

dundascactusfest.ca



Invitation

Dear Friend of the Dundas Cactus Festival,

This year we are excited about the 43rd annual Cactus Festival of Dundas Ontario. We are planning for three fun-packed days of music, events, and amazing products. We are excited for you to join us from August 17th – 19th, 2018, as we welcome well over 100,000 visitors to one of the best family and arts festivals of the summer!

Based on the responses of our visitors and participants we've expanded the "Kids Fun Zone", including the very popular **Baby Cactus Contest**, The **Cactus Express Train Ride**. With a new wide open location, as well as excellent placement for vendors we have created an amazing environment for interaction between our visitors and vendors. As always we will have a great selection of musical acts, with something for everyone! But of course, the Cactus Festival wouldn't be complete without you, our fabulous vendors – the most popular feature of the festival! So many visitors come back year after year to find the excellent products that you are here to provide for them.

The variety and quality of vendors our festival attracts is one of the key elements in its continuing success, and we thank each and every one of you for your part in that. Your participation is part of what has helped us be recognized as **one of the Top 100 Festivals in Ontario** by Festivals and Events Ontario!

The Cactus Festival of Dundas strives to celebrate and encourage our community life and to promote our town with this fun family event. The Committee aims to provide an opportunity for increased visibility of the range of helping services and charitable groups in the community, and to offer an opportunity to do some advertising or fundraising. We welcome all vendors, both local and international, offering unique and quality products to our visitors.

You must be prepared to participate in the entire festival:

Friday, August 17th, 2018 **6:00 p.m. – 10:30 p.m.**

Saturday, August 18th, 2018 **10:00 a.m. – 10:00 p.m.**

Sunday, August 19th, 2018 **10:00 a.m. – 4:00p.m.**

Please read the information in this Vendor Package carefully. It includes an information sheet, a copy of the rules for vendors/exhibitors, move-in and move-out procedures and an application form. Vendor spaces (especially for food vendors) fill up very fast, therefore, we encourage you to apply early to avoid disappointment.

Please make note that we have made some changes this year in regard to both our registration process prior to the festival and significant changes to the Green initiative and garbage processing process this year. All Vendors will be responsible for removal of their own waste. We will have green waste stations located along the route. **Clear garbage bags only will be acceptable for our festival. Please ensure you are fully compliant with waste and wastewater management. Any vendors found in violation of not removing their own waste daily or using black or green garbage bags will be asked to leave the festival.** We strive to listen to our vendors, and make sure this is an enjoyable and profitable weekend for all ~ respectful feedback is welcomed!

Best Regards,

Cathy Fisher

The Cactus Festival of Dundas Committee



43rd Anniversary
August 17-19 2018

Vendor Package 2018

dundascactusfest.ca

Fees

Please note the “Early Bird”, “Regular Fee” and “Late Fee” sliding rate dates. These dates are new and strictly adhered to. Payments made after the late fee deadline must be by **CERTIFIED CHEQUE OR CASH**. Payments made at the registration desk at the festival must be **CASH ONLY**. The deadline dates refer to the postmarked date on your envelope, and payment must be received within that envelope. Payments dishonored NSF, or applications received without payment will not be processed until the date the actual payment is received.

It is in your interest to apply early: Spaces are allotted on a “First Come, First Served” basis.

While we attempt to accommodate specific location requests, due to many factors, we are not in a position to promise allotments. Also, absolutely no locations will be advised prior to the date of the festival. We value our returning vendors, and will accommodate where possible.

Please be aware that we get many hundreds of emails and requests on a weekly basis, especially as we draw closer to the festival dates. We are not able to respond at all to requests for spot locations, pre-arrangements for registration, or other “location” related issues. Site assignments are not finalized until the last few weeks prior to the festival and are subject to frequent revisions right up to festival dates. As you will note later in this package, registration procedures have changed to reflect better access for returning vendors and site assignments.

