

Northern Lights Festival Boreal Vendor General Guidelines



Northern Lights Festival Boréal

These regulations and guidelines form one component of vendor contractual commitments to the Northern Lights Festival Boreal (NLFB). They have been established to provide clear operational rules to enhance festival patrons' experience and ensure that vendors adhere to all deadlines, regulations and guidelines as NLFB requires. **By applying, you are committing to conducting your business under all NLFB regulations and guidelines, including (but not limited to) the Vendor General Guidelines. Failure to comply with all regulations may result in the forfeit of space for the day and/or weekend and exclusion from all future events.**

APPLICATION/ADJUDICATION/ACCEPTANCE /CONTRACTING

APPLICATION & ADJUDICATION

Application Deadline: March 14th, 2025, with no extensions or exceptions

Any vendor with a setup greater than 30 feet in width need not apply due to space restrictions.

Adjudication Process

Applications will be blind-judged following the application deadline, and vendors will be emailed with the outcomes in April.

ACCEPTANCE & CONTRACTING

For successful applicants, **the offer to participate in the festival is CONDITIONAL until all of the below requirements are met.** All documents must be sent to the NLFB office at logistics@nlfb.ca. Any late or missed deadline is grounds for withdrawal of the conditional offer at the discretion of the Logistics Coordinators.

VENDOR CONTRACT

- A legal contract outlining the conditions for participation in the festival. **Vendors MUST adhere to all aspects of their contract**, and failure to do so may result in revoking their ability to participate on the weekend and/or banning from future festival participation.

GENERAL LIABILITY INSURANCE CERTIFICATE

- Craft & Retail vendors require \$2 million coverage with Northern Lights Festival Boreal and the City of Greater Sudbury named as an additional insured

HOURS OF OPERATION

- NLFB operating hours are Friday from 5 pm to 12 am, Saturday from 11 am to 12 am, and Sunday from 11 am to 11 pm.
- Vendors must be open during all festival hours until sundown unless otherwise authorized by Logistics Coordinators. Failing to remain open for the entire festival hours is a serious infraction and will be addressed.
- Vendors may open before and close later than their contracted hours at their discretion.

BOOTH SPACE & DISPLAYS

- All vendors must confine their operations to the designated booth space. Displays should not obstruct walkways or neighbouring booths.
- **The vendor plot size (width and depth) will be per the vendor contract. Once contracts have been finalized, we cannot accommodate requests for larger plot sizes.**
- Festival organizers will determine the placement of booths. Successful applicants will be notified of the booth location closer to the time of the festival. **Location is subject to change up to the beginning of the festival (including map revisions) at the discretion of the logistics coordinators.**
- Each booth must be visually appealing and reflect the products or services offered. We encourage creative and engaging setups to attract festival goers.

VENDOR FEES, FINES and PAYMENT

Contract Type	Cost	Definition
Non-Profit Vendor Booth - 10' x 10'	\$65 +HST	10' x 10' booth space. Limited availability to power, upon request only. First come first served. Bring your own booth/canopy.
Artisan Vendor Booth - 10' x 10'	\$250 +HST	10' x 10' booth space. Limited availability to power, upon request only. First come first served. Bring your own booth/canopy.
Artisan Vendor Booth - 10' x 20'	\$500 +HST	10' x 20' booth space. Limited availability to power, upon request only. First come first served. Bring your own booth/canopy.
Retail Vendor Booth - 10' x 10'	\$500 +HST	10' x 10' booth space. One 110 Volt, 15 amp circuit included. Bring your own booth, canopy, or truck.
Retail Vendor Booth - 10' x 20'	\$750 +HST	10' x 20' booth space. One 110 Volt, 15 amp circuit included. Bring your own booth, canopy, or truck.
Retail Vendor Booth - 10' x 30'	\$975 +HST	10' x 30' booth space. One 110 Volt, 15 amp circuit included. Bring your own booth, canopy, or truck.

ARTISANAL PRODUCT REQUIREMENTS

- Artisan vendors are required to offer products that are at least 50% handmade. This ensures the integrity and uniqueness of products showcased at the festival. Failure to do so may result in revoking their ability to participate on the weekend and/or banning them from future festival participation.
- Any changes or additions to approved products must be submitted for approval by the Logistics Coordinator.

OTHER VENDOR OBLIGATIONS

- All exhibitors agree to adhere to the rules and regulations outlined by the Northern Lights Festival Boreal, including:
 - No direct solicitation, accosting, or public disturbances.
 - No disruption of spectators or fellow participants.
 - Literature distribution is only permitted from within the designated booth area.
 - No electronic amplification is allowed from booths or tables.
 - Exhibitors are responsible for litter removal caused by their materials.
 - Exhibitors must occupy the designated contracted space.
 - Each exhibitor must prominently display a sign with their business name within their allocated booth space.
 - Tents and structures must comply with building codes and fire regulations.
 - Vendors are responsible for providing all necessary electrical cords and extension cords. Electrical outlets will be provided as applicable.
 - The vendor must always demonstrate respect for NLFB staff, volunteers, partners, and patrons. Failure to do so may result in exclusion from future festivals. Any use of violence or hateful speech toward any individual will immediately terminate the vendor agreement.
- Vendors with high electrical demands may incur an electrical surcharge (ranging from \$50 to \$200), which will be outlined in the contract.
- The exhibitor hereby indemnifies and releases the Northern Lights Festival Boreal, its employees, and volunteers from any claims or liabilities arising from the operation and display of their exhibit and concessions.
- The exhibitor is liable for any damage caused to the Northern Lights Festival Boreal or the City of Greater Sudbury premises due to their exhibit's operation and display.
- On-site health, safety, and fire regulations must be promptly followed.
- The vendor is responsible for the security of their belongings. NLFB and its staff, directors and volunteers are not responsible for lost, stolen, damaged or misplaced goods.
- Vendors are required to complete setup by 3 pm on Friday.

SAFETY REGULATIONS

- Each NLFB vendor is responsible for appreciating and adhering to all appropriate standards to ensure the health and safety of vendors, staff, patrons, performers, and volunteers. This includes being mindful of hazardous cooking services and appliances and their proximity to patron areas.
- Festival staff may address any notable hazards and will expect vendors to rectify any such concerns.

- **Movement of vehicles on Festival grounds during restricted hours will be strictly prohibited. This is a safety issue and will be enforced. There will be no exceptions. Failure to comply will result in possible exclusion from future NLFB events. Vehicles must be off-site by 3 pm on Friday and 10 am on Saturday and Sunday. Each night, NLFB Security will advise when it is safe to move vehicles following the last performance on the Main Stage. This will occur no earlier than 30 minutes after the Main Stage has closed.**

NLFB WILL PROVIDE TO VENDORS

OVERNIGHT SECURITY

- This applies to the security of structural components/displays. NLFB is not responsible for lost, stolen, damaged or misplaced goods.

MAXIMUM OF FIVE GENERAL ADMISSION WRISTBANDS

- Vendors will receive **up to** five general admission wristbands for their staff. If vendor staffing is above five at any one time, the vendor can discuss needs with Logistics Coordinators but will likely have to purchase additional admission passes.
- Vendors with a simple operation and low staffing will be expected to take only the required wristbands.

WASTE MANAGEMENT

- The vendor must remove all waste from the booth.
- NLFB will provide access to waste management bins for compost, recycling, and garbage