



# 2022 VENDOR APPLICATION FORM

OFFICE USE ONLY Contract # \_\_\_\_\_

Fee Date Received \_\_\_\_/\_\_\_\_/2018 Receipt # \_\_\_\_\_

## BUSINESS INFORMATION

Business / Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## VENDOR TYPE



Social Media Handles : \_\_\_\_\_

VENDOR TYPE	Non Food Item	Non Food Item	Food	Food	Not - For - Profit
SIZE	10' frontage x 10'	20' frontage x 10'	10' frontage x 10'	20' frontage x 10'	10' X 10'
ADMISSION	2 General	2 General	2 General	2 General	2 General
PARKING	YES	YES	YES	YES	YES
COST	\$200.00 + tax	\$300.00 + tax	\$225.00 + tax	\$350.00 + tax	\$100.00

Additional daily wristbands can be purchased at \$55.00 plus tax

\* Vendor parking will only be provided for a maximum of two vehicles per Vendor. Our parking spaces are limited and this will be strictly enforced. Vehicles parked in the Vendor area without the appropriate permit will be towed.

**VENDORS ARE RESPONSIBLE FOR PROVIDING THEIR OWN GENERATORS. NOISY GENERATORS WILL NOT BE ALLOWED. MCF RESERVES THE RIGHT TO REQUEST A GENERATOR BE TURNED OFF IF DEEMED TO BE TOO NOISY.**

### MANDATORY SECURITY DEPOSIT OF \$100.00 DUE WITH APPLICATION

(deposit only – to be refunded upon approval by August 31, 2022)

## PAYMENT

Cheque enclosed (made payable to Manitoulin Radio Communication) YES \_\_\_\_\_ NO \_\_\_\_\_

Visa / Mastercard Account No. \_\_\_\_\_ Expiry \_\_\_\_\_

Name on card: \_\_\_\_\_ CV # \_\_\_\_\_

I hereby authorize Manitoulin Radio Communication to charge the foregoing Visa/Mastercard with the sum of \$ \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**THE \$100 SECURITY DEPOSIT WILL BE HELD FOR TRASH OR SPILLS LEFT BEHIND. VENDORS ARE RESPONSIBLE TO ENSURE YOUR SITE IS RETURNED TO THE STATE UPON WHICH YOU FOUND IT WHEN SETTING UP. YOU ARE RESPONSIBLE FOR ENSURING YOUR GARBAGE IS PLACED IN THE NIM BUCKETS PROVIDED (DAILY) BEFORE LEAVING YOUR SITE. PLEASE REMEMBER YOU ARE IN AN ENVIRONMENT WITH WILDLIFE – LESS GARBAGE LYING ABOUT REDUCES OPPORTUNITY FOR THEM.**

# FACILITY REQUIREMENTS

# 2022 VENDOR APPLICATION FORM

## WATER

Municipal drinking water will be available on the grounds in a large 250 gallon tank located close to the Vendor area. This will be provided FREE OF CHARGE to the Vendors only and will be set up Thursday early afternoon. Please note – this is municipal water from the NEMI Rec Centre. However, the organizers of Rockin' the Rock will not guarantee its potability. For safe potable drinking water, the organizers of Rockin' the Rock recommend you get the water from the Municipal Recreation Centre fronting on HWY #6 where Harbor View Road connects to Hwy #6. Large volume water can be purchased at \$1 per 100 Gallons (Loonies only) and low volume tap water is free.

## LIABILITY

The vendor hereby releases and discharges Rockin' the Rock, Manitoulin Radio Communication Inc., its Board of Directors and Staff, its employees and volunteers, as well as 2155000 Ontario Limited and Craig and Kelly Timmermans from any claim or demand for any loss, damage, injury or liability arising from the operation and display of the exhibit and concessions. The exhibitor further agrees to indemnify and save harmless the Rockin' the Rock festival, its volunteers, and its employees from any such claim or demand.

The vendor agrees to comply with all Rockin' the Rock rules, regulations and requirements in the operation of your display area. Rockin' the Rock may choose to terminate this agreement at any time if you choose not to abide by our policies. Rockin' the Rock reserves the right to make changes to this agreement as needed. You understand your entry fee shall not be refunded in the event that you do not attend or if all or part of the event is canceled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any other cause beyond our control.

**By signing this contract you acknowledge that you have read and understand the 2022 Vendor Application form & 2022 Vendor Guide and agree to all of the conditions.**

This information is being obtained for the purpose of operating a community festival. This information is considered to be available to the public under The Municipal Freedom of Information and Protection of Privacy Act, 1989.

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APPLICANT/VENDOR SIGNATURE

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DATE





# 2022 VENDOR GUIDE

## ROCKIN' THE ROCK VENDOR GUIDE

All vendors are to read the following information carefully.

### TIMELINE

#### SET UP

- Vendor “load in” is set for Friday, August 5th 9:00am – 3:00pm. **YOU WILL BE GIVEN A DESIGNATED TIME TO SET UP. When completing the application kindly provide us with a desired time as we will do our best to accommodate.** Please give yourself enough time to get your display area set up. **Late setup will not be allowed.**
- Display area must be completely set-up, open, and ready for business when the event gates open (Friday, August 5th at 4:30pm; Saturday, August 6th at 4:30pm).