Vendors Non-Food	Postmarked by *	Fee for Space **
Regular Fee	July 23, 2018	\$450 + 13%HST=\$508.50
Late Fee (Walk-Up)	July 24, 2018	\$500 + 13%HST=\$565.00 \$600 + 13%HST=\$678.00

Vendors Food	Postmarked by *	Fee for Space **
Regular Fee	July 23, 2018 (NO FOOD APPLICATIONS ACCEPTED AFTER THIS DATE!)	\$675 + 13%HST=\$762.75 (HEALTH DEPT. APPLICATION FEE INCLUDED)

Vendors Food Truck	Postmarked by *	Fee for Space **
Regular Fee	July 23, 2018 (NO FOOD APPLICATIONS ACCEPTED AFTER THIS DATE!)	\$750 + 13% HST=\$847.50 (HEALTH DEPT. APPLICATION FEE INCLUDED)

Charities	Postmarked by *	Fee for Space **
Regular Fee	July 23, 2018	\$300 + 13% HST= \$339.00
	July 24, 2018	\$350 = 13% HST=\$395.50

Artists * see Vendor description to determine eligibility*

A standard space is 10' x 10'. If you require more space, book an additional 10 x 10 space(s).

Vendors – (Non-Food)

Vendors selling products, artwork and services are encouraged to participate. We also welcome creators of handicrafts and original pieces. As the Vendor Committee, we are seeking the highest quality and variety of products to show our visitors. We know there are products that appeal to every segment of our community, and are committed to a diverse and exciting group of vendors. We know vendors are also one of our best sources of referrals, so please tell fellow vendors who haven't had the opportunity to attend our show in the past what a great weekend it is!

Food Vendors – Any product that you can eat or drink is considered “food”.

We have a limited number of spaces available for food vendors, and again strive to provide a high quality and diverse group of products for everyone's enjoyment. If you are a Food Vendor you should be very familiar with the current guidelines from the City of Hamilton Public Health Dept. and ensure that your booth is in exact compliance with them. You will receive a detailed package from us well in advance of the Festival to ensure that there is ample time to achieve 100% compliance. The Public Health Dept. is present on site for the entire Festival to ensure compliance, and we have no impact or discretion as to any decision they make for the Public Good. If your Vendor space is not in compliance the Dundas Cactus Festival will not be issuing any refunds or compensation for booths that have “lost time” due to needing to change their sanitation practice.

Please also note that there are no Food Vendor applications accepted after the deadline of July 8, 2014. We as a Committee have no impact on the processing time for the City of Hamilton Public Health Department. There needs to be more than sufficient advance time provided in order for their processing time frame, and no exceptions can be made. If you are too late to apply, please know that we would love to have an early application from you next year! **It is VERY IMPORTANT that as a Food Vendor you complete and return your Public Health Department forms to be processed WITH YOUR APPLICATION FORM.**

A copy of the current guidelines will be available on our website, or you can use this link:

<http://www.hamilton.ca/HealthandSocialServices/PublicHealth/FoodSafety/SpecialEvents.asp>
for the City of Hamilton Public Health site.

Charities

Charities and Service Groups are considered registered non-profit organizations with a public service to offer who do not sell any products as part of their purpose at the festival or at any other time. For example: Boy Scouts, Charity fundraising groups, etc.

ELECTRICITY

WE DO NOT PROVIDE POWER

If you require electricity it is your responsibility to make your own arrangements. Suggested sources: a small (quiet as possible) generator, propane lamps, or negotiate with a local resident or merchant to obtain access to their hydro supply. Local residents and merchants would be providing this hydro as a favor and a courtesy to support vendors at the Festival. It is suggested that you make any request in a courteous manner, and if they are agreeable it would be appropriate to offer a small fee of \$20 for this service. Be sure to bring sufficient electrical extension cords with you. SOME of our street lights have hydro plug-ins that are able to be used. There is no predictability as to which poles have hydro, and have been known to change based on use through the year.

CONFIRMATION

Your confirmation of acceptance as a vendor at our festival is your cancelled cheque or receipt for cash (if hand-delivered). Please note that we may collect cheques for a weekly deposit, so may have received your payment days prior to actually depositing it. Do not be concerned! We make careful note of the arrival of payments to ensure that all are properly credited for speedy applications. If you still wish to verify that we have received your application and payment you may email us at dundascactusfest@gmail.com, however please be patient for a reply.

LOCATIONS

The location of your space at the Festival is allocated using a “First Come, First Served” system, based on the date your payment was received. We will always attempt to accommodate requests of previous year’s vendors, as we appreciate the contribution they have made to our festival. As a side note, both the configuration of our festival, several of our key attractions, and the retail landscape of the town has changed slightly since last year. We are taking this into account when allocating spaces, and are sure all our vendors will be pleased with the changes made.

