



NORTHERN LIGHTS  
FESTIVAL BORÉAL

July 4 - 7, 2019 - Bell Park, Sudbury

**VENDOR INFORMATION**  
**2019**

# WELCOME!

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.

I'd like to take this time to welcome all new and returning vendors to the #NLFB2019 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:

[marketing@nlfb.ca](mailto:marketing@nlfb.ca)

705-674-5512

Thank you very much,

Izzy Ahrbeck

*Vendor Coordinator*

*Northern Lights Festival Boréal*

While reading this document please note:

Red underline means important dates and times

**Orange and bold** means key locations on festival grounds

# REGISTRATION

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 **before 5:00 P.M. Friday July 5th**. This will prevent NLFB security from stopping and escorting you (the vendor) or your staff off the festival grounds.

*When can I pick up my registration passes?*

Thursday, July 5th: between **2:00 P.M. and 5:00 P.M.**

Friday, July 6th: between **2:00 P.M. and 5:00 P.M.**

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# SET UP

Vendors are allocated set up times on Thursday July 4<sup>th</sup> and Friday July 5<sup>th</sup>. We have now added a **Thursday, July 4, evening lineup**. It is up to the vendor if they want to be set up by Thursday or if they want to be set up for Friday. All vendors must be ready to sell by Friday 5:00 PM. Non-profit booths can email [marketing@nlfb.ca](mailto:marketing@nlfb.ca) if they are only able to come on Saturday and Sunday.

*When can I set up my booth?*

Thursday July 4: between **10:00 A.M. and 3:00 P.M.** \*no vehicles in after 3pm

Friday July 5: between **9:30 A.M. and 2:00 P.M.** \*no vehicles in after 2pm

**PLEASE NOTE: ALL VENDOR VEHICLES & TRAILERS MUST BE REMOVED FROM THE FESTIVAL GROUNDS (UNLESS PREVIOUSLY DISCUSSED AND APPROVED BY NLFB) PRIOR TO 3:00 P.M. ON FRIDAY JULY 6<sup>th</sup>, 2018. SOME PARKING IS AVAILABLE IN THE LOT OPPOSITE THE PARK ENTRANCE, ON THE OPPOSING SIDE OF PARIS ST.**

# AT THE FESTIVAL

Vendors need to be running during these hours:

## **ARTISANS/CRAFT/NON-PROFITS**

Thursday 5pm until dark (optional)

Friday 5pm until dark (optional for non-profit booths)

Sunday 11am until dark

Sunday 11am until dark

\*you can stay open later. Just bring some battery powered lights. It always looks really magical and cool!

## **FOOD VENDORS**

Thursday 5pm until midnight (optional)

Friday 5pm until midnight

Sunday 11am until midnight

Sunday 11am until midnight

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# FESTIVAL ACCESS

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. Please contact Izzy ([marketing@nlfb.ca](mailto:marketing@nlfb.ca)) if you require more. \*MN Pavillion only get 2 passes\*

All vendor names and the names of staff/helpers **must** be provided to NLFB prior to [June 22, 2019](#). Failure to do so may result in the staff member or helper not being able to access the festival grounds without purchasing a pass.

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.

# TEAR DOWN

Vendors can tear down [Monday, July 8, 2018](#). 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. If you would like to tear down earlier, you may do so without a vehicle i.e. bringing trolley and carts to tear down.

*When can we tear down?*

Monday July 8: between **10:00 A.M. and 6:00 P.M** \*or earlier without a vehicle

**IF YOU HAVEN'T CLEARED YOUR SITE BY 6PM ON MONDAY, WE WILL DISPOSE OF ANY ITEMS LEFT BEHIND.**

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# SAFETY & SECURITY

Safety of the festival is monitored around the clock during the festival days. 10-20 Site Patrol volunteers and trained security officers will be circulating the grounds during festival hours. Site Patrol and paid security will be circulating vendor booths at night to help ensure the protection of products. 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.**

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.

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.

