



NORTHERN LIGHTS  
FESTIVAL BORÉAL

## **VENDOR INFORMATION**


**2016**

Since the inaugural festival in 1972, Northern Lights Festival Boréal (NLFB) has taken place every July in the community of Sudbury, ON. As the longest continually running outdoor music and arts festival in Canada, NLFB has become a true gem of Northern Ontario arts and culture.

From its humble beginnings as the 'Northern Lights Folk Festival', NLFB has grown and diversified. Since 2006, for example, NLFB has made a number of exciting updates and changes to reflect new trends and public values. Greenville, which welcomes not-for-profit and environmentally focussed organizations, was established in 2006 and continues to expand and diversify each year.

In 2007, NLFB's volunteer Green Team sprang into action assisting the City of Greater Sudbury with park maintenance and waste reduction. In 2008, the City of Sudbury commended NLFB and its Green Team on being the cleanest and most environmentally conscious event at Bell Park. In the same year, NLFB strengthened its commitment to the environment by introducing reusable water bottles for volunteers and drinking mugs for festival patrons.

NLFB proudly celebrated its 40<sup>th</sup> anniversary on July 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> by moving into the newly renovated Bell Park. Since then, the festival has continued to be very successful and has featured a diverse and exciting line-up, as well as a great array of vendors and exhibitors. This year is the 45<sup>th</sup> anniversary and we are hoping to make it the best ever.



I'd like to take this time to welcome all new and returning vendors to the 45<sup>st</sup> annual festival. We're going to knock it out of the park. Enclosed in this document you will find a detailed outline of festival information and vendor requirements. Please read the document in its entirety. I hope this information will help to ensure this year's Festival is well-organized and a truly fun event for everyone involved. If you have any further questions or comments please feel free to contact me at 705-674-5512 or to reach me via email at [nlfbmarketing@gmail.com](mailto:nlfbmarketing@gmail.com).


Thank you very much,

Félix HT

Vendor Coordinator


Northern Lights Festival Boréal

See you at the Fest!




Vendors are allocated set up times on Thursday July 7<sup>th</sup>, 2016 and Friday July 8<sup>th</sup>, 2016. Vendors may set up on Thursday between the hours of 10:00 A.M. and 6:00 P.M. and on Friday between the hours of 9:30 A.M. and 2:00 P.M.\*

\*PLEASE NOTE: ALL VENDOR VEHICLES & TRAILERS MUST BE REMOVED FROM THE FESTIVAL GROUNDS (UNLESS PREVIOUSLY DISCUSSED AND APPROVED BY NLFB) PRIOR TO 3:30 P.M. ON FRIDAY JULY 8<sup>th</sup>, 2016. SOME PARKING IS AVAILABLE IN THE LOT OPPOSITE THE PARK ENTRANCE, ON THE OPPOSING SIDE OF PARIS ST.




Vendors are provided the opportunity to tear down Monday, July 11<sup>th</sup>, 2016 between the hours of 10:00 A.M. and 6:00 P.M. Vendor vehicles are permitted on-site during tear down and all items brought

into the site must be removed, excluding regular garbage (cooking oil etc. not included). Any equipment left on-site may be removed and disposed of by NLFB or City staff.



All vendors must register at the NLFB Registration Tent before entry into festival grounds. The Registration Tent registers all approved volunteers, vendors, artists, media, VIP, government officials and staff. It is located at the front gate of the park, near the main ticket booth.

IMPORTANT: All vendors must collect their vendor passes and register for the festival at 5:15 P.M. Friday, July 8<sup>th</sup>, 2016. This will prevent NLFB security from stopping and escorting you (the vendor) or your staff off the festival grounds.



Volunteer medical first responders will be onsite throughout festival weekend providing first aid services. All persons within festival grounds are encouraged to use these services if required. The first aid area will be located near the main festival gate, which is off of Paris St.

In the event of a medical emergency, first responders must be notified in order to provide immediate medical care. First aid volunteers are responsible for contacting paramedics in the event that one or more persons must be transported to a hospital for further medical attention.

Table 1 (below) outlines the general hours of operation for each festival stage. For more information (including music programming etc.), please consult the complimentary program guide, available at the festival's ticket booth.

■ = stage in operation

Table 1 - Festival Stage Hours															
FRIDAY, JULY 8, 2016															
	11h	12h	13h	14h	15h	16h	17h	18h	19h	20h	21h	22h	23h	24h	
PARK HOURS								■							
Family Stage								CLOSED							
Acoustic Stage								CLOSED							
Workshop Stage								CLOSED							
Canvas Cabaret									■						
Main Stage								■							
The Townhouse													■		
SATURDAY, JULY 9, 2016															
	11h	12h	13h	14h	15h	16h	17h	18h	19h	20h	21h	22h	23h	24h	
PARK HOURS	■														
Family Stage		■													
Acoustic Stage		■													
Workshop Stage		■													

Canvas Cabaret		[REDACTED]							[REDACTED]							
Main Stage		[REDACTED]							[REDACTED]							
The Townehouse												[REDACTED]				
SUNDAY, JULY 10, 2016																
	11 h	12 h	13 h	14 h	15 h	16 h	17 h	18 h	19 h	20h	21 h	22h	23h	24h		
PARK HOURS	[REDACTED]															
Family Stage		[REDACTED]														
Acoustic Stage		[REDACTED]														
Workshop Stage		[REDACTED]														
Canvas Cabaret		[REDACTED]							[REDACTED]							
Main Stage		[REDACTED]							[REDACTED]							
The Townehouse												[REDACTED]				



**TWO-WAY RADIOS AND CELLULAR PHONES:** Northern Lights Festival Boréal will have two-way radios and cellular telephones to facilitate communication at the festival. These cellular telephones will be distributed to NLFB office staff and key festival contacts. Two-way radios will be distributed to Site Patrol volunteers and key park areas.

