

# ARTISAN/VENDOR INFORMATION PACKAGE

Railway City Music and Arts Festival  
P.O. BOX 20094  
ST. THOMAS, ON  
N5P 4H4

[Vendors.RCMAF@gmail.com](mailto:Vendors.RCMAF@gmail.com)



## EXHIBITOR'S INFORMATION PACKAGE

This information package has been developed to provide you with all the pertinent information about the Festival. Please ensure you read the package thoroughly and if you have any questions feel free to contact the office by email: [Vendors.RCMAF@gmail.com](mailto:Vendors.RCMAF@gmail.com)

**This document will become a binding part of your contract if you are accepted to participate in the Festival.**

## LOCATION

Pinafore Park – 95 Elm St., St. Thomas, Ontario

## 2025 DATES & TIMES:

Thursday August 14th, 3:00 p.m. - 11:00 p.m.

Friday, August 15<sup>th</sup>, 11:00 a.m. - 11:00 p.m.

Saturday, August 16<sup>th</sup>, 11:00 a.m. - 11:00 p.m.

Sunday, August 17<sup>th</sup>, 11:00 a.m. – 6:00 p.m.

## APPLICATION STATUS

Past Festival vendors and exhibitors will receive priority status over new applications. The Festival may limit space available in each vendor/exhibitor category to ensure the best for both the Festival and vendors each year. For more details on these categories and which vendors would fall into please contact the office at

## CRITERIA FOR ACCEPTANCE

Admittance to the Festival will be determined solely by the Festival Committee. The criteria for acceptance include but are not limited to compliance with all dates and regulations in this agreement, presentation and appeal of booth or display, previous relationship with the Festival, and date of application. The committee reserves the right to limit the number of booths selling similar items. A letter of acceptance (via email) will be sent to all those who are successful in the application process for the Festival. Applications not including the required payment/deposit may not be considered.

## SET-UP

Thursday, August 14<sup>th</sup> 7:00am to 10:30am

Friday, August 15<sup>th</sup>, 7:00am to 10:30am

Saturday August 16<sup>th</sup>, 7:00am to 10:30am

Set-up must be completed by this time to ensure safety for our customers. All vehicular traffic will need to be removed from the show area by 11am.

**Under no circumstances can the Fire Lane be blocked during set-up!**

Vendors will be directed by volunteers to their display location and parking location.

You must be prepared to have your booth intact and supervised each day from 11:00 a.m. until dusk. If you have lighting, you may keep your booth open until 11:00 p.m. Under no circumstances should you

close your booth during show hours without first consulting the Vendor Coordinator. Any Vendors/Exhibitors not complying with this request will not be considered the following year. You are welcome to open early if you wish.

## **TEAR DOWN**

Sunday August 17<sup>th</sup>, after 5:00 p.m.

Exhibitors/Vendors will be responsible for their own site cleanup.

## **PERSONNEL**

All booths must be adequately staffed during show hours. Festival Volunteers and staff are NOT available to supervise vendor/exhibitor booths, please bring adequate personnel.

## **SOUND / NOISE:**

All vendors/exhibitors must have an equal opportunity to present their goods and services without the distractions from neighbouring vendors. Excessive sound/noise, as determined by the Events Coordinator, will not be tolerated.

## **GARBAGE, RECYCLING & CARDBOARD**

The Festival is striving to become ECO Friendly and continue to keep the grounds clean and garbage-free. We request all our food vendors use recycled/recyclable materials to distribute their fares and keep their surrounding area neat. ECO bins (recycling blue bins) will be located throughout the Festival grounds however, if you have a large amount to be collected, please contact the Festival Grounds Crew for removal. Regular garbage collection will be conducted by the Festival grounds Crew throughout the day.

## **SECURITY**

Limited security will be present overnights on Friday and Saturday nights; however, **You are responsible for your own Theft and Liability insurance.**

## **VEHICLES**

Vehicles will not be allowed to remain in the Festival Exhibit area without prior authorization. Requests can be made through the site staff and parking will only be allowed with **designated parking passes**. These passes are required for all vendor parking including nearby loading and unloading zones only. A Vendor Parking area is available nearby on a first come first served basis.

## **TENTS / TRAILERS**

Please indicate space requirements and submit a recent photo of your booth for approval. Tents are to be constructed of flame-resistant material and must have documentation to prove this in case of inspection by fire department officials.

