

The 2018 Gananoque Pirate Invasion

July 7 & 8, 2018

Merchant Application

The 2018 Gananoque Pirate Invasion is excited to make its 3rd year in the Gananoque Town Park even more dramatic and immersive “pirate” experience for at least 3 thousand guests expected this year to come enjoy the spectacle! We are now ready to receive vendor applications for this event, and Arrrr looking forward ta yer applications!

We are inviting Craft, Retail and Service Vendors to apply to participate at our event. Additionally, if your business is looking to support the ongoing success of the festival as a ‘sponsor’, perks at the Platinum and Title Sponsor levels for the event receive one free booth space. So consider this option if ye wish to be prominently advertised in our literature, social media, and on-site at the festival being named at activities, at performances, and placing your banner up for increased visibility.

For more information on sponsorship, please contact Myrla Grant at: sponsor.ganpirateinvasion@gmail.com or Auto Solutions (613)-382-2100

Contributing to the ‘Pirate’ Atmosphere

It is important to the Festival Committee that the booths, product display, and people working the booths fit into the pirate theme as much as possible, so we do expect some small effort on all vendors part to show they are part of the crew by decorating their booth and their persons in some way in this regard. We have decided to start a competition this year to sweeten the deal for those who lead the way in bringing ‘pirates’ alive in their décor, presentation of product, and their attire. The more authentic the better!

All vendors confirmed to attend are automatically entered into a competition, with the 5 best pirate/period-specific/authentic booths being selected on the basis of (1) Booth Decoration, (2) Presentation of Goods, (3) Pirate Attire of Vendors, and (4) maintaining a piratey character in interactions with guests - for the following extras!

- 1) A discounted rate – The top 2 booths will receive a 20% refund to their vendor fee for this year.
- 2) The top 5 booths will get first option on getting one of the 10 prime booth spots the following year (2018), in the most visible area, facing the festival as long as they continue to commit to ensuring they are as ‘pirate’ in their presentation as possible!
- 3) The top 5 booths will be named on the main stage, applauded for their efforts, and will receive a scroll describing their success they can display as a badge of honor among thieves – Huzzah!

Vendor fees for 2018 are:

\$104.00 – all-inclusive for a 10’x10’ space (is actually 12 x 12 with tie lines attached) for 2 days.

Booth spaces are available for single days (\$60.00) but will be prioritized after those requesting 2 full days. For booths requiring a larger footprint, it is an additional \$15 per square foot, or 2 booth spaces, whichever is the least expensive calculated option based on square footage. Power hook-up is included if required – but you must supply your own 3-prong outside-grade extension cords. Please note in your application that power is required so we can ensure you are located in a space this can be provided.

Preference for booths on the front row facing the festival will be based on their wares (hand-crafted, old-fashioned, artisans and crafts persons like potters, dress-makers, weavers, bakers, woodworkers, fruit and veg sellers, etc), presentation of wares (in an old-fashioned manner), and their commitment to be attired in pirate garb. These details are requested on the application.

Be sure to include the following in your application (Incomplete applications will not be accepted):

1. Fully completed application form including signing the Gananoque Pirate Invasion “Ships Articles & Code O’Conduct.
2. A few photos of products/services
3. Description of your booth set-up
4. If applicable: A full sized copy of the ad you wish to have placed on the event page and the festival website (see the advertising section)
5. Vendor fee – the following are ways we can accept your applications:
 - a) Email transfer can be sent with full fees to – **vendor.gananoquepirateinvasion@gmail.com**
Please also send completed application and pictures/diagrams to the same email address.
 - b) Cheque/money order payable to ‘Gananoque Pirate Invasion’ along with completed application and pictures/diagrams can be mailed to:

1000 Islands Auto Solutions, Attn Myrla Grant, 2814 Hiscock Rd., Gananoque, ON K7G 2V4

6. Insurance: All vendors should carry at least \$1,000,000 (one million) liability coverage.

If you have questions about if you are already covered by your home insurance or business insurance or are interested a package from the broker who is insuring the festival, contact Myrla Grant (Gan Board Member) for more details @ vendor.gananoquepirateinvasion@gmail.com – with her name and ‘insurance question’ in the subject line

7. Applications are due by May 31st, 2018

Applications received after this date will only be considered if product/service is unique and space remains. Vendors will be notified by mail/e-mail and will receive detailed information and a vendor agreement. Vendors are responsible for providing all tents, tables, chairs etc. that may be needed for the booth.