#### SCHEDULE

- Festival schedule is Friday, August 5th from 4:30pm until 11:30pm; Saturday, August 6th from 4:30pm until 11:30pm.
- *\* All vendors should have area adequately staffed during festival schedule and area must have an employee present at all times.*
- Remain set up and open until the last show finishes and the crowd leaves

#### BREAK DOWN

- Early breakdown will not be allowed
- Vendor display area must be left clean and in good condition
- All material that was set up must be removed including all garbage no later than 7:00 pm, Sunday, August 7th

#### VENDOR POLICIES

- Vendors must exhibit within contracted space
- Vendors must have a professional looking display and display area

Only approved items that were submitted in the 2022 Vendor Application Form will be allowed in

- vendor area

Vendors are responsible for any extra charge of the removal and clean up their vending space including garbage and disposal of food items including grease. Such charge to be a minimum

- of \$100.00 (Security Deposit)
- Do not disturb or annoy festival attendees
- Do not sublet vendor space



## VENDOR RESPONSIBILITIES

- Management and hiring of all cashiers & salespersons.
- Management of all cash transactions.
- Obtaining proper insurance and related business/health unit permits.
- Any damages to the Rockin' the Rock grounds as a result of vendor's operation and display.
- Must supply own display tent, power and accessories as needed.
- Tents and structures must meet building codes and fire regulations.
- Must adhere to all health and safety regulations.

## VENDOR LOCATION

Vendor display locations are allocated based on time and date of application approval and the type of product that is being sold/displayed, and if the vendor has purchased more than one space. Vendors are not guaranteed a display area until notification of application acceptance. Rockin' the Rock reserves the right for placement of the Vendor booth and to reject any applications received.

## INSURANCE

Upon receipt of confirmation by Rockin' the Rock that you have been accepted as a vendor, you will be required to provide a general liability Insurance Certificate in the amount of \$2,000,000 naming 2155000 Ontario Ltd., Manitoulin Radio Communication Inc. and Rockin' the Rock as additional insured. This certificate must be provided by June 15, 2022. Failure to provide the certificate may result in Rockin' the Rock cancelling your display area, and you will not be entitled to a refund of any monies paid by you.

## FEES **\*\* CHEQUES AND CREDIT CARD CHARGES WILL ONLY BE PROCESSED UPON APPROVAL OF COMPLETED VENDOR APPLICATION. \*\***

- Event is rain or shine and no refunds will be issued based on weather or turnout.
- Vendors are required to include a cheque or credit card number of the total cost of the vendor space(s) with the vendor application made payable to Rockin' the Rock. Applications are on a first come first served basis. Space is limited.
- All charges will be processed upon approval. The Vendor will be notified immediately. No refunds will be issued after July 1st, 2022. Refunds prior to July 1st, 2022 are subject to a \$30.00 administration fee.
- If vendor must close exhibit for any reason during the festival, Rockin' the Rock will not reimburse any fees.

## ROCKIN' THE ROCK, MANITOULIN RADIO COMMUNICATION INC. AND 2155000 ONTARIO LTD. ARE NOT RESPONSIBLE FOR THE FOLLOWING:

- Equipment used in operating a display area during the event including tables, chairs, tents (weights to tie down tent), lighting, maintaining and removing display area materials, leftovers and trash.
- Rockin' the Rock, Manitoulin Radio Communication Inc. and 2155000 Ontario Ltd., its Board of Directors, Staff and volunteers assumes no responsibility for any loss the Vendor may suffer.

## IMPORTANT INFORMATION

**Application Deadline:** July 15, 2022 - Applications will be processed on a first come first served basis

**Proof of Insurance:** July 1, 2022.

**Refunds:** July 1, 2022 No refunds will be issued past this date

## VENDOR APPLICATION CHECKLIST

- Complete 2022 Vendor Application form
- Detailed list of food items, sale merchandise, or copies of materials that will be displayed or distributed
- Vendor Fee and Security Deposit
- Proof of insurance
- Duplication Avoidance Contract

## APPROVED VENDORS WILL RECEIVE THE FOLLOWING

- Copy of contract
- Instructions for day of festival
- Verified load in time and space allocation
- 2 Rockin' the Rock general admission wristbands and any other wristbands as ordered and paid for
- One vehicle pass

**PLEASE SEND SIGNED FORM TO ROCKIN' THE ROCK**

**APPLICATION DEADLINE IS JULY 15, 2022. SPACE IS LIMITED, FIRST COME FIRST SERVE.**

## Contact Information

### *Festival Contact Information*

Phone: 1-866-755-7425 Fax: 705-368-1080

Website: [www.rockintherock.ca](http://www.rockintherock.ca)

Email: [info@rockintherock.ca](mailto:info@rockintherock.ca)

### *Festival Mailing and Office Location*

Rockin' the Rock

P.O. Box 538, 19 Water St. Unit # 2

Little Current, ON P0P 1K0

KT Timmermans  
**Festival Coordinator**  
[kt@manitoulin.net](mailto:kt@manitoulin.net)  
705-368-1419



# MCF 2022

# AUG 11-13

**CALL 1-866-755-7425 FOR INFORMATION ON VENDOR DISCOUNT!**