No locations will be advised prior to arrival at the Festival. ~ NO EXCEPTIONS

FESTIVAL DAY!

Upon arrival to town, please come to the Cactus Festival of Dundas Ontario Information Booth after 2pm. The information booth is located at the intersection of King and Sydenham St., in front of the TD Canada Trust Bank. If using GPS, the address of the bank is 82 King St. W., Dundas, ON L9H 1T9. Parking for large vehicles on the day of the festival may be limited, so please obey all signage. The Cactus Festival of Dundas Ontario is not responsible for any parking fines that occur while registering. It is helpful to arrive at the festival with sufficient manpower to register, set-up and ensure as stress-free a procedure as possible. Although we attempt to have extra volunteers available if necessary, do not count on this! For further details please refer to the Registration / Move-In/ Move-Out Procedure section of this package.

SECURITY

As a Festival, we provide additional police coverage, Festival Detail, as well as pay for additional private security. The reason for this is to provide a deterrent for any vandalism or general mischief. There has not been an experience of targeted theft at our festival, HOWEVER you are completely responsible for your own possessions. It is suggested that unless you can secure your belongings within your enclosure you remove your stock and equipment at the end of the festival day. The “Cactus Festival of Dundas Ontario”, its agents or assigns accept no liability whatsoever for any loss, damage, or disruption to equipment or merchandise however caused, by person, weather or any other. Each participant acknowledges that attendance at the Festival is at his/her own risk, absolutely and that there is no promise, warranty or guarantee of business, sales volume, customers, or safety to equipment or persons expressed or implied. **WE DO NOT PROVIDE OVERNIGHT SECURITY.**

REGULATIONS AND GUIDELINES

Please read the rules for vendors / exhibitors attached to this application package. The Cactus Festival of Dundas Ontario Committee will consider submission of your payment for space as acknowledgement of the agreement to comply with all the guidelines as set out.

LOCATION

The Cactus Festival of Dundas Ontario is an outdoor street festival and takes place over three days on King St. in Dundas, Ontario. King St. is closed to traffic for a distance of 7 blocks from York Road to Market St. The Main Information Desk or “Cactus Command” is located in front of the TD Canada Trust bank. Any questions, concerns, clarifications, etc. can be directed to this space.

DRIVING DIRECTIONS TO DUNDAS

From Downtown Hamilton: (15 min / 8 km from Downtown Hamilton)

Head out of Hamilton on King St. W (going northwest) – make a slight left at Paradise Rd. S, then a slight right to stay on Paradise Rd. S, and continue on to Main St. W.

Turn right after McMaster University and Hospital onto Coote's Dr. which turns into King St. Straight ahead is the Festival! It is suggested you turn left or right at York Rd. (after the McDonald's) and find a parking space several blocks down on either Hatt or Park St. to reach Cactus Command at the corner of King and Sydenham.

From Hamilton Mountain (20 mins/17km from Mountain)

Take the Lincoln M Alexander Pkwy to ON-403 and continue onto Mohawk Rd which will become Rousseaux St.; turn right at Wilson St E (which will become Main St W). From Main St W, turn left at Osler Dr and continue onto Main St (Dundas), then left at Hatt St. to Sydenham to register!

From Greater Toronto (50-60 mins/72km from Downtown)

Take the QEW, westbound (towards Burlington), then take exit 100 for ON-403 toward Hamilton/ Brantford. Merge onto King's Hwy 403 (for 12km) then take the Main St West exit toward ON-8 and turn left at the traffic lights on Main St W (signs for Main St W/Dundas). Make a right turn onto Cootes Dr and continue on straight to King St. It is suggested you turn left or right at York Rd. (after the McDonald's) and find a parking space several blocks down on either Hatt or Park St. to reach Cactus Command at the corner of King and Sydenham.

From Windsor (3.5 hours/300km) and London (1.5 hours/125km)

Take King's Hwy 401/MacDonald-Cartier Fwy towards London, exit right at King's Hwy 403 (signs for Hwy 403). Take the Wilson St exit and turn left at Wilson St (which will become Main St W). From Main St W, turn left at Osler Dr and continue onto Main St (Dundas), then left at Hatt St. to Sydenham to register!

From Cambridge (30 mins/33km) or Kitchener/Waterloo (45 mins/52km)

Take King's Hwy 8 South East and continue onto Route 8/Regional Rd-8, Turn right at Hwy 8/ Regional Rd-8 and follow Hwy 8. Welcome to Dundas!