**Staking is not permitted in Pinafore Park. You MUST bring suitable weights (blocks, sandbags, water buckets) to secure your tent against wind. The Festival does NOT have weights available to provide to vendors.**

## **HYDRO REQUIREMENTS**

Electrical infrastructure in the Park is very limited. Hydro is available as an option to **vendors to use for LED lighting only - No appliances may be connected.** You may use a generator as long as it is quiet, in good condition, and does not produce excessive exhaust odour/smoke. Battery powered LED lights are the recommended option for most types of vendors.

For those vendors/exhibitors requiring hydro, payment MUST be received prior to connection. A **2025 HYDRO Label** will be issued and must be attached to the male end of the Vendor's extension cord. DO NOT attempt to gain access to the hydro boxes without assistance of the Site Manager..

All equipment/extension cords must meet the approval of the **Electrical Safety Authority**. All booths requiring Hydro are subject to an inspection by the Electrical Safety Authority at any time during the Festival. **The Festival does NOT supply extension cords, so please ensure you bring a minimum of 100' of outdoor approved extension cords to ensure reach.**

Any extension cords found plugged into the Hydro boxes that are NOT displaying the **2025 HYDRO Label** will be removed immediately and possibly confiscated.

## **VENDOR SPACE**

Please note that booth frontage sizes may vary slightly due to natural features such as trees, shrubs, swales, etc. and we cannot guarantee that all booths will be exactly as listed. We thank you for your understanding and we will work with you to find a more suitable space if needed.

Pursuant to all applicable regulations **all** booths must have an approved **fire extinguisher** in their booth. Hay, straw, shavings, or similar combustible materials shall not be permitted within or around tents.

All vendor spaces will be sold on a first come first served basis. Please be sure to return your contract as soon as possible in order to reserve your space.

**Smoking and open flame devices shall not be permitted in a tent. Any breach of these regulations is automatic forfeit of the site deposit.**

## **BOOTH LOCATION**

Assignment of booths will be at the discretion of the Festival Site Logistics Committee and Vendor Coordinator. If you have a specific request or preference, please indicate it on your application, as the Festival will try to accommodate as best as possible. **Initial site assignment will occur upon registration - FIRST-COME-FIRST-SERVED.** Vendor coordinator may, at their sole discretion, change your site assignment to accommodate the needs of the Festival. Booth locations may not be changed without written permission of the Vendor Coordinator. Any disagreement that arises will result in the vendor being asked to leave the park for the duration of the Festival. **There will be NO refund of the booth fee.**

## **INSURANCE**

The Festival is insured against liability and property damage. Vendors are responsible for their own theft and liability insurance.

All applicants **must** submit a **Certificate of Insurance** naming the Iron Horse Festival of St. Thomas as an additional named insured in the amount of \$2,000,000. The minimum requirement for food vendors is \$2,000,000 GENERAL LIABILITY POLICY.

The Certificate of Insurance, covering the dates of the Festival, **must** be submitted at the time of application. If the dates of the Festival are after the renewal date please notify the office upon application, the new issue policy must be on file prior to the Festival dates.

## **NO CERTIFICATE OF INSURANCE = NO ADMITTANCE INTO THE FESTIVAL.**

"The Vendor shall indemnify and save harmless Railway City Music and Arts Festival operated by the Iron Horse Festival of St. Thomas, their employees, volunteers, agents, the property owners, and management, etc. from all claims for the loss, damage, or injury to persons or property caused to the vendor, his employees, or agents through any wrongful act, neglect, or default. Iron Horse Festival, their employees, volunteers, agents, the property owners, management, etc; shall not be liable to the Vendor, his employees, agents, or customers for any personal injury or damage to property. Everything brought to the show premises by the Vendor, his employees and agents, or customers shall be entirely at the risk of the Vendor or others for any loss or damage in accordance with Canadian Insurance Laws. The Vendor shall be responsible for the insurance of his own property."

## **NSF/RETURNED ITEMS**

Any cheque returned by the bank due to insufficient funds is subject to a **\$45.00** charge and may deem the application invalid due to non-payment terms and conditions.

## **REFUNDS**

Refunds must be requested in writing; phone calls or messages are not acceptable and will not be considered as notification prior to the deadline. Requests can be submitted via mail or email at the addresses listed on this package. The following is the refund amount schedule.