For More information, please contact: **vendor.gananoquepirateinvasion@gmail.com**

IMPORTANT NOTES:

1. *No Bottled water sales by any of the approved vendors during the festival weekend. The Gananoque Pirate Invasion will be selling bottled water on site as one of the ways in which to raise money for the festival and wish to have exclusivity in this product for sale.*
2. *Disclaimer: The festival assumes no responsibility for damage or theft to their tents or merchandise, or injuries to customers or vendor staff sustained as a result of their participation in the festival. Vendors are assumed to accept full liability and responsibility for their participation and carry appropriate insurance to cover any of the possible threats they anticipate to their employees or business.*

The 2018 Gananoque Pirate Invasion

Merchant Application

Contact Information			
Business Name:			
Contact Name:			
Address:			
City:		Province:	Postal Code:
Phone: ()		Email:	
Ontario Vendor Permit Number:			
Website:			
Vending Fees			
\$104.00 for single 10'x10' booth [site locations are 12' x 12' for tie ropes as needed]			
# Booths Required: _____ 'OR' Additional Square Feet required: _____ [Additional square footage is \$15.00/Meter]			
Power Requested: <input type="checkbox"/> Yes <input type="checkbox"/> NO - number amps needed:			
Reason Power Requested (power is limited to those booths requiring it to sell products):			
Camping Overnight? <input type="checkbox"/> Yes <input type="checkbox"/> NO Please tell us how many People __ and #Tents you will be using ___ Type tent you have: Nylon <input type="checkbox"/> Canvas(Historic) <input type="checkbox"/>			
Product/Service Description			
Please list types of product lines you are proposing to sell. The selection committee will consider each product type separately and make decisions on each of them. Photos of each product type help with this, so include if possible. All products must be of high quality, preference will be given to local vendors and those with handmade items. Use a separate sheet if necessary. List Products/Services with approximate pricing.			
Product or Service Description	Price Range		
Example: Bath bombs and soaps	\$4-6 per item		
Booth Decoration/Appearance Description			

It is important to the Festival Committee that the booths, product display, and people working the booths fit into the pirate theme as much as possible, so we do expect some small effort on all vendors part to show they are part of the crew by decorating their booth and their persons in some way in this regard (see Ships Articles & Code of Conduct). All vendors confirmed to attend this year are automatically entered into a competition, with the 2 best pirate/period-specific/authentic booths being selected on the basis of **(1) Booth Decoration, (2) Presentation of Goods, and (3) Pirate Attire of Vendors, (4) Staying in Pirate Character in manner of speech and gesture.** Describe/Provide Pictures below of how the themes of Pirates and/or Historically Accurate are presented in your booth decoration, in the way you are displaying your products, and the way you and your staff are to be dressed.

The winners will have a 20% discount applied to their fee!

Decorations

Pictures attached (please feel free to submit electronic images to vendor.gananoquepirateinvasion@gmail.com)

Product Presentation

Pictures attached (please feel free to submit electronic images to vendor.gananoquepirateinvasion@gmail.com)

Costuming

Pictures attached (please feel free to submit electronic images to vendor.gananoquepirateinvasion@gmail.com)

Ships Articles & Pirate Code of Conduct Compliance Attestation

I, _____ (print name) certify that I have read and agree to follow the 'Gananoque Pirate Invasion Ships Articles & Pirate Code of Conduct (2017)'. 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 may prevent acceptance for future events.

Signed: _____ **Date:** _____

Additional Personnel Sign Below

Name: _____	Signature: _____	Date: <u> </u> / <u> </u> / <u> </u>
Name: _____	Signature: _____	Date: <u> </u> / <u> </u> / <u> </u>
Name: _____	Signature: _____	Date: <u> </u> / <u> </u> / <u> </u>
Name: _____	Signature: _____	Date: <u> </u> / <u> </u> / <u> </u>
Name: _____	Signature: _____	Date: <u> </u> / <u> </u> / <u> </u>

2017 Gananoque Pirate Invasion Ships Articles & Pirate Code of Conduct

To be read and the Attestation signed by all Vendor Booth Staff participating in the festival.

