



The Pirate Festival – August 4th, 5th, and 6th, 2018

Merchant Application

Keelhaul Productions Inc. is proud to present the Annual Pirate Festival August 4th - 6th, 2018 at Marden Park, in Guelph/Eramosa Township. We are inviting Craft, Resale and Service Vendors to apply to participate at our event.

Be sure to include the following in your application. Incomplete applications will not be accepted.

1. Fully completed application form including signed Keelhaul Productions Inc. Code of Conduct compliance.
2. Photos of any products/services that have not been at previous Keelhaul Productions Inc. events. Photos can be e-mailed to vendor.keelhaul@gmail.com
3. Photo or diagram of your booth if you are a new vendor or are making any major changes to booth layout.
4. If applicable: A full sized copy of the ad you wish to have placed in our program (see the advertising section)
5. Credit Card information, or cheque/money order payable to **Keelhaul Productions Inc.**

Please mail completed applications to:

**Keelhaul Productions Inc. - Vendors
48 Silkwood Cres.
Brampton, ON L6X 4K3**

Merchant Selection Process:

Complete applications from 2018 Pirate Festival vendors returning with the same products will skip the jury process if the application is received by the deadline below. In order to return, vendors must have followed the Keelhaul Productions Inc. Quality and Code of Conduct in previous years.

June 1st, 2018 – Pirate Festival Application Deadline. Applications from new vendors and returning vendors with new products will be reviewed. 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 the Pirate Festival. 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. Applications received after this date will only be considered if product/service is unique and space remains.

Selected applicants will be notified by e-mail and will receive detailed information and a vendor agreement after the appropriate jury meeting.

Booth Size:

10'x10' actual space mapped is 12' x 12' to allow for guy lines. If your booth or displays will extend beyond this space, you will be required to purchase a second booth. Fees are \$150 per booth for product booths and \$225 per booth for food vendors (plus HST). Vendors are responsible for providing all tents, tables, chairs etc. that may be needed for the booth.

Insurance:

All accepted vendors must carry at least \$1,000,000 (one million) liability coverage. Proof of insurance is required.

Advertising:

Advertising space for vendors is available in our programs and on our websites. We are offering our vendors a business card sized ad (approximately 5cm x 9cm) for \$25. If you wish a larger space, please order multiple advertising blocks and we will work with you to fit it into our program. If you wish your print ad to be on the inside or outside back cover in full colour, the cost will be \$50 per ad space. Available spaces will be granted in the order that requests are received.



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Contact Information:

Business Name:		
Contact Name:		
Address:		
City:	Province:	Postal Code:
Phone:	Email:	
Ontario Vendor Permit Number:		
Website:		

Please list other juried shows you have participated in recently:

Are there any specific requests for booth location or setup? Requests will be considered and granted based on merit and benefit to the overall event. Electricity is very limited for vendors.

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

If NO, please explain how your product or service meets the high quality standards of Keelhaul Productions and how it fits with the festival theme.



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Vending Fees for a single 10' x 10' booth (site locations will be 12' x 12' for guy ropes as needed):

Retail product: \$150

Food product: \$225

Pirate Festival Booths Requested	@ \$150.00 ea	
Pirate Festival B&W Program and Website Advertising Space (business card sized)	@ \$25.00 ea	
Pirate Festival Colour Program and Website Advertising Space (business card sized)	@ \$50.00 ea	
	Subtotal:	
HST: 13% calculated on Subtotal		
	TOTAL	

Please make cheques payable to **Keelhaul Productions Inc.**

OR

Credit Card Payments:

I will release my card information upon acceptance

I authorize full payment to be made from the card details below upon acceptance

Card Number: _____ Name on Card: _____

Expiry Date: ____/____ Security Code: _____

Code of Conduct Compliance

I, _____ (print name) certify that I have read and agree to follow the Keelhaul Productions Inc. Code of Conduct. I further agree that I will ensure that any personnel working or volunteering in the booth also follow these standards. I understand that failure to comply may result in being required to leave the event, and the forfeit of all fees, and may prevent acceptance for future events.

Signed: _____

Date: _____



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Keelhaul Productions Inc. Code of Conduct

1. Keelhaul Productions Inc. outdoor events run regardless of weather - booths must remain open.
2. Booths must reflect the theme of the event; this includes tables and shelves being covered or skirted appropriately.
3. Accepted vendors are provided with a space to sell their products/services. Vendors are responsible for providing all required items for their booth space including tents, tables, chairs, change floats, etc.
4. All booth personnel must be costumed according to the theme of the event. Please avoid “modern” clothing like running shoes, sunglasses and baseball caps.
5. Keelhaul Productions Inc. may require vendors to remove items that have not been approved. Vendors wishing to sell product lines not on the original application must have these items approved by the vendor coordinator before they are displayed to public.
6. Keelhaul Productions Inc. may require vendors to remove items that do not meet the quality or theme standards. Unacceptable wares include but are not limited to:
 - a. Marked-up resale of items from discount stores, dollar stores, or thrift stores, etc.
 - b. Items that are poorly made by vendor or anyone else
 - c. Items that do not thematically fit the event
7. Vendors and their staff should behave 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. More specific event schedule information will be included in acceptance package.
9. Smoking is only permitted out of the view of festival guests. 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 all garbage is deposited in one of the trash cans on site, not left on the ground not in or around the booth.
11. The vendor is responsible for booth staffing, collecting and remitting sales taxes, and required Ontario business licenses and all other aspects of running their booth.
12. All vehicles must be off site and in the designated parking area by the times specified in the acceptance package. This is generally 30 minutes before the gates open to the public, but is subject to change. No additional vehicles will be allowed to enter the site within 10 minutes of this time. Latecomers may be turned away and will forfeit all fees.
13. At the end of each day, vehicles will be permitted onsite only when the majority of guests have left the park. This decision will be made by the site manager or vendor coordinator only. On evenings during the run of the festival, vehicles may be limited to specific routes for safety reasons.
14. Each vendor is required to carry their own insurance with minimum \$1,000,000 liability coverage. Proof of insurance may be requested.