

23 May 2017.



Hello SIP Vendor:

Below are some details as to what to expect during the upcoming Springtime in Paris (SIP) Festival weekend. I hope that most of you are already aware of the majority of this information as a large amount can be found in the SIP registration forms and via our website on the "vendors" tab: www.springtimeinparis.ca/vendors.html.

1. SIP Info

- a. Festival Hours: Saturday June 3 from 10:00 a.m. – 5:00 p.m. & Sunday June 4 from 10:00 a.m. – 4:00 p.m.
- b. Location: Lion's Park, 36 Laurel St. Paris, ON, N3L 3L8.
- c. SIP is a rain or shine event. The organizers reserve the right to close the festival in the event of a weather condition or other unforeseen emergencies. In these cases, no refunds will be provided.

2. Set-up

- a. You may arrive between 5:00 p.m. & 7:00 p.m. on Friday June 2 to set up.
- b. You may also set up between 7:00 a.m. and 9:00 a.m. on Saturday morning. Set up time for Sunday is between 8:00 a.m. and 9:00 a.m.
- c. You are responsible for your own tables, tents, chairs etc.

3. Vehicles & Parking

- a. From 9:00 a.m. to 30 minutes past SIP daily closing, no vehicles are permitted within the park's internal grounds, unless it is a:
 - food vendor truck (or trailer),
 - exhibit vehicle, or
 - a vehicle that is needed to help you with personal circumstances and you have asked, and received, permission from the Springtime in Paris organizing committee for its use.

Any in-park permitted vehicles must be parked inside the festival grounds in their assigned vendor location by 9:00 a.m., and cannot leave until 30 minutes past SIP daily closing.

- b. From 9:00 a.m. daily, your personal vehicles must be at the back parking lot of Lion's Park. Volunteers will tell/show you where you can park for the day.

4. Security

- a. We will have paid security officers overnight Friday and Saturday to monitor the park and guard property. We hope they act as a deterrent to any potential trouble makers; however, items are left on the premises at your own risk and SIP is not responsible for loss, theft or damage of items.

b. We advise that you cover your table with a tarp/blanket and secure the blanket with rope. Some vendors also like to lower their tents at night to just above their table to keep things more protected from the elements and to secure privacy, and some also have tarps to wrap around the tents to close them up.

5. Assistance & Arrival

- a. Volunteers will meet you upon arrival on Friday night or Saturday and Sunday morning.
- b. Volunteers will have a map of the park and everyone's vendor location, and we will help bring you to your designated vendor location and to help you with directions/sites around the park.
- c. During the festival, there will be a Springtime in Paris Visitor Info booth across from the stage.
- d. If you get lost or need assistance, please call/text Pat at 519-774-0217.

6. Power & Water

- a. There is no onsite power; if you require power, you will need to provide your own generator.
- b. Lion's Club is the only vendor who will be supplied with our limited power.
- c. The only running water onsite is located in the washrooms and is for personal use.

7. Health Unit Paper work (Food Vendors)

- a. If you are a food vendor, you must complete The Brant Health Unit Checklist, Appendix D. You must keep a copy of the checklist at your booth.
- c. The Springtime in Paris Committee now requires a completed copy of the health unit checklist by Monday May 29th, 2017.
- c. You must comply with all of the Health Unit's requirements on site, such as hand washing stations, etc.
- d. A Health Unit officer will be coming by over the weekend to visit the food vendors.

8. General paper work

- a. We will visit each of you prior to the start of the festival to ensure that we have:
 - your certificate of insurance (due by 5:00 p.m. on Friday June 2nd 2017),
 - payment,
 - onsite contact details,
 - a completed and signed registration form.
- b. You will receive a feedback form at the festival and via email. We appreciate you taking the time to help us improve what works and what needs improvement. You can return this to the Springtime in Paris info booth at the completion of your stay, via email or through the mail.

Please don't hesitate to contact me should you have any questions or comments. Thank you for helping to make SIP an enjoyable event, one that is looked forward to by our community each and every year.

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