



Aurora Chamber of Commerce

Mailing Address: 6-14845 Yonge Street, Suite 321 Aurora, ON L4G 6H8
 Office Address: 14483 Yonge Street Aurora, ON L4G 0P3
 Phone: 905-727-7262 Fax: 905-841-6217 www.aurorachamber.on.ca

2018 AURORA CHAMBER STREET FESTIVAL APPLICATION FOR BOOTH SPACE

The Aurora Chamber Street Festival will be held **SUNDAY, JUNE 3, 2018**, from 11:00 am to 5:00 pm, on Yonge Street in Aurora. The event is held rain or shine. If you are interested in booth space, please complete this form and return it with **FULL** payment to the Aurora Chamber of Commerce. Each booth is 10 x 10 feet. All booths are set up along the curb lanes on either side of Yonge Street between Wellington Street and Murray Drive. Completed applications can be mailed, faxed, delivered in person to the Aurora Chamber or emailed to s.watson@aurorachamber.on.ca. Please visit www.aurorachamber.on.ca for additional information and event updates. Booths sales are final and are non-refundable.

Contact Name: _____	Date: _____
Company Name: _____	
Mailing Address: _____	Unit/Apt.: _____
City: _____	Province: _____
Postal Code: _____	
Tel: _____	Email Address: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS TO COMPLETE YOUR APPLICATION.
PLEASE READ, SIGN AND RETURN THE RULES AND REGULATIONS FOR ALL VENDORS.

1. What are you selling or offering to Festival attendees? If you are providing food of any kind you must comply with the requirements of York Region Public Health and complete and submit an additional application.
2. Briefly describe your display or set-up. Will you be demonstrating something or playing music from your booth? The Festival is quite loud and noisy – so please be prepared for a fun atmosphere.
3. If you have requested multiple booths, do you want them side by side or spread-out? Do you have a preferred location for your booth(s)? We will do our best to accommodate your request but reserve the right to place you where this is available space.

Category PLEASE SEE REVERSE SIDE OF APPLICATION FOR ADDITIONAL INFORMATION	No. of Booths	Total Cost BEFORE MARCH 2	Total Cost AFTER MARCH 2	Total
1. Aurora Chamber of Commerce Member		\$ 60.00	\$ 60.00	
2. Service Club/Charity/Not-for-profit		\$ 65.00	\$ 75.00	
3. General Vendor (non-food)		\$ 115.00	\$ 135.00	
4. Food Vendor (cooking or preparing on grounds)		\$190.00	\$240.00	
5. Ice Cream Truck OR Food Truck <small>Limited spaces available. Maximum size per vehicle is 20 feet.</small>		\$315.00	\$370.00	
			SUB-TOTAL	\$
			HST #123455412RT	\$
			TOTAL	\$

PAYMENT MUST BE INCLUDED WITH APPLICATION
 We accept debit, cash, cheque (payable to Aurora Chamber of Commerce) or credit card

Credit Card Number: _____
 (VISA, MC, AMEX)

Name on Credit Card: _____ Expiry Date: _____

ONCE YOUR APPLICATION HAS BEEN PROCESSED, YOU WILL RECEIVE AN EMAIL CONFIRMATION.

Street Festival Categories:

Please follow these guidelines when selecting your category for the Aurora Chamber Street Festival.

1. An **Aurora Chamber Member** in good standing:
 - can be any member business or service selling most items listed below
 - only restriction is category #5 as all vendors with trucks or food vehicles must pay the listed rate
2. A **Service Club / Charity / Not-for-profit Vendor** is considered someone raising awareness of a charity, church group, service club or organization. They may also fundraise by cooking and selling food, baked goods or pre-packaged items and must complete the York Region Public Health application and follow all guidelines
 - a charitable number will be required
3. A **General Vendor** (non-food) is someone selling the following or similar products:
 - crafts, jewelry, candles, clothing, gifts, art, photography, home décor, furniture, plants, musical items, toys, sunglasses, collectables, cosmetics, soaps, books
 - jams, maple syrup, honey, preserves, fudge, chocolate, cheese, bread and baked goods. These are the only types of food allowed under this category and you must complete the York Region Public Health application and follow all guidelines
4. A **Food Vendor** (cooking or preparing food on grounds) is someone who is selling the following or similar products:
 - ice cream, hamburgers, hotdogs, sausages, wraps, skewers, pitas, falafel, hot drinks, cold drinks, slushies, lemonade, corn on the cob, popcorn, candy apples, crepes, donuts, or restaurants who are cooking / sampling menu items etc.
 - if you are bringing a concession trailer or a towed vehicle/cart of any kind to cook or serve from, you must purchase enough booth space to accommodate your set-up
5. **Ice Cream Truck OR Food Trucks** are vehicles that have been driven to the Festival and vendors who sell from a side window or counter. These items could include but are not limited to:
 - ice cream, French fries, hamburgers, hot dogs, sausages, wraps, skewers, pitas, falafel, hot drinks, cold drinks, slushies, corn on the cob, popcorn, candy apples, crepes, donuts

Vendors: Please answer these additional questions:

Move-in packages will be emailed. Please confirm email here: _____

In order to be environmentally responsible, we prefer to email you event information.