**100% of all fees including hydro - Before May 31, 2025**

**50% - of all fees including hydro - Before August 1, 2025**

**0% - of all fees as of August 1, 2025**

**APPLICATION CHECKLIST – please read and sign the form on the last page and return with your completed application package:**

- SIGNED APPLICATION
- FULL PAYMENT – we accept business or personal cheque, money order, cashier’s check/bank draft, Interac e-transfer (to [info.RCMAF@gmail.com](mailto:info.RCMAF@gmail.com))
- INSURANCE CERTIFICATE (with Festival named as an additional insured)
- A photo of your typical booth setup (include tent/trailer if required)
- IF** you want to be included on the Festival’s website please include additional editorial, logos, and photos for insertion.
- IF** you would like to discuss other advertising or sponsorship options available at the Festival, please email [info.RCMAF@gmail.com](mailto:info.RCMAF@gmail.com)

**By completing, signing and submitting the application form below, I acknowledge I have read and understood the SMOKE FREE Ontario Act, and agree to abide by the rules and regulations as stated in the Vendor Package provided.**

**PLEASE SEND ALL CHEQUES & CORRESPONDENCE TO:**

Railway City Music & Arts Festival  
Attn: VENDOR COORDINATOR  
P.O. Box 20094  
St. Thomas, Ontario  
N5P 4H4

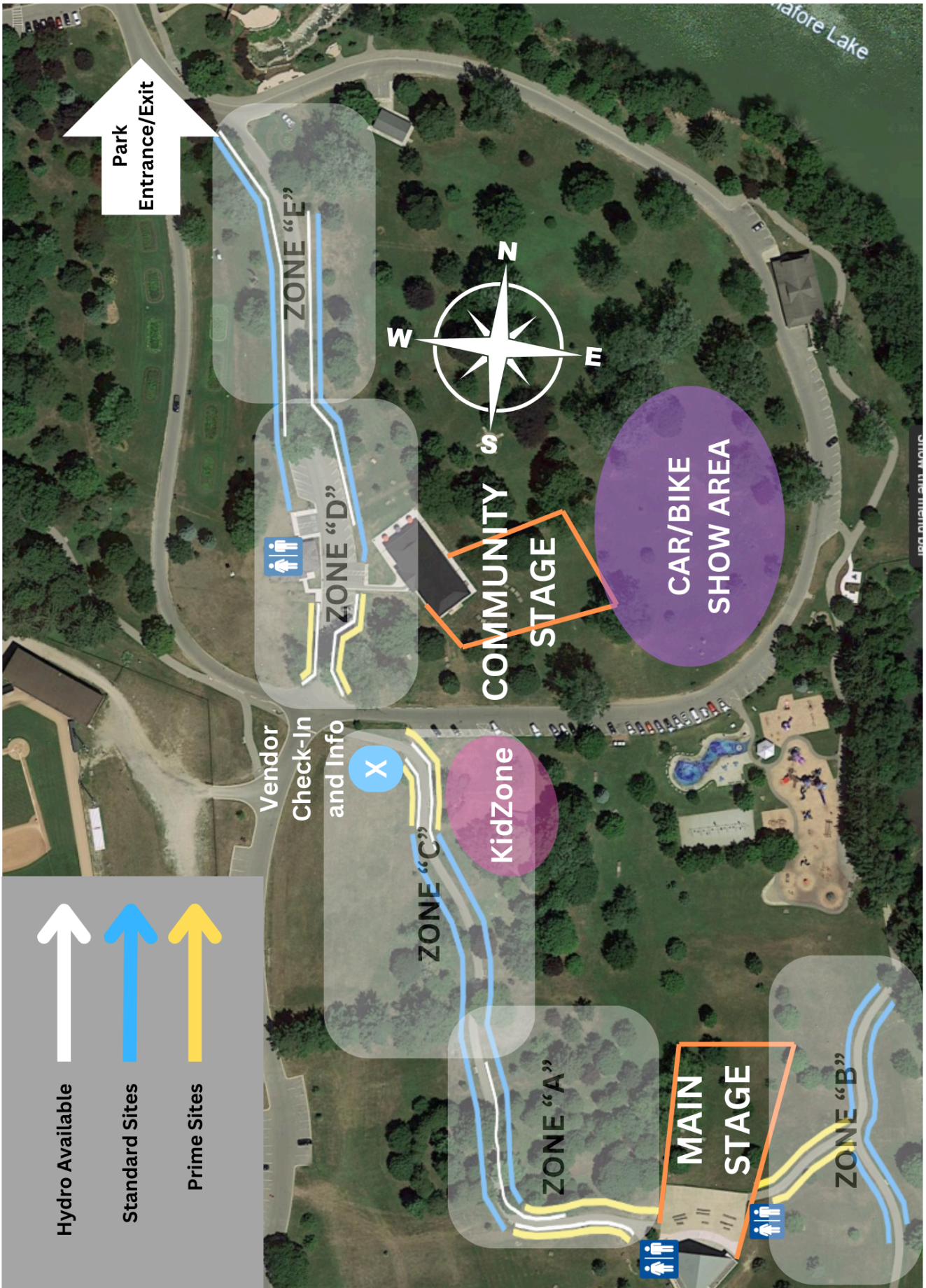
[Vendors.RCMAF@gmail.com](mailto:Vendors.RCMAF@gmail.com)