Alternate from Kitchener/Waterloo (50mins/63km):

Take King's Hwy 8, then merge onto King's Hwy 401/MacDonald-Cartier Fwy. Take the ON-6 exit toward County Rd46/Brock Rd/Guelph/Hamilton and turn right at King's Hwy 6/Queen St (signs for Hamilton). Turn right at 5 Hwy W (Clappison's Corners) (for ~3km) and then turn left at Sydenham Rd until you reach King St W. Welcome to Dundas!

From Guelph (50 mins/45km)

Head southeast on Gordon St and continue onto Brock Rd N then continue onto King's Hwy 6/Queen St. When you reach Hwy 5 (Clappison's Corners) turn right (for ~3km) and then turn left at Sydenham Rd until you reach King St W. Welcome to Dundas!

QUESTIONS??

If you have any questions not answered by this package, please feel free to email us at dundascactusfest@gmail.com . This is the easiest and most direct way to get an answer.

IF you do not have access to email, then you can leave a phone message with our answering service at (905) 627-0926; HOWEVER please be patient, voice mail messages may not get an immediate response.and finally:

This festival is run entirely by part-time, unpaid, volunteers. Replies and responses are sent as soon as possible, but please be patient if we do not get back to you immediately. If possible, email us first.

Looking forward to another excellent and busy Cactus Festival of Dundas Ontario!! Vendor Committee.



Rules & Regulations

Vendor/Exhibitor/Charities Rules & Regulations

1. Participants must supply their own tables, chairs, water, electricity and related equipment.
2. Vendors/Charitable Organizations/Service Groups must participate in the entire festival, on all three days. Please advise if you are unable to participate on all three days.
3. Awnings, tents, backdrops are permissible but we must know in advance – on the application form) in order to assign an appropriate location because we cannot block exposure to a local merchant or another exhibitor. If not pre-authorized, such items may not be permitted. This includes vehicles that are part of your display. No awning, tents, backdrops are permissible on sidewalks.
4. Hydro and water services are not provided. IT IS YOUR RESPONSIBILITY TO OBTAIN YOUR OWN SUPPLY.
5. NO VEHICLES are permitted on the street mall during the festival. THIS RULE WILL BE STRICTLY ENFORCED.
6. Vendors may not display or sell products in direct competition or conflict with products or services sold by the town's merchants, as determined within the sole discretion of the Cactus Festival of Dundas Ontario Vendor Committee. The application form must accurately reflect the items sold at the festival, and allowance for changes or substitutions is at the Committee's determination. Be specific about the products and/or services you are bringing with you to the Festival.

7. Any Vendor or Charity / Service group setting up or appearing within the Festival must have registered, paid, and received a valid Vendor Permit from the Committee prior to setting up. This permit must be visible and displayed at all times in their assigned space. Anyone not in possession of a valid permit will be removed immediately and not permitted to return.
8. Display and sale of Vendor items is confined to the area of your assigned Vendor space and the area immediately adjacent / in front of your space. There are absolutely NO walking sales, flyer hand-outs, advertising outside of your vendor space at all. Anyone found attempting this activity will have their vendor permit rescinded and removed with no compensation or refund.
9. Cancellations will be refunded upon receipt of written notice in accordance with the following schedule: A \$30 administration fee if written notice is received up to 30 days before the festival. There will be no refunds after this date.
10. The 'Cactus Festival of Dundas Ontario', its agents or assigns, accept no liability whatsoever for any loss or damage to equipment or merchandise, however caused. Each participant acknowledges that attendance at the Festival is at his/her own risk, absolutely and that there is no promise, warranty or guarantee of business or sales, volume of customers or safety to equipment, merchandise or persons, expressed or implied.
11. Note: No Dunk tanks, Games of Chance etc. will be allowed unless written permission is obtained, in advance of the festival, in accordance with the policies and obligations of the Cactus Festival of Dundas Ontario.



Move In/ Move Out Procedures

~ **Strictly enforced – Please read carefully!**

Arrival:

Upon arrival in town, please report to the Cactus Festival of Dundas Ontario Information Booth – AFTER 2pm – at the corner of King and Sydenham streets, in the front of the TD Canada Trust building.