Are you running a generator? Yes OR No (PLEASE CIRCLE)

If you are, please place it as far back as possible from your booth with the use of extension cords. Low noise generators must be used.

Do you have a vehicle running during the Festival with an exhaust? Yes OR No (PLEASE CIRCLE)

This will affect your location as other vendors will not want the noise and smell from the exhaust. Ice cream trucks are placed in pre-allocated intersections. There are a limited number of ice cream trucks allowed. Other food truck operators will be placed throughout the Festival at the discretion of the Aurora Chamber. This will add balance to the Festival and will accommodate all vendors fairly.

Are you towing in a vehicle or trailer? Yes OR No (PLEASE CIRCLE)

Please arrive as early as possible. Vendors on either side of you will want to start their set-up and positioning your vehicle will be difficult if they start before you arrive. Please be sure to purchase as much space as you need to accommodate your larger size. Each booth space is 10 feet wide by 10 feet deep.

RULES AND REGULATIONS FOR ALL VENDORS

2018 AURORA CHAMBER STREET FESTIVAL

1. The Festival is held rain or shine on Sunday, June 3, 2018. Booth sales are final and there are no refunds.
2. The booth fee includes a 10 x 10 foot space ONLY. You are responsible for tables, chairs, garbage bins, canopies, signs, water, power, etc.
3. Each vendor must have a garbage container at their booth. **Remember to take the garbage and the container with you at the end of the Festival.** Do not leave any debris behind at the end of the day (boxes, packing material, and crates).
4. Food vendors **must** complete and submit a York Region Public Health (YRPH) Vendor Application Form for Special Events. This form is available on our web site www.aurorachamber.on.ca/street_festival. Return the completed application to the Aurora Chamber of Commerce **by Monday, April 9, 2018**. We will submit the paperwork to YRPH on your behalf along with your specific location at the event (inspectors will be on-site at the event). This deadline and form are **mandatory**. In the event your application is not submitted by this deadline, you may not be able to participate in the Festival.
5. If you are preparing, cooking, selling or offering food at the Festival you **must** conform to the requirements of York Region Public Health (YRPH). Information on Food Safety and Event Guidelines is available on our website at www.aurorachamber.on.ca/street_festival. For additional information on food safety or to speak with a public health inspector, call York Region Health Connection at 1-800-361-5653 or visit the York Region Public Health website at York.ca/food
6. Even if you do not consider yourself a Food Vendor, but are selling or offering food of any kind (drinks, candy, baked goods, jams, preserves, and prepared packaged items) you must still complete the York Region Public Health Vendor Application Form for Special Events and follow the same instructions as in points 4 & 5.
7. If you are using a generator it must be classified as low noise. The Festival organizers reserve the right to deny the use of a generator if we deem it to be a noise nuisance.
8. If you are bringing a concession trailer or a towed vehicle/cart of any kind to cook or serve from, you must purchase enough booth space to accommodate your set-up. Each booth is 10 feet wide by 10 feet deep – no exceptions!
9. All items for sale need to be kept inside the designated booth space. You cannot display outside the purchased space. No aggressive sales will be permitted.
10. All helium and barbecue tanks must be safely secured and operated. Complete fire code and fire safety information can be found at www.mcscs.jus.gov.on.ca/english/FireMarshal/Legislation/FireCode/FireCode.html
11. No alcohol, fireworks, weapons or illegal substances are allowed on the grounds.
12. When setting up your booth, park and unload only on the west or southbound passing lane on Yonge Street as the northbound passing lane must be clear at all times for emergency vehicles. Access Yonge Street at designated intersections only as outlined in the information package that will be sent to you prior to the event.
13. Set-up is between 10:00 am and 11:00 am Sunday, June 3, 2018. There will be no vendor vehicles allowed on Yonge Street after 11:00 am. Parking vehicles on Yonge Street after 11:00 am is strictly prohibited and vehicles will be towed at the owner's expense.
14. The Aurora Chamber reserves the right to re-sell any space not occupied by 10:45 am on Sunday, June 3, 2018.
15. The deadline for the removal of property and garbage from the booth space is 6:00 pm on Sunday, June 3, 2018.
16. Please check our web site for additional information and ongoing updates at www.aurorachamber.on.ca

Please indicate by signing below that you have read and understand these rules and regulations and agree to abide by them at the 2018 Aurora Chamber Street Festival.

Signature

Date

AURORA CHAMBER STREET FESTIVAL - FREQUENTLY ASKED QUESTIONS

1. What is the Aurora Chamber of Commerce?

The Aurora Chamber of Commerce is a non-profit organization that supports and promotes business, facilitates innovative and professional business practices, creates opportunities for peer interaction, increases the profile of its members, and provides services to enable them to succeed. The Chamber has over 600 businesses as members and welcomes all business in and around Aurora to join. Membership information can be found at www.aurorachamber.on.ca or by calling our office at 905-727-7262. In addition to many other benefits, members receive a significant discount on the cost of a booth at the Street Festival.