**PLEASE SEND eTRANSFERS TO:**

[Info.RCMAF@gmail.com](mailto:Info.RCMAF@gmail.com)

# VENDOR ZONES

(see detail maps for individual site locations)



To Community Stage  
& Zones "D" & "E"



ZONE "C"

ZONE "A"



Google 7/3/2018 - newer Data attribution 50 ft Camera: 1,088 ft 42°45'33"N 81°11'17"W 768 ft

Layers

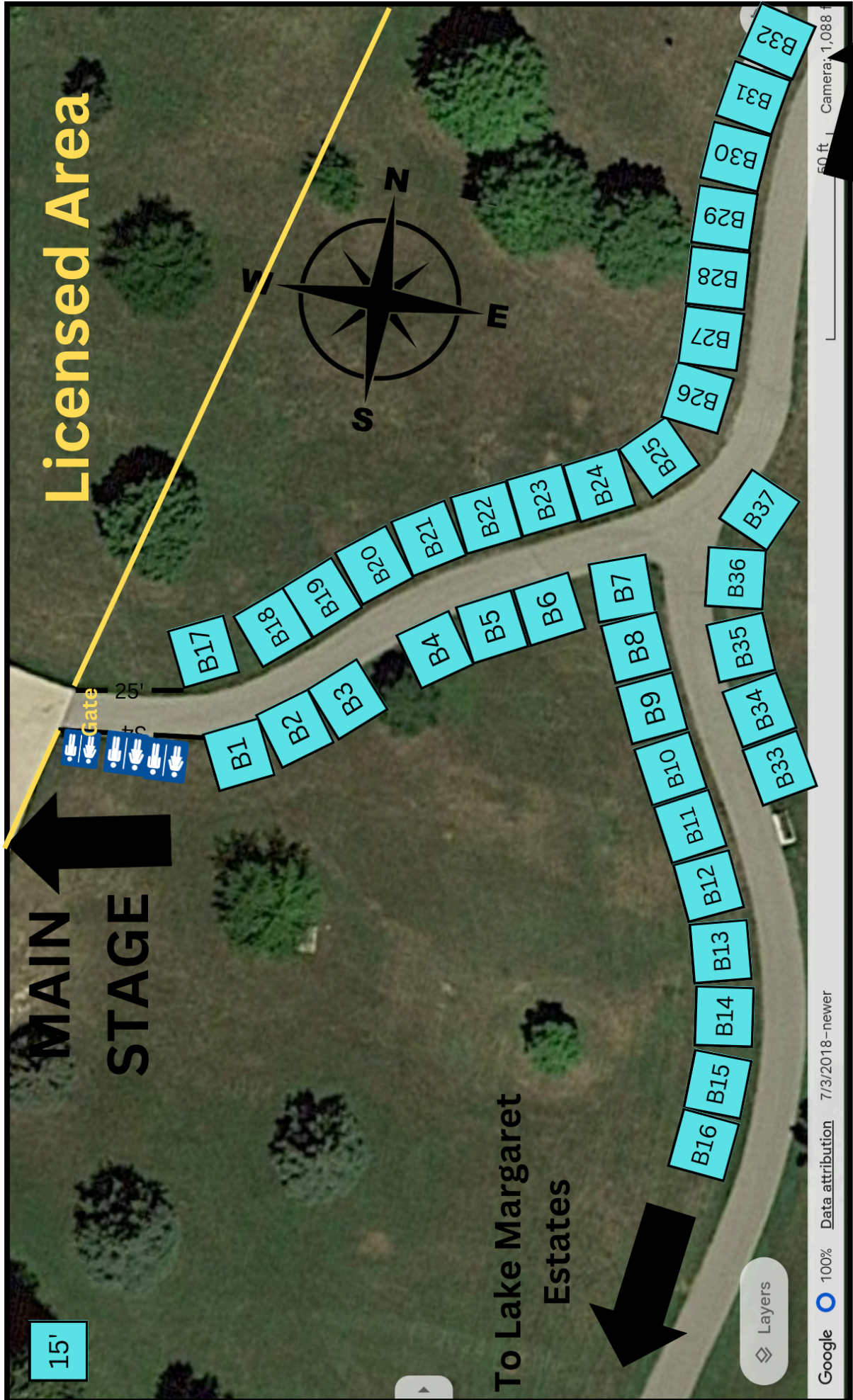
3D

+

-

To MAIN Stage  
& Zone "B"





