



Dundas Cactus Festival - Invitation

Dundas Cactus Festival Association
P.O. Box 65562
Dundas, ON
L9H 6Y6

www.dundascactusfest.ca

15 February 2010

Dear Friend of the Dundas Cactus Festival,

This year we are celebrating the 35th Dundas Cactus Festival and we are pulling out all the stops for three fun-packed days of music, events, and good old festival fun. We really hope you'll be able to join us from **August 20th-22nd, 2010**, as we welcome well over 100,000 visitors to *Our Valley Town*.

Based on the responses of our visitors and participants we're expanding the "kids fun zone", including the very popular *Baby Cactus Contest*, the *Red Carpet Meet & Greet* with some of your favourite stars from Treehouse, The *Cactus Express Train Ride*, *Movies Under the Stars* and the *Reptile Wrangler*, and as always we will have a great selection of music acts, including the popular "Indie X" area with its blend of cutting edge musical talent and extreme sport. But of course, the Cactus Festival wouldn't be complete without you, our fabulous vendors – probably the most popular feature of the festival!

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 recognised as one of the **Top 100 Festivals in Ontario!**

The Dundas Cactus Festival 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 them an opportunity to do some advertising or fundraising, and for vendors, both local and international.

You must be prepared to participate in the **entire** festival:

Friday, August 20 th , 2010	6:00 p.m. – 10:30 p.m.
Saturday, August 21 st , 2010	10:00 a.m. – 10:00 p.m.
Sunday, August 16 th , 2010	10:00 a.m. – 4:00 p.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. **Places fill up very fast**, therefore, we encourage you to apply early to avoid disappointment.

We look forward to your participation in another successful Dundas Cactus Festival!

Best Regards,

The Dundas Cactus Festival Committee



Dundas Cactus Festival 2010

Vendor Package

Fees

Please note the “Early Bird”, “Regular Fee” and “Late Fee” sliding rate dates. These dates are strictly adhered to. Payments made after the late fee deadline must be by CERTIFIED CHEQUE OR CASH and payments made at the registration desk at the festival must be CASH ONLY.

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

Note that, 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 – no exceptions – and we will not respond to emails or calls requesting location information.**

Vendors (Non-Food)	Postmarked by: *	Fee for Space**
Early Bird	June 18th	\$350
Regular Fee	July 23rd	\$400
Late Fee	July 24th	\$500
Food Vendors:		
Early Bird	June 18th	\$575
Regular Fee	July 2nd	\$650
	NO FOOD APPLICATIONS ACCEPTED AFTER THIS DATE.	(Health Department Application fee is included)
Charities/Service Groups		
Early Bird	June 18th	\$250
Regular Fee	July 23rd	\$300
Late Fee	July 24th	\$350

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)**

Vendors (Non-Food)

Vendors selling products and services are encouraged to participate. We also welcome Craft Vendors. The Dundas Cactus festival aims to bring the best variety and best quality vendors to our festival.

Food Vendors (Are you a food vendor? If you can eat/drink it, it’s food!)

All applications for food vending must be received by the deadline noted above, to allow time for the Regional Health Department Forms to be processed. Food vendors, please ensure you return your health department forms **to us, WITH YOUR APPLICATION FORM.**

NOTE: The Health Department states that any food service not inspected and approved by them prior to the festival will be **immediately** closed down at the festival. The Dundas Cactus Festival Association will make no refund of fees if you do not meet the qualifications of the Health Department.

Please use the link www.hamilton.ca/HealthandSocialServices/PublicHealth/FoodSafety/SpecialEvents.htm which provides the “Guidelines for Temporary Food Establishments at Special Events” provided by the City of Hamilton or visit our website for a copy of the guidelines.

Charities & Service Groups

Charities and Service Groups are considered to be 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 (e.g. Boy Scouts, etc.)

Electricity

WE DO NOT PROVIDE POWER. If you require electricity, **it is your responsibility to make your own arrangements.** Suggested sources are: small generator, propane lamps or negotiate with a nearby local resident or merchant to obtain access to their hydro supply. **However, local merchants and residents are under *no obligation* to provide you with power.** If they are kind enough to allow you to use power, we suggest it would be appropriate to offer a fee of \$20 for this service. Be sure to bring electrical extension cords with you.

Confirmation of Registration

We do not issue a confirmation of registration. Your cancelled cheque or receipt for cash (if hand delivered) will be your confirmation of a spot at the festival. If you wish to verify that we have received your application and payment, you may email us at cactusvendors@hotmail.com, but please be patient for a reply.