THE BOOTH DOES NOT OPEN UNTIL 2pm on FRIDAY. At that time you will be advised of your location and receive your receipt and Vendor Permit which must be prominently displayed in your space throughout the Festival.

ABSOLUTELY NO LOCATIONS WILL BE ADVISED PRIOR TO THIS TIME – NO EXCEPTIONS ... really! We will not respond to emails or calls requesting location information.

Parking

Municipal Parking lots and side street parking are available throughout the town. Normal parking bylaws and charges are applicable throughout the festival.

Move-In:

Friday at 5pm - The City of Hamilton does not close the King St. to vehicle traffic until 5 pm, and no Vendor is to set up, place product on curbside or in any way attempt to pre-occupy their assigned space prior to 5 pm. Depending on your location, you may be able to use the time between registering and street closure to unload product onto THE SIDEWALK ONLY between 4 and 5 pm. Please be very mindful of pedestrians and other street users. It is imperative that your set-up procedure does not impede pedestrian traffic or business traffic to local merchants. This is also a good time to approach local businesses or residents if you are requesting any access or rental of hydro. It is also suggested that you unload your vehicle at your allocated spot, remove your vehicle and then set up your display.

You **MUST** remove your vehicle from the street before 6pm on Friday.

The Committee reserves the right to refuse the sales of certain products.

Failure to comply with the Festival Committee's policies will result in immediate eviction from the event without refund of fees paid.

The Fire Officer will strictly enforce the Fire Lane down the centre of the street.

**THERE IS NO VEHICLE ACCESS TO THE STREET DURING THE FESTIVAL;
DO NOT DRIVE ON THE STREET during the festival FOR ANY REASON**

Move-Out: Sunday at 4pm

The Festival Closes at 4pm on Sunday and you must have completely vacated your location by 6pm on Sunday.

The street does not reopen to traffic until 6pm on Sunday – please be mindful of this fact when removing your booth from the street. No vehicles will be tolerated on the street before 4pm.

These times are non-negotiable as we are regulated by the City of Hamilton. Failure to comply will jeopardize your acceptance at future festivals, and you may incur fines from the City of Hamilton.

It is imperative that all litter, debris, and product “remains” be carried with you in an appropriate manner, and that disposal of any festival supplies or refuse is the responsibility of the Vendor.

A speedy exit ensures a speedy acceptance next year! We do appreciate it, however any fines incurred for late departure will be forwarded to the offending Vendor.

Cactus Festival of Dundas Ontario - Application Package

Business or Personal Name: _____

Address: _____

Town & Province: _____

Postal Code: _____

Telephone: *Business:* _____ *Personal:* _____

Email: _____ Website: _____

What products or services do you wish to bring to the Festival?
Please be very specific, photos may be helpful. _

Have you participated in previous Cactus Festivals? Yes
No

How did you hear about our festival? _____

Vendors Non-Food	Postmarked by *	Fee for Space **
Regular Fee	July 23, 2018	\$450 + 13%HST=\$508.50
Late Fee	July 24, 2018	\$500 + 13%HST=\$565.00
Walk Up		\$600+ 13%HST=\$678.00
Vendors Food	Postmarked by *	Fee for Space **
Regular Fee	July 23, 2018 (NO FOOD APPLICATIONS ACCEPTED AFTER THIS DATE!)	\$675 + 13%HST=\$762.75(HEALTH DEPT. APPLICATION FEE
Vendors Food Truck	Postmarked by *	Fee for Space **
Regular Fee	July 23, 2018 (NO FOOD APPLICATIONS ACCEPTED AFTER THIS DATE!)	\$750 + 13%HST=\$847.50 (HEALTH DEPT. APPLICATION FEE INCLUDED)
Charities	Postmarked by *	Fee for Space **
Regular Fee	July 23, 2018	\$300 + 13% HST= \$339.00 \$350+ 13% HST= \$395.50

Note: Late fee must be certified cheque or cash * Deadlines apply to receipt of payment, not receipt of application. Applications not valid until payment received. ** A standard space is 10'x10'. If you require more space, book an additional 10'x10' space(s). HST #81746 7939 RT0001

Spaces: _____ @ \$ _____ per space = \$ _____ Cheque (\$): _____

I/we acknowledge receipt of and agree to the terms outlined in the, "Rules for Vendors/ Exhibitors/ Charities" and the conditions implied in the information accompanying this application and understand the consequences of noncompliance.

Signature _____

Date _____