**MAIN STAGE**

**Licensed Area**

**To Lake Margaret Estates**

**To Playground & Splash Pad**

**Zone "B"**

To Zone "D"  
and  
Community  
Stage



# Zone "C"

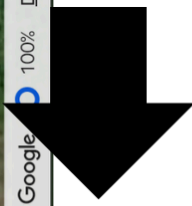
Cable Crossing - 1"



KidZone



To Zone "A"  
and MAIN  
Stage





To Zone "E"

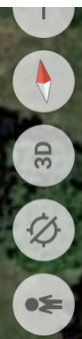


# Zone "D"

To Zones "A" to "C",  
Main Stage



To Community Stage,  
Car/Bike Show



**Park Entrance /  
Exit**

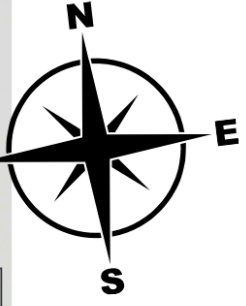
# Zone "E"

**To Zone "D" &  
Community  
Stage**

**To Car/Bike Show**



Google 100% Data attribution 7/3/2018 - newer 50 ft Camera: 1,095 ft 42°45'42"N 81°11'





# ARTISAN / VENDOR APPLICATION

(See website for the definition of Artisan vs. Artist)

<b>EXHIBITOR/ COMPANY NAME</b>			
<b>CONTACT PERSON</b>			
<b>ADDRESS</b>			
<b>CITY</b>		<b>PROVINCE</b>	
<b>PHONE</b>		<b>POSTAL CODE</b>	
<b>EMAIL</b>			
<b>Website / Description of products offered</b>			

*We hereby contract to exhibit in the Railway City Music & Arts Festival and have read the Exhibitor/Vendor Information Package. I understand and agree to adhere to the requirements set out, in exchange for my participation. I also acknowledge that the Festival reserves the right to approve my application only if such space is available and that I have proven to meet the standards as set out in the information package and approved by the Festival.*

DESCRIPTION	EARLY BIRD (before May 1)	FEE (May 1 & after)	#Required	Total
<b>Standard</b> site: approximately <b>15' Frontage</b> , Thu-Sun	\$100	\$150		
<b>Large</b> site: approximately <b>30' Frontage</b> , Thu-Sun	\$200	\$275		
<b>X-Large:</b> up to 40' Depth, Thu-Sun <b>per 10 feet of frontage</b>	\$70/ 10ft	\$90/ 10ft		
<b>SAT/SUN ONLY:</b> 15' Frontage	\$75	\$100		
BOOTH PREFERENCES / OPTIONS				
<b>Hydro:</b> 1 - 15 Amp outlet - for lighting only - no appliances please		+\$40		
<b>PRIME LOCATIONS</b> (nearest to bandshell/stage) - with 1-15 Amp outlet. (not available for Sat/Sun only) <b>(See attached map)</b>		+\$100		
<b>PRIME LOCATIONS</b> (nearest to bandshell/stage) - <b>no hydro</b> (not available for Sat/Sun only) <b>(See attached map)</b>		+\$75		
<b>Site Preferences</b> (Top 3): #1 ____, #2 ____, #3 ____ <b>Other Requests/Notes:</b>	<b>Please Note:</b> (1) Zone E will only be used if # of exhibitors warrants. (2) Zone B will be reserved for Fine Art exhibits (if # of Artists warrant) - otherwise it will not be used. (3) We can not guarantee your choice of site, but will try to get you as close as possible. Sites are first-come-first-served. Book early!			

Application Checklist:

- € **Description and/or picture of products sold.**
- € **Insurance Certificate (required for all vendors & exhibitors)**

	<b>Subtotal</b>	\$
	<b>HST 13%</b>	
	<b>TOTAL</b>	\$

<b>X</b>	<b>Date</b>	<b>X</b>	<b>Date</b>
<b>Signature of Exhibitor</b>		<b>Signature of Vendor Coordinator</b>	