The Aurora Chamber has organized the Street Festival since its inception, over 20 years ago. Interestingly, the Festival originally began as a community garage sale. It has grown significantly and is now York Region's largest community event with live performances, unique vendors, great food and more.

2. What is the Aurora Chamber Street Festival?

The Aurora Chamber Street Festival is a one-day event that happens annually on the first Sunday in June. Yonge Street in Aurora is closed to traffic allowing walking on Yonge Street. The event is open to the public. There is no admission fee and parking is free in the surrounding area. The event happens rain or shine.

Vendors sell their goods from booths at ground level, along the curb lane on both sides (east and west) of Yonge Street. There are scheduled professional performers throughout the day at various locations.

3. Where does the Festival take place?

The Festival takes place directly on Yonge Street in the heart of Aurora. Yonge Street is closed from Wellington Street (north end) to Murray Drive (south end). There is no designated entrance or exit and visitors access the Festival from the side streets.

4. What time is the Festival?

The Festival opens at 11:00 am and closes at 5:00 pm.

5. How many people attend the Aurora Chamber Street Festival?

30,000 +

6. Do I have to be an official 'business' to sell at the Festival?

Not necessarily. The Festival is open to anyone who wishes to promote their services or products. It is also open to businesses and non-profits, as well as vendors, artisans and crafters who wish to display and sell their unique items.

7. How do I become a vendor at the Street Festival?

You can complete the vendor application package available on the website at www.aurorachamber.on.ca/street_festival. Please ensure it is complete and is returned with full payment. Once your application has been accepted and processed, you will receive an email confirmation.

8. When can I set-up and when can I take-down my display?

Yonge Street closes at 10:00 am to allow vendors to set-up. Set-up is one hour only from 10:00 am to 11:00 am. It is recommended that all vendors deliver their items to their booth, unload, and park their vehicle before setting-up.

Tear-down begins at 5:00 pm. Yonge Street re-opens at 6:00 pm. Everything **MUST** be removed from Yonge Street by 6:00 pm.

9. Is there assigned parking?

There is no assigned parking at the Street Festival. Please park on side streets. We ask that you please respect neighbouring homes and businesses.

10. Can I sell or give away food?

Yes, however you must comply with all York Region Public Health rules and regulations. Info is available at www.york.ca/Services/Public+Health+and+Safety/Food+Safety/FoodSafetySpecialEvents.htm. If you are cooking on site you must pay the food vendor booth price as indicated on the application.

11. Can I hand out marketing material at my booth?

Yes, however please limit the amount of paper you hand out. Consider an item with a 'shelf life' rather than something someone will throw away. Papers and flyers left behind after the Festival can leave unnecessary litter.

12. Can I play music at my booth?

The Festival is noisy. You are welcome to play music at your booth, however, if other vendors are bothered by the volume it must be turned down or off.

The Aurora Chamber provides live music at two locations on Yonge Street for the entire day: at the intersection of Golf Links Drive (and Yonge Street) and at the intersection of Church Street (and Yonge Street).

13. How will I know where my booth is located?

A few weeks prior to the Festival, you will be **emailed** a package that will outline all of the necessary information. **Please ensure you indicate your preferred location on the application.** You will be assigned a block and booth number. Booths are numbered even on the west side of Yonge Street and odd on the east side.

The Chamber would prefer to email all Festival information and the move-in package in order to be environmentally friendly.

14. What if I need more than one booth?

If you require more than 10 x 10 feet of space, you can purchase multiple booths. You can request them to be side-by-side or in another location. When you receive the information package prior to the Festival, remember that booths are numbered 'every-other' depending on whether you are on the east or west side of Yonge Street. If you have requested your booths to be side-by-side, this is usually no problem.

15. How much does a booth cost at the Street Festival?

We have five different pricing categories to select from and have described what each category includes. Please refer to the 2018 AURORA CHAMBER STREET FESTIVAL APPLICATION FOR BOOTH SPACE.

Please take advantage of the early bird price (before March 2, 2018).

16. What is included with my booth?

You are provided with 10 feet (wide) x 10 feet (deep) of space only. You are responsible for tables, chairs, garbage bins, canopies, signs, water and power.

17. Can I choose my booth location?

You can indicate your location preference on your application. We will do our best to accommodate your request but reserve the right to place you where there is available space. We suggest purchasing your space as soon as possible, if you have a preferred location.

18. What if I need power at my booth?

You are welcome to bring a generator however; it must be classified as 'low noise'. You can rent generators at area hardware or tool rental stores. Check our Business Directory for options: www.aurorachamber.on.ca. Please bring an extension cord so that the generator can be moved as far back as possible to reduce noise.

19. What if it is raining on the day of the Festival?

The Festival happens rain or shine and goes ahead regardless of the weather. There are no refunds and all vendors are encouraged to still participate even if the weather forecast is not favourable.