1. The festival is an outdoor event, and will run regardless of weather, booths should remain open unless damaged by the inclement weather and unable to vend.
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 should be costumed according to the theme of the event as much as possible. Please avoid "modern" clothing like running shoes, sunglasses and baseball caps.
5. The Gananoque Pirate Invasion Festival Committee may require vendors to remove items that have not been approved.
6. The Gananoque Pirate Invasion Festival Committee may require vendors to remove items that do not meet the quality standards or may be considered unsafe for the event. Unacceptable wares include but are not limited to:
 - Marked-up resale of items from discount stores, dollar stores, or thrift stores, etc.
 - Items that are poorly made and/or are unsafe in some way
7. Ensuring safety and creating a friendly and inclusive space is important to us. Vendors and their staff should behave in a manner acceptable for a family friendly event. Profanity and alcohol consumption is unacceptable around the general public during the festival. Additionally, remember when off-site if wearing pirate garb interacting with the public, you will be assumed by onlookers to be an ambassador for the festival so please be a good-will ambassador!

The following actions will result in immediate ejection from the festival (fees non-refunded):

- Urinating in public (anywhere other than a proper restroom).
- Fighting or engaging in any action that may harm, endanger, threaten, or bring discomfort to anyone.
- Engaging in sexual behavior in public.
- Possession/use/sale of illegal drugs.
- Damage, destruction, vandalism or theft of any property.

An individual participating in this behavior should be brought to the attention of the festival committee. These activities will likely result in IMMEDIATE removal from the venue site. If staying in the staff and vendor overnight tenting area, the individual(s) will also be ejected from the property. In certain situations, the offender(s) risk police arrest as well.

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 not permitted within the festival perimeter, and preferable away from festival guests. Please go to the designated areas outside the perimeter to smoke and ensure your butts are cleaned up and disposed immediately in a way that is fire-safe.

10. Please ensure that garbage is deposited in one of the trash cans on site not left on the ground 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 30 minutes before the festival opens to the public. No additional vehicles will be allowed to enter the site within 10 minutes of this time.
13. At the end of each day, vehicles will be permitted on-site only when all 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
15. Vendors are to consider safety first – and are to make safe an area as able if identified as unsafe, and report unsafe situations and unsafe behavior to the on-site Vendor Coordinator. Small Injuries (minor cuts, bumps, and bruises) can be treated first aide tent by the St. Johns Paramedics on-site or across the road to the visitor’s centre. For major injuries, 911 should be called, and then the caller, or their designate, will inform a member of the Festival Committee as soon as possible so a report can be made.
16. Media - The Directors of the Gananoque Pirate Invasion are the sole spokespersons for the Festival. Please direct media with questions to one of the 5 Board members circulating around the festival grounds. In all other circumstances, vendors will make it clear that they speak solely for themselves as individuals.
17. Camping - Vendors staying on site in tents/RVs are to utilize the upper fenced in field if they are not using a period canvas tent that is set up appropriately. Placement of sleeping tents and RVs is at determined and approved by the Vendor Coordinator on site in order to maximize the area available for all people setting up camp in the area. Please do not set up camp without the vendor coordinator determining your designated area. Please keep the site and facilities clean and free of debris. Cooking using small BBQs is permitted in open areas away from nylon tents, with a bucket of water being close at hand at all times to manage the fire. No fire pits are permitted beyond the two fire pits located within the lower encampment. All vendors are welcome around the fire in the evening until Capt’n Tor puts it out each night.
18. As a perk of being a Vendor, you and your associates have access to the permanent washrooms located on the other side of the fenced in field above the park. All that we ask is that you please treat it with respect and leave it clean and dry, and if it runs out of supplies to let one of the Gan Board Members know so it can be refreshed.

While this list of responsibilities and behaviours is kind of ‘tasky’ and can be uncomfortable to talk about; our objective is simple: to ensure everyone attending the festival – whether a guest, a volunteer, a vendor, or a performer – feels the experience is a fun, safe, and inclusive one - surrounded by a caring community of people who all want to have a great time enjoying themselves and making great memories as pirates!

***So please feel welcome and excited to join the adventure this year!
We are excited to have you bring your energy, creativity, and enthusiasm!***