preference will be given to handmade items. Vendors may be required to remove items which have not been approved. If you are a vendor returning to Enchanted Ground from previous years, then **your previous product lines** will be approved.

## **Insurance**

Vendors are required to carry their own liability insurance. Proof of insurance may be required.

## **Dress Code**

All booth personnel must be costumed according to the enchanted theme.

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## General Contact Information

Contact Name:		
Business Name:		
Ontario Business Liscence Number:		
Address:		
City:	Province:	Postal Code:
Phone:	Alternate Phone:	
Email:		
Website:		

## Craft, Resale and Service Vendors

### The Enchanted Ground Merchant Village is a juried show.

Please list **all** the products you are proposing to sell. We will look at each product line separately and make decisions on each of them. Please include at least one photo of each product line that you would like to bring to Enchanted Ground 2014. All products must be of high quality with preference given to handmade items. Vendors may be required to remove items which have not been approved.

List Products/Services with approximate pricing: (Use a separate sheet if necessary)


Do you make ALL items by hand?      **YES**    **NO**

If **NO**, please explain how your product or service meets the high quality standards of Faery Fest Inc. and how it fits within the Enchanted Ground theme.

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## Food Vendors

Please attach **full menu** to be served. Each menu item will be considered individually

List All Menu Items with approximate pricing: (Use a separate sheet if necessary)


Accepted food vendors will receive Wellington-Dufferin-Guelph Health Unit forms to be completed be sure to list all items you might prepare on these. Food vendors will be responsible for ensuring that health regulations are followed. Electricity will be provided.

## All Vendors

Please list other events you have at which you have sold your products.


## CAMPING

Will you require camping space? This is to give us an idea of how many Vendors might be camping on site this year. Cost and details of camping is still to be determined and we will send out a separate form if you are accepted as a vendor. You do not have to commit at this point but we appreciate knowing your plans.

<b>CAMPING RQUIRED?</b>	<b>YES</b>	<b>NO</b>
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## ELECTRICITY

Hydro will be provided for all FOOD Vendors but is not available for any other vendor. Extension cords are vendorsq responsibility. Faery Fest Inc cannot supply them. ALL electrical equipment **MUST** be CSA approved and used for the purpose for which it was intended. Saftey Inspectors will be onsite and you will be asked to remove aly appliances that are not up to code.

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**VENDING FEES**

Early Bird (before March 14<sup>th</sup>): \$75 for a single 10qx 10qbooth  
 Late Registration (after March 14<sup>th</sup>): \$100 for a single 10qx 10qbooth  
 \$25 for each additional 10qx10qspace

Remember, you need to supply your OWN tent and displays

Earlybird Fee	\$75.00	
Late Registration Fee	\$100.00	
Additional booths requested		X \$25.00
Are you a non-profit community group? Fee Waived for registered non-profit organizations	YES	NO

**WEBSITE LISTING**

Business name & link to current website (if applicable)	Included with Vending Fee	
Name and link, plus 25-word description & photo on Faery Fest website Vendor page. You must provide us with the words and the picture. Picture should be in JPEG format.	\$15	
Write your description below. 25 words MAXIMUM		

*Faery Fest reserves the right to edit or remove website content to meet our editorial standards.*

<b>TOTAL ENCLOSED</b>	
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**Please make cheques payable to Faery Fest Inc.**

**Mail to:  
 Enchanted Ground Vendor Committee  
 7 Lockyer Road  
 Guelph ON N1G1J9**

**Faery Fest Inc. is a resistered non-profit organization  
 \*\*\*\*\* Thank you for Applying to Faery Fest Inc's Enchanted Ground! \*\*\*\*\***

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## Faery Fest Code of Conduct

1. Faery Fest is an outdoor event which runs regardless of weather.
2. Booths must reflect the enchanted theme, this includes tables being covered or skirted appropriately. Remember that this is a fantasy event not a historical re-enactment. Decorating materials to consider include flowers, garlands, sparkly items, natural elements.
3. Vendors are provided with a space to sell but are responsible for providing all required items for their booth space including tents, extension cords, tables, chairs, change floats, etc.
4. All booth personnel must be costumed according to the enchanted theme. Consider bright colours, flowing fabrics, flowers, wings, fantastic or mythological characters. Please avoid modern clothing like running shoes and baseball caps.
5. Faery Fest may require vendors to remove items that have not been approved or that do not meet the quality or theme standards set by Faery Fest Inc. Vendors wishing to sell product lines not on original application must have these items approved by vendor committee before they are displayed to public. Unacceptable wares include but are not limited to:
  - marked-up resale of items from discount stores, dollar stores, or thrift stores, etc.
  - items that are poorly made by vendor or anyone else
  - items that do not thematically fit Enchanted Ground
6. Vendors may not sublet their booth space to another business owner without the approval of Faery Fest Inc. at which point the booth space will be transferred to the new business.
7. Vendors and their staff should behave and dress in a manner acceptable for a family friendly event. Profanity is unacceptable.
8. Booths must be open and staffed for the entire time the festival is open
9. Smoking is only permitted out of the view of patrons. Please check wind direction and confirm with neighbouring vendors before smoking behind your booth. Cigarette butts should be contained and disposed of in the trash when cooled.
10. Please ensure that garbage is deposited in one of the trash cans on site and sorted appropriately.
11. The vendor is responsible for booth staffing, collecting and remitting sales taxes, business insurance, and any required Ontario business licences and all other aspects of running their booth.
12. All vehicles must be off site and in the designated parking area by the times to be specified in the acceptance package. This is generally 30 minutes before the gates open to the public. **No additional vehicles will be allowed to enter the site within 10 minutes of this time.**
13. At the end of each day, vehicles will be permitted onsite only when all guests have left the park. This decision will be made by the site manager or vendor committee only.
14. All electrical devices and cords MUST be CSA approved and appropriate for the use to which they are applied. There WILL be a certified electrician on site conducting inspections during and after setup and any defective or inappropriate items will have to be changed or removed.

I, \_\_\_\_\_ (print name) certify that I have read and agree to follow the Faery Fest Code of Conduct. I further agree that I will ensure that any personnel working or volunteering in my booth also follow these standards. I understand that failure to comply may result in my being required to leave the event and may prevent my acceptance for future events.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_