



March 2022

Dear non-profit organization,

We are thrilled to announce a return to events in St. Marys with Homecoming-Heritage 2022, taking place July 1-3! As part of the fun, I invite you to participate as a street vendor during the festivities in our downtown on Saturday, July 2 from 9 a.m. to 3:30 p.m.

Due to the nature of the event, we ask that only non-profit/charitable vendors participate in this event. There is no cost to be a vendor.

Enclosed in this package are the following:

- Homecoming-Heritage Festival Event Vendor Policies and Procedures; please read thoroughly
- Homecoming-Heritage Festival Event Vendor Application Form

To participate in the festival, please submit the following to the Town of St. Marys by **Friday, June 3**:

1. Completed Homecoming-Heritage Festival Event Vendor Application Form
2. Proof of insurance

For more information about the event, visit www.discoverstmarys.ca/homecoming. Please do not hesitate to contact me with any questions you may have.

Sincerely,

A handwritten signature in blue ink that reads 'Andrea Macko'.

Andrea Macko

Event Coordinator
Town of St. Marys – Town Hall (lower level)
175 Queen St. E, P.O. Box 998, St. Marys, ON N4X 1B6
T: 519-284-2340 ext. 249
E: amacko@town.stmarys.on.ca

Homecoming-Heritage Event Vendor Policies and Procedures

1. All vendors must be registered with the Town of St. Marys to operate at the Stonetown Heritage Festival.
2. All vendors must complete and submit the Homecoming-Heritage Event Vendor Application Form.
3. Proof of liability insurance is required to be a Homecoming-Heritage vendor. Event insurance is available by contacting your insurer or for purchase at www.palcanada.com.
4. Only non-profit and/or charitable vendors are allowed to participate.
5. Hydro is not accessible, and alternative uses of hydro must comply with the Canadian Standard Association.
6. Distribution of religious paraphernalia of any kind is not permitted.
7. Balloons of any kind are not permitted at the festival.
8. Vendors will be assigned at 10 ft. X 10 ft. space in the event area (Queen Street between Church Street and Water Street), which will be closed to traffic all day. Each registered vendor will be assigned a 10 ft. x 10 ft. location on Queen Street.
9. Each vendor is required to bring their own tables, tents, umbrellas and chairs as needed. Please note that tents cannot be secured with pegs, so please bring the necessary equipment to secure your tents.
10. Each vendor is required to properly remove all garbage from their site, and must supply your own bags, etc.
11. A zero-tolerance policy for violence and harassment is enforced during Homecoming-Heritage. Failure to comply may result in closure of vending space and being barred from future festivals.
12. Event check-in begins at 7:30 a.m. and setup is to be complete by 9:00 a.m. Please enter via Queen Street and an event coordinator will direct you to your location. All vendors must stay on site for the full duration of the event. Vendors who fail to appear and do not contact festival organizers prior to 5 p.m. on Thursday, June 30 will be barred from participating in next year's festival.
13. The vendor agrees to indemnify and hold harmless the Town of St. Marys and the event organizers against any liability, loss, claims, demands, costs or expenses, including reasonable legal fees, occasioned whole or in part by any negligence or acts of omission during the event.

Homecoming-Heritage Event Vendor Application Form

If necessary, the Town of St Marys reserves the right to terminate the vendor agreement early and without warning. The Town and Homecoming-Heritage organizers and volunteers will not be held responsible for any damage or injury that may occur to you or your product during the event.

Organization name:	
Contact:	
Address:	
City/Town:	Province:
Postal Code:	
Phone Number:	Cell Number:
Fax:	
Email:	
Activities to take place:	
<input type="checkbox"/> I have read and agree to the Homecoming-Heritage Event Vendor Policies and Procedures	

Applicant's Name (please print):	
Applicants Signature:	Date:
On behalf of the Town:	
Signature on behalf of the Town:	Date:

Please submit the following items to the Town of St. Marys by **Friday, May 20, 2022**:

<input type="checkbox"/> Event Vendor Application Form	<input type="checkbox"/> Proof of liability insurance
--	---

Please submit your application by:

Email: tourismstudent@town.stmarys.on.ca

Mail: Town of St. Marys, Attn: Events, P.O. Box 998, St. Marys, ON N4X 1B6

In-person; Church Street lower level entrance, Town Hall, 175 Queen St. E., St. Marys