



Antigonish Highland Games Vendor Application

Please complete this application and enclose all proper documents and payments (payable to Antigonish Highland Society) required and return to:

Shaun Chisholm, Chair of Concessions
Antigonish Highland Society
20 east Main Street
Antigonish, Nova Scotia
B2G 2E9

Phone: 902-735-2792 Email: shaunchisholm23@gmail.com

Vendor Name: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ **Fax:** _____

Email: _____

Description of Booth (circle one):

FOOD/DRINK

MERCHANDISE – *Commercial*

INFORMATION

ARTISAN - *Handmade*

NON-FOR-PROFIT

COMMUNITY ORGANIZATON

CORPORATE

OTHER (*please describe*): _____

Booth Size (circle one): **10' x 15'** **20' x 15'**

Electrical Requirements (circle one): **10amps** **15amps** **30amps**

Vendors are required to bring your own long extension cords (60 ft minimum) & power bars. (CSA approved)

Products/Items Offered: _____

Previous Vendor Experience: _____

OFFICE USE: _____ Vendor Agreement _____ Food Permit
 _____ Vendor Application _____ Insurance Certificate
 _____ Deposit _____ Full Payment
 _____ Proposed Menu _____ Garbage Deposit

Vendor Agreement

The vending service area will be located in designated areas at
 Columbus Field, Main Street, Antigonish, NS.

Please review the following rules and regulations with regards to vendor services and fees for the Antigonish Highland Games. The Games' organizers must approve any alternate arrangements.

Vendor Services will be required during all Games hours of operation, as per the following times:

Friday, July 7th 11:00am – 9:00pm / *Optional: Food 9:00pm – 2:00am
 Saturday, July 8th 11:00am – 5:00pm / *Optional: Food 9:00pm – 2:00am
 Sunday, July 9th 11:00am – 5:00pm

** All vendors must be on-site prior to 5pm on Thursday July 6th
 Exceptions will be made on a case-by-case basis**

All vendors are required to remain setup and on-site until 5pm on Sunday, July 9th

Section 1 – Vendor's Responsibilities:

1. Vendors will pay a rental fee of:

Corporate

\$350 (plus HST) for a 10' x 15'

Food/Drink, Merchandise-Commercial or Information

\$250 (plus HST) for a 10' x 15'

\$400 (plus HST) for a 20' x 15'

Local Non-For-Profit -Food/Drink Vendor *Antigonish ONLY

\$100 (plus HST) for a 10' x 10' space **MUST be self-sufficient* (tent, sandbags, tables, chairs, etc.)

AHS may request portion of proceeds (to be discussed on a case-by-case basis)

Artisan/Artist-Handmade

\$150 (plus HST) for a 10' x 10' space **MUST be self-sufficient* (tent, sandbags, tables, chairs, etc.)

Community Organization *MUST be self-sufficient (tent, sandbags, tables, chairs, etc.)

NO sales, promotion only

NO FEE - Contribution of Event/Fundraiser tickets (number to be determined on a case-by-case basis) for Games Volunteer Incentives

NOTE: Due to space limitations and to be fair to all vendors, we will be enforcing this space restriction. It is required that a deposit (non-refundable) be paid (\$100 for 10'x10' and 10'x15', \$175 for 20'x 15') with signed agreement by **June 23rd, 2017**, and remaining payment due upon arrival at Columbus Field.

In addition, ALL vendors will be provided with one (1) Vendor Pass and will have to request additional Vendor Passes up to a maximum of three (3) for \$25.00 a piece for any working staff. Family members and friends looking to attend not eligible.