# WHAT DO I NEED TO BRING?

Canopies, tents, chairs and tables are not provided by NLFB and must be brought into the festival for Artisans, Retailers and Food Vendors. Chairs cannot be guaranteed. \*except for **Makers North Pavillion**. Chairs, a shared tent and a table will be provided.\*

Tents, tables etc. can be rented at Rent-N-Party ([www.rentnparty.com](http://www.rentnparty.com)) or Pete's Rental ([www.petesrental.ca](http://www.petesrental.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**. WE RECOMMEND GETTING AT LEAST 30ft IN LENGTH.

To bring:

- **Tent** (WE DO NOT PROVIDE TENTS)
- Table (NOT PROVIDED)
- Chairs (NOT PROVIDED)
- Extension cords (if you require power) **\*at least 30ft in length**
- Lights (if you require power)
- Battery powered lights (if you don't have power)

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## KEY CONTACTS

Izzy Ahrbeck  
[marketing@nlfb.ca](mailto:marketing@nlfb.ca)  
705-674-5512

Tim Kraft  
[volunteer@nlfb.ca](mailto:volunteer@nlfb.ca)  
\*if you have questions about volunteer vouchers

# FOOD VENDORS

**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.**

Food Vendors **MUST** provide their own **fire extinguishers** if they are cooking using high heat or open flames. If these vendors are using a canopy/tent, it must be flame retardant. We have our local fire marshal do a walk around the site to make sure vendors are abiding by these rules. Such vendors will not be permitted to operate without this.

**GREY WATER & WASTE** : Food vendors must properly dispose of their own grey water and fryer oil off-site. Please contact the City for any questions regarding waste disposal.

**BEVERAGES**: Here 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-\$2.00
Soda: 591ml bottle	\$2.00-\$3.00

## Food Vendors

During the festival, volunteers have \$5 food vouchers that are treated as CASH. These vouchers are only given to volunteers and vendors can redeem these at the end of the weekend or the end of each day at **NLFB's Control Booth** for cash. **You must do this before 8PM on Sunday night.**

## Volunteer Meals

**\$5 Menu Item** - We encourage food vendors to create a special \$5 menu item for volunteers. This can be a small meal and a drink. Vounteers will pay for these using Food Vouchers so you can redeem them as cash.

**PLEASE NOTE: Cashing in the vouchers needs to be done **BEFORE** you leave the festival. We will not accept them after.**

## **NLFB ONE-PAGER**

### **When can I pick up my registration passes?**

Thursday, July 4th: between **2:00 P.M. and 5:00 P.M.**

Friday, July 5th: between **2:00 P.M. and 5:00 P.M.**

*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. Please contact Izzy (marketing@nlfb.ca) if you require more.*

*You must send the names of staff working the booth by **June 22, 2018.***

### **When can I set up my booth?**

Thursday July 4: between **10:00 A.M. - 3:00 P.M.**

Friday July 5: between **9:30 A.M. - 2:00 P.M.**

*To be set up for Thursday night is optional but encouraged. **Vehicles not permitted on-site** after set-up times.*

### **When can we tear down?**

Sunday July 7, without a vehicle OR Monday July 8:  
between **10:00 A.M. - 6:00 P.M**

***No vehicles will be allowed on site before.***

#### **Checklist:**

- Send signed Vendor Waiver + Agreement
- Provide Certificate of Insurance
- Provide Special Occasion Food Service Permit (food vendors)
- Collect Registration Passes before Fri July 6, 5:00 P.M.
- Tent
- Table/Chairs
- Extension cords at least 30ft (if you require power)
- Lights (if you require power)

### **What are my hours during the festival?**

#### **ARTISANS/CRAFTERS**

Thursday 5pm until dark (optional)

Friday 5pm until dark

Sunday 11am until dark

Sunday 11am until dark

\*you can stay open later.

