



Peterborough Folk Festival Artisan Vendor Application 2024

FULL WEEKEND ONLY: Saturday, August 17, 12 noon - 7:00 pm AND Sunday, August 18, 12 noon - 6:00 pm.

Booth fee: \$150. Early-bird fee until June 30, 2024: \$125.

Applicant Name

Business Name

Business Address

Phone

Email

Website

Facebook

Instagram

Twitter, Threads or other



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Description of Business and Products (75 words or less, for PFF website)

Terms and Conditions

By submitting this application, you are agreeing to the following terms & conditions.

Vendors will be set up and ready for sales from 12 noon to 7:00 pm on Saturday, AND from 12:00 noon to 6:15 pm on Sunday. No late setup or early teardown will be permitted.

All artisan vendors must have appropriate liability insurance for a minimum of \$2,000,000 (\$2 million). Artisan vendors must provide a certificate of insurance naming Peterborough Folk Festival and the City of Peterborough, and their members, volunteers and staff, as additional insured for the dates of the festival – August 17 and 18, 2024. The vendor releases Peterborough Folk Festival from any and all liability related to participation in this event.

Artisan Village vendors will adhere to all festival rules and guidelines, which include:

- Absolutely no vehicles on the rugby field (lines marked in grass).
- Artisans will not sell food intended for onsite consumption.
- Artisans will sell the hand-made products described in their application. Any vendors who arrive with products different from those described in the application (e.g., printed T-shirts) will be asked that those products be removed and/or that the vendor leave the festival grounds. In this case, no fees will be refunded.

Artisan Village vendors will NOT bring:

- generators
- goods other than those described in their application
- music (either recorded or played live)
- any dangerous items or harmful substances
- single-use plastics: vendors are encouraged to use reusable bags
- plastic, disposable bottles or cups: please bring reusable bottles or containers for beverages. A water refill station will be available for festival-goers all weekend at the south end of the Artisan Village area, near the Food Village.

Peterborough Folk Festival is not responsible for lost, stolen, or damaged items.



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Fees will not be refunded to vendors who withdraw after August 1, 2024.

Peterborough Folk Festival reserves the right to add conditions necessary to the safe operation of the festival and protection of the natural environment of the site. The vendor releases Peterborough Folk Festival from any and all liability related to participation in this event.

Site and Set-up

Vendors may enter Nicholls Oval Park via Armour Road. From the 725 Armour Road entrance, carefully follow the small roadways past the rugby field to the south/far end of the park. Alternatively, from Armour Road head west on Dufferin Street, north (right) on Ross Street, and follow it into the park. Please drive slowly and do not drive on the grass.

Once you have unloaded everything to your booth area, please remove your vehicle from the Artisan Village and other areas of the festival. On-street parking is available in the neighbourhood and is the responsibility of the vendor. Parking arrangements are subject to change; festival organizers will make every effort to provide advance notice of any changes.

- Set-up is strictly between 9:00 am and 11:30 am on Saturday and Sunday.
- Vendors must be set up and ready to open before noon each day.
- Teardown on Saturday is strictly between 7:00 pm and 8:00 pm. Vendors may remain set up, or partially set up, overnight if they choose to do so at their own risk. Property protection personnel will be on site but Peterborough Folk Festival does not take responsibility for any damage or theft of vendor items.
- Teardown on Sunday is strictly between 6:15 pm and 7:15 pm.
- Vendors are only permitted to have their vehicles on-site during setup and teardown.
- Vendors must ensure their booths are staffed and ready to accept sales (if applicable) during festival operating hours. Vendors may not leave their booths unattended.
- Vendors must ensure that tents are well weighted/staked to enhance safety in the event of high winds.
- In the event of rain, every effort will be made to ensure that the festival continues. Vendors must supply their own tent and other gear to protect their wares from rain.

Peterborough Folk Festival will provide:

- One 10' x 10' space in Nicholls Oval Park.
- A description of your products/services on the PFF website if fee and description are received before August 1, 2024. Please limit description to 75 words or less.



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- General Artisan's Village signage
- Containers for waste, compost, and recyclables (please see notes above)
- Overnight Property Protection personnel
- ATM in the central Food Village / Merchandise Sales / EcoStation area

No electricity or running water is provided on-site.

The Artisan Village Vendor will provide:

- The appropriate fee payable by credit card on the PFF website
- A description of product/business – 75 words or less, suitable for the PFF website.
- Photos of your products. Please email to artisan@peterboroughfolkfest.com
- A canopy tent or awning for protection from sun and rain
- Tables and chairs for personal use at your the booth
- Personnel to staff the booth at all times
- Any other resources required for display
- A thorough cleanup of their site after 6:15 pm Sunday, including removal of all belongings and any garbage or recycling

Overnight Property Protection:

Overnight Property Protection personnel will be present around the festival area overnight Saturday until the arrival of our site crew (festival volunteers) on Sunday morning. Although every effort will be made to ensure the protection of property left overnight, Peterborough Folk Festival will not be held responsible for any lost or damaged property. Please ensure that your booth is well secured and well protected against the elements. **Do not leave any cash or small valuables on site overnight.**

Zero Waste Initiatives:

Peterborough Folk Festival has implemented several green initiatives to reduce the environmental impacts of the festival. For example, our EcoStation volunteers wash reusable dishes and cutlery, and provide them clean to food vendors for re-use. The festival provides a mobile drinking water station where all festival-goers can refill their water containers, and partners with BIKE Community Bike Shop to provide valet bicycle parking and with Generation Solar to provide clean electricity for the Generation Solar Stage. Please join us in responsible stewardship of the land and keeping Nicholls Oval Park clean and beautiful, and email artisan@peterboroughfolkfest.com with any questions about our zero-waste policies and initiatives.

Refund Policy:

If you are accepted but must withdraw from the festival before August 1, 2024 you will be refunded the vendor fee that you paid less a \$20 service fee. Please notify us by email at artisan@peterboroughfolkfest.com and we will process your cancellation and issue a refund. Vendors who withdraw after August 1, 2024 or who fail to set up on the festival day will not be issued a refund.