2. Electricity will be provided upon request in application, at the discretion of the Concessions Chair.
3. During the games, all vendors **MUST** wear proper accreditation on Columbus Field. All Games staff will strictly enforce this regulation. Should they be found without, vendors will be required to purchase any additional weekend passes for their staff at a discounted rate of \$25. (Up to 3 max.)
***Please note that the Vendor pass allows entry to Columbus Field ONLY. It does not allow for entry to the beer tent Ceilidhs or any Special Events.**
4. **Food vendors** must meet NS Department of Agriculture - Food Safety Section regulations and have permits as required. Please send copy of proof with applications; along with insurance certificate (Naming as Additional insured for general liability for the Antigonish Highland Games, July 7th–9th 2017 “Antigonish Highland Society, Town of Antigonish and Knights of Columbus Antigonish” and a proposed menu prior to the **June 23rd, 2017 deadline**.
5. **Food vendors** must also comply with all applicable Nova Scotia Department of Labour – Office of the Fire Marshal Section regulations as well must have at minimum one multi-purpose Class ABC 5lb fire extinguisher on site.
6. **All beverage products sold must be either can or plastic; there is absolutely no glass permitted on site (i.e. bottles). Compostable dinner plates are to be used when serving food; as we strive to be more environmentally friendly!**
7. All vendors are responsible for sorting their own garbage and are NOT permitted to use the public garbage cans. Vendors must sort to the back of their space and transfer to the Columbus Field dumpsters located behind Club 60. A \$250.00 garbage deposit will be required for all Food/Drink vendors and payable only upon arrival on site. This deposit is 100% refundable and will be paid back upon final move out inspection.
8. Security is the responsibility of the vendor.
9. There are no guarantees of product exclusivity on site.
10. The Games’ reserves the right to place vendors accordingly.
11. Vehicle access to the field will be on a restricted basis, during designated move-in times. However, it will be strictly enforced that any vehicle access will be prohibited during ticketed events.
***All vehicle access on-field must have a person walking the vehicle on and off-site. NO EXCEPTIONS.**
12. Vehicle parking may not be available on the field directly adjacent to your vendor space. Should you require your vehicle for storage purposes, all requests will be evaluated on a case-by-case basis by our Chair of Concessions.

Move –In Times:

Thursday, July 6th 11am – 5pm - All vendors must be on-site prior to 5pm

Friday, July 7th *BY APPOINTMENT ONLY – Please contact Chair of Concessions prior to arriving on-site

Your Site Contact is: Shaun Chisholm, Chair of Concessions Phone: 902-735-2792

Directions to Field:

- o Travelling East on HWY 104; turn left at intersection (Beech Hill) following immediately after Exit 33. You then will turn left onto South River Road; follow once across bridge you will see signage “**BACK GATE**” on left side – please enter here.
- o Travelling West on HWY 104; take Exit 34; follow this road; (South River Rd.) once across bridge you will see signage “**BACK GATE**” on left side – please enter here.

13. Although security is on site during the entire Games, the Antigonish Highland Society will not be held responsible for any articles that are left unattended and therefore lost or stolen.

Section 1 – Vendor’s Responsibilities

I have read the above rules and regulations and will adhere to all policies set forth by Antigonish Highland Society for the 2017 Antigonish Highland Games.

Don’t Forget ... Signed Vendor Agreement, Vendor Information Sheet, Deposit or Full Payment - **and** - food vendors additionally must include a Proposed Menu, Nova Scotia Food Permit and Insurance certificate

Vendor Signature

Date

Section 2 – Antigonish Highland Society’s Responsibilities

The host’s commitment to the vendor for the *2017 Antigonish Highland Games* will be as follows:

- A. To provide appropriate vending space.
- B. To provide electricity for the reserved section if given notice in application.
- C. To provide up to three (3) Vendor passes for individuals working the booth to obtain entrance to the Games grounds during ticketed events. Additional passes for staff can be purchased @ the Front Entrance for a discounted rate of \$25 each (up to a max. of 3). Additional requirements for passes will be at regular 2017 retail rate.**

Non- compliance by either Host or Vendor regarding the aforementioned responsibilities can result in termination of contract or future partnership consideration by either party.

Shaun Chisholm, Chair of Concessions
Antigonish Highland Games

Date