**PLEASE NOTE:** NLFB does not receive the cellular telephones and the two-way radios from Beyond Wireless until five (5) days prior to the festival. These cellular telephone numbers will be e-mailed to all vendors prior to festival weekend. Please ensure to have the numbers on hand for your convenience.


**EMERGENCY PLAN:** Festival Coordinators and members of the Site Patrol Team are trained and prepared for all emergency situations that may arise during festival weekend. Festival organizers and security volunteers have read and understood the NLFB Emergency Plan. The Festival Chair, the Festival Coordinators and the Site Patrol Coordinator are responsible for executing all emergency protocols if necessary.



Safety of the festival is monitored around the clock during the festival days. 20-30 Site Patrol volunteers and trained security officers will be circulating the grounds during festival hours. Site Patrol will be circulating vendor booths at night to help ensure the protection of products. All Site Patrol volunteers are bondable and many have been volunteering as site patrol for many years. Police presence will also be seen at the festival to reinforce security and ensure that the festival maintains an environment that is both fun and safe for everyone.

Covering vendor products and booths after-hours is highly recommended to further ensure that products are not tampered with or damaged by weather.

NLFB cannot be held accountable for any missing or damaged items.



Canopies, tents, chairs and tables are not provided by NLFB and must be brought into the festival for Artisans, Retailers and Food Vendors. Greenville/Non-Profit participants receive a table and are placed under a tent with fellow non-profits and environmentally focused organizations (unless previously negotiated otherwise). Chairs cannot be guaranteed.

Tents, tables etc. can be rented at Rent-N-Party ([www.rentnparty.com](http://www.rentnparty.com)) or Pete's Rental ([www.petesrentall.ca](http://www.petesrentall.ca)) both located in Sudbury, ON. Both have done many rentals for NLFB in the past.

Vendors who require electric power and have previously stated this on their vendor application form must provide their own extension cords. Food Vendors MUST provide their own fire extinguishers if they are cooking using high heat or open flames. Such vendors will not be permitted to operate without one. Booth spacing for vendors has been determined by the cost of your vendor application. Tents used for cooking must be flame retardant. Vendors must abide by the outlined spacing layout. If you are unsure of your maximum size please contact NLFB to confirm prior to the festival. NLFB staff does their best to accommodate placement requests by vendors; however there is no guarantee of receiving a certain location on the festival grounds. Exclusivity of product is also not guaranteed.

IMPORTANT: Vendors are provided with a maximum of 4 vendor passes per day for staff/helpers. These passes can be swapped between staff for shift changes etc. Any additional passes will cost the vendor \$15.00 per pass. The maximum amount of additional passes is 4, bringing the total maximum for vendor helper/staff to 8 passes.

All vendor names and the names of staff/helpers must be provided to NLFB prior to June 30<sup>th</sup>, 2016. Failure to do so may result in the staff member or helper not being able to access the festival grounds without purchasing a pass.

Officials from the Fire Marshall's office and the Sudbury and District Health Unit will be present to ensure the proper health & safety guidelines are adhered to. It is absolutely necessary that all vendors conform to the guidelines provided.

PLEASE NOTE: Due to spatial restrictions, NLFB is not able to provide vendors and staff/helpers with automatic access to the main-stage feature concerts (i.e. night concerts in the Grace Hartman amphitheatre). Vendors can, however, enjoy evening's entertainment at the Canvas Cabaret stage, if applicable. Passes for main stage feature shows can be purchased at the ticket booth.



Enclosed is a beverage pricing guideline. We request that you abide by these prices to satisfy festival attendees. Only recyclable containers will be accepted, and vendors are encouraged to promote the use of reusable cups.

PLEASE NOTE: ALL SPECIALTY BEVERAGES ARE NOT INCLUDED IN THIS BEVERAGE GUIDELINE AND CAN BE PRICED REASONABLY, AS EACH VENDOR SEES FIT.

PRODUCT	PRICE LIST
Soda: 355ml can	\$1.00-\$1.50
Soda: 591ml bottle	\$2.00-\$2.75
Energy Drinks	\$2.75-\$4.00
Bottles of Water	\$1.00-\$2.00

All food vendors must have applied for a Special Occasion Food Service Permit with the Sudbury and District Health Unit. A copy of this approved permit must be issued to NLFB.



A final layout is currently in the works for NLFB 2016. Please consult the complimentary program guide for the final version. All previously discussed requests have been taken into consideration; however NLFB cannot guarantee to honour all requests.

Vendor spots are pre-assigned according to the needs of NLFB and cannot be re-negotiated.