Your Location at the Festival

Locations are allocated using a **“First Come, First Served”** system, based on the date your payment was received. **ABSOLUTELY NO LOCATIONS WILL BE ADVISED PRIOR TO THE FESTIVAL – NO EXCEPTIONS ... really! We will not respond to emails or calls requesting location information.**

Upon arrival in town, please report to the Cactus Festival Information Booth – **after 4pm** – at the corner of King and Sydenham streets, in the front of the TD Canada Trust building.

THE BOOTH DOES NOT OPEN UNTIL 4pm on FRIDAY. At that time, you will be advised of your location and receive your receipt and vendor permit, which must be displayed in your booth at all times during the festival.

For further details, please refer to the, “Move-In & Move-Out Procedures” pages of this vendor package.

Security

Although we provide additional police coverage as well as pay for extra security, you are responsible for your own possessions. **It is suggested that your stock and equipment be removed each night at the end of the festival day.**

The ‘Dundas Cactus Festival Association’, 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.

Rules

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

Location of the Festival

The Dundas Cactus Festival is a **street festival** and takes place on King St in Dundas, Ontario, between York Road and Market St.

The Registration Desk, or “Cactus Command” indicated a “IB” in the map, is located outside the TD Canada Trust Building on the corner of King and Sydenham. Dundas, ON., L9H 1T9. (Use this postcode if you are using an online map or GPS system to find us).



Driving Directions to Dundas

From Hamilton (15 mins/8km from Downtown)

Head northwest on King St W, make a slight left at Paradise Rd S, then a slight right to stay on Paradise Rd S and Continue onto Main St W. Make a slight right toward Cootes Dr and continue on straight to King St. Welcome to Dundas!

From Hamilton (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 turn left at King St W. Welcome to Dundas!

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 slight right toward Cootes Dr and continue on straight to King St. Welcome to Dundas!

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

Take King's Hwy 401/MacDonald-Cartier Fwy towards London, make a slight 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 turn left at King St W. Welcome to Dundas!

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 Rd-46/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 or require further assistance, please email cactusvendors@hotmail.com (for fastest response).

IF YOU DO NOT HAVE ACCESS TO EMAIL, you can leave a telephone message with our answering service at (905) 627-0926, but please be patient, we may not be able to reply to your inquiry immediately.

.....and finally:

This festival is run entirely by part-time, unpaid, volunteers.

**Replies are sent as soon as possible,
but please be patient if we do not get back to you immediately.**

**If possible, email us,
*and only use the phone service as a last resort***

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 commercially available merchandise or services, which are, at the sole discretion of the agents for the Cactus Festival Association, in conflict with products or services sold by the town's merchants.
7. Vendor and or charities/service groups appearing in the mall areas without an official Cactus Festival Permit will be evicted from the event. Participants must register and receive their space assignment before moving onto the street mall area. Please display your permit clearly in your booth.
8. Cancellation will be refunded upon receipt of written notice in accordance with the following schedule:

\$30 administration fee if written notice is received up to 30 days before the festival.
There will be no refunds after this date.
9. The 'Dundas Cactus Festival Association', 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.

Move-In & Move-Out Procedures

Strictly enforced – Please read carefully!

When you arrive at the festival

Upon arrival in town, please report to the Cactus Festival Information Booth – **AFTER 4pm** – at the corner of King and Sydenham streets, in the front of the TD Canada Trust building.

THE BOOTH DOES NOT OPEN UNTIL 4pm on FRIDAY. At that time, you will be advised of your location and receive your receipt and vendor permit, which must be displayed in your booth at all times during 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 festival takes place on King Street in the town of Dundas.

King Street does not close to traffic until 5pm on Friday. Depending on your location, you may be able to commence unloading your vehicle **ONTO THE SIDEWALK ONLY**, prior to 5pm. Please be mindful of other street users.

It is 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**.

Note that sales must take place within the confines of your allocated space (walk about sales are strictly prohibited).

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 7pm** 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.

Company/Group Name			
Contact Name			
Address			
(Street Address & Apt/Unit)			
(Town & Province & Postcode)			
Email:			
Telephone:	Residence:		Business:

What products for Sale or Services do you wish to bring to the Festival? Please try to be very specific, photos may be helpful.	
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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 Dundas Cactus Festival Association.

	Yes	No
Have you participated in previous Cactus Festivals?		
How did you hear about our festival?		

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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 non-compliance.

Signature _____ Date _____