#### **FOOD VENDORS**

Thursday 5pm until midnight (optional)

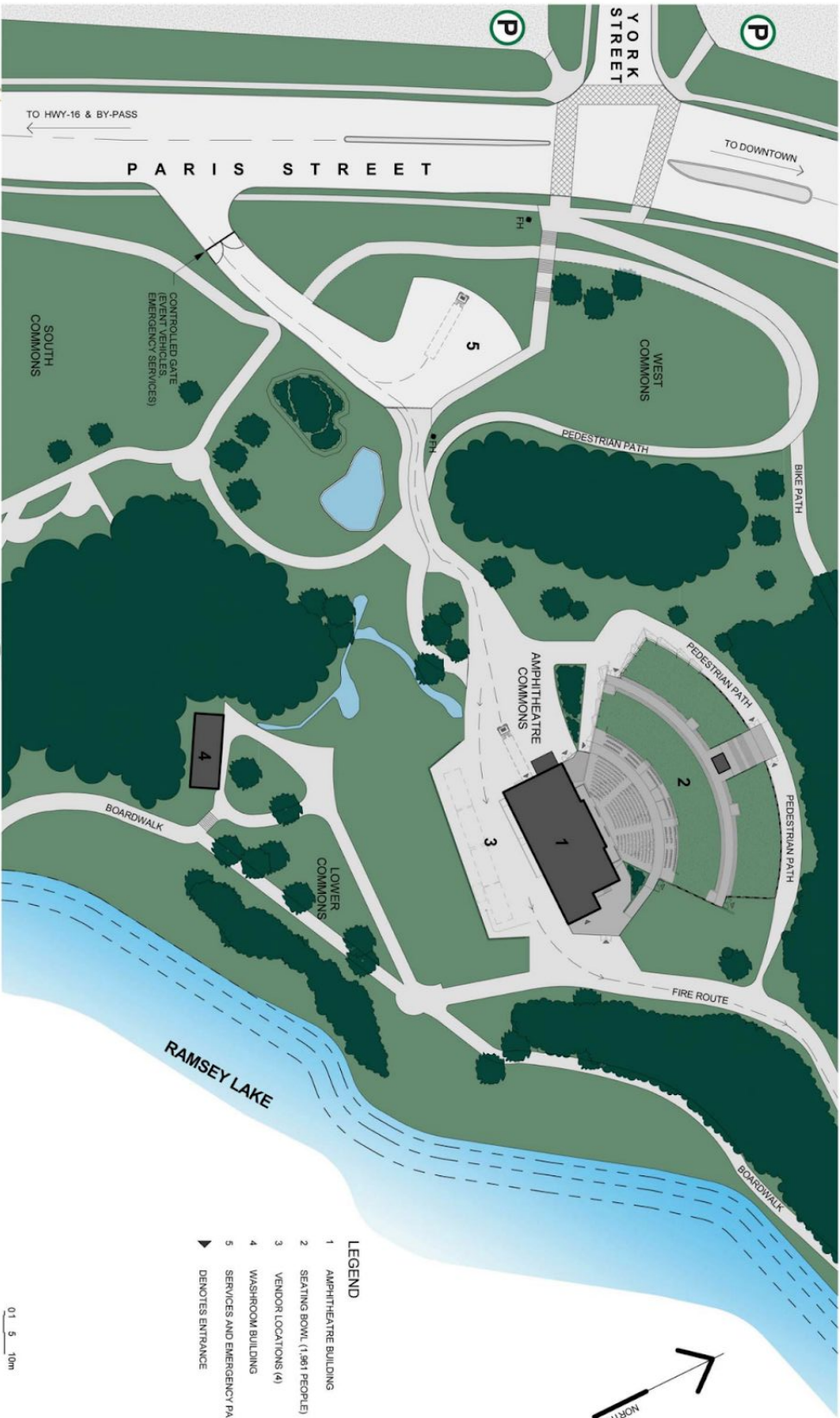
Friday 5pm until midnight

Sunday 11am until midnight

Sunday 11am until midnight



- Battery powered lights (if you don't have power)
- Fire extinguisher (food vendors)



Grand Theatre  
**AMPHITHEATRE**  
 Grand Theatre

Grand Theatre  
**Sudbury**  
 www.grandtheatresudbury.ca

- LEGEND**
- 1 AMPHITHEATRE BUILDING
  - 2 SEATING BOWL (1,981 PEOPLE)
  - 3 VENDOR LOCATIONS (4)
  - 4 WASHROOM BUILDING
  - 5 SERVICES AND EMERGENCY PARKING
  - ▲ DEVOTES ENTRANCE

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**SITE PLAN**