

GENERAL NOTES:

- The Festival will take place in the **Community Hall** located at **the Stratford Rotary Complex, 353 McCarthy Road, Stratford ON N5A 7S7**.
- **Hours** are Saturday, Sept. 8th from 9:00 a.m. to 4:00 p.m. and Sunday, Sept. 9th from 10:00 a.m. to 4:00 p.m.
- **Set-up times** are between 2:00 p.m. and 7:00 p.m. on Friday, September 7th (preferred) or 7:00 a.m. to 8:30 a.m. on Saturday, September 8th. All booths must be set up by 8:30 a.m. on Sept. 8th and 9:30 a.m. on Sept. 9th.
- **Tear down time** is between 4:00 p.m. and 6:00 p.m. on Sunday, September 9th. Vendors are asked to wait until the doors close at 4:00 p.m. to begin dismantling their booths.
- **Security will be on site** from 7:00 p.m. on Friday night through 7:00 p.m. Saturday morning and 5:00 p.m. on Saturday night through 8:00 a.m. Sunday morning.
- **PETS ARE NOT ALLOWED ON THE FESTIVAL SITE**. Please make arrangements for off-site care of pets during the Festival.
- Vendors will provide their own booth display accessories and refuse containers. A limited number of stacking chairs are available, as well as 2 eight foot tables per booth (upon request).
- Vendors who have requested access to an **electric power source** are reminded to bring along a 25' extension cord.
- All vendors, including their staff members, enter the Festival free of charge through the Vendor Entrance (indicated on the site map). Kindly inform your staff/assistants to use the Vendor Entrance.
- All vendors will be provided with **2 coupons/per booth which can be used to purchase meals** from the on-site food vendors. These will be distributed upon arrival at the site on Friday afternoon or Saturday morning.
- We anticipate that all vendors will make a conscious effort to have attractively decorated booths.

INDOOR VENDORS:

- The Stratford Fire Department has instructed us that the **Fire Code** prohibits structures with covered tops (e.g. tents and canopies) from being set up inside the Community Hall at the Stratford Rotary Complex. These tops would prevent the flow of water from ceiling sprinklers from reaching the floor. Please ensure that any structure that you bring to the SKGF is in compliance with this section of the **Fire Code**.

OUTDOOR VENDORS:

- Tents and canopies must be securely anchored at all times. Screw anchors ARE NOT allowed.
- Outdoor vendors using propane are required to have a functional fire extinguisher at their booth at all times.
- All vendors must comply with the regulations of the **Perth District Health Unit**. Vendors cooking and/or selling prepared food **MUST COMPLETE** the **Perth District Health Unit Food Vendors Application**. This form can be found on our website.
- **ATM** is available on site.

DEADLINE FOR APPLICATIONS IS JUNE 30TH, 2018.

We are unable to refund for booth fees, in full or in part, for withdrawal from the event after July 31st, 2018.