

echoes of africa

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Saturday, August 29, 2009

11:00 AM to 4:00 PM

2009 African Marketplace Vendor Market place Instructions & Guidelines

YOU ARE URGED TO CAREFULLY READ ALL INFO TO ENSURE A SMOOTH SETUP!!

1. **Location of Festival:** Fairy Lake Park, 500 Water Street, Newmarket, Ontario, L3Y 1M5.
2. **Driving Directions:** **Driving Directions To Fairy Lake Park:**

From Hwy 400:

Exit at Hwy 9. Go east to Yonge Street. Turn right (south) on Yonge to Eagle Street. Turn left on Eagle Street. Follow all the way to Water Street (same street different name), past St Andrews Church on right and then Cachet restaurant immediately after. Entrance to Fairy Lake is just over the bridge on the right, just before train tracks.

From Hwy 404:

Exit at Mulock Drive. Go west to Bayview Avenue. Turn right (north) on Bayview, which becomes Prospect Street and proceed to first stoplight, which is Water/Gorham Street. Turn left. Entrance to Fairy Lake is just over train tracks on your left.

3. **Vendor Booth:**

Each vendor will be provided with a 6 feet by 3 feet rectangular table and a folding chair. The table will be covered with a black table cloth and draped with black skirt.

It is the sole responsibility of the vendor to provide his/her own materials to sell / display at your table.

Canopies, tents, or trailers are not accepted.

SALES or use of ALCOHOLIC BEVERAGES ARE PROHIBITED.

Due to health regulations no vendor is allowed to sell, display or give away food or drink without the written consent from the organizers of this festival.

NO vendor is allowed to solicit outside the area of their booth / table selling area.

No booth shall have an operator/representative under 18 years of age for the purpose of selling and/or demonstrating without an adult (18 years of age or older) present.

We ask that each day vendors assist in keeping their area free of trash and that they dispose of all unwanted items in the appropriate containers provided.

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4. **Parking:**
There will be free parking available on the day of the festival in a designated parking lot at the entrance to Fairy Lake. This will be a closed designated parking area so therefore each vendor must provide confirmation information in-order to access this parking area.

CAABWA will have representatives available at the designated parking area from 8:30 am on Saturday morning.
5. **Arrival/Set-up:** Setup is scheduled from 9am to 10:45am on the day of the festival. The vendor is asked not to arrive earlier than 9 am on Saturday August 29.

CAABWA will have representatives available during Saturday set-up. These representatives will have a complete listing of all participating vendors, their booth space assignments, and location of said booth space.

All vendor booths will be set up and ready for business at 10:45a.m. on the Saturday of the Festival.
6. **Dismantle / close-up:** The vendor shall not begin dismantling their booth / table until 4 p.m the close of the festival. All vendor material must be removed from the table by 5:30pm without exception. No vehicles will be allowed beyond the parking area.
7. **Electrical/Water:** Limited electrical outlets are available surrounding the outside of the festival. Each outlet is 110 v. Any need for electrical must be pre-arrange and approved three weeks before the date of the festival.
9. **Security:** Security will perform periodic spot checking on the festival area on the day of the festival between 11 am and 4 pm. Vendors are reminded that it is your responsibility to ensure the security of your goods and materials.
10. **Restrooms Facilities:** There are public restrooms available in very close proximity to the festival area.
11. **Rain Dates:** There are NO RAIN DATES for the Festival. In the event that the Festival cannot commence and/or continue due to extreme weather conditions and/or other catastrophic events, CAABWA wishes to thank all participating vendors. Lets all hope for sunshine.
12. **Refunds:** If, for any reason, a paid vendor is unable to participate in the Festival, that vendor may make notification to the Festival committee by August 12, 2009 to arrange for a refund on your deposit.
No refunds are made after August 12th.
13. **Departure/ No Shows:** If a vendor chooses NOT to participate in the Festival or chooses to vacate their booth space for any reason, we, the members of CAABWA wishes to thank the vendor for their participation. If withdrawal is done after August 15 there will be a cancellation penalty of \$50.
14. **Confirmation:** Upon receipt of this information package your booth, your participation is confirmed. This is your Official confirmation, setup time, and booth assignment will be forwarded in mid August 2009.

RETAIN THESE INSTRUCTIONS IN YOUR FILES. They will also be available after Aug 15 on CAABWA website.

If there are any questions regarding setup time and booth assignment please contact the undersigned.

Contact: Vendor Market Place : Lorraine Green Phone: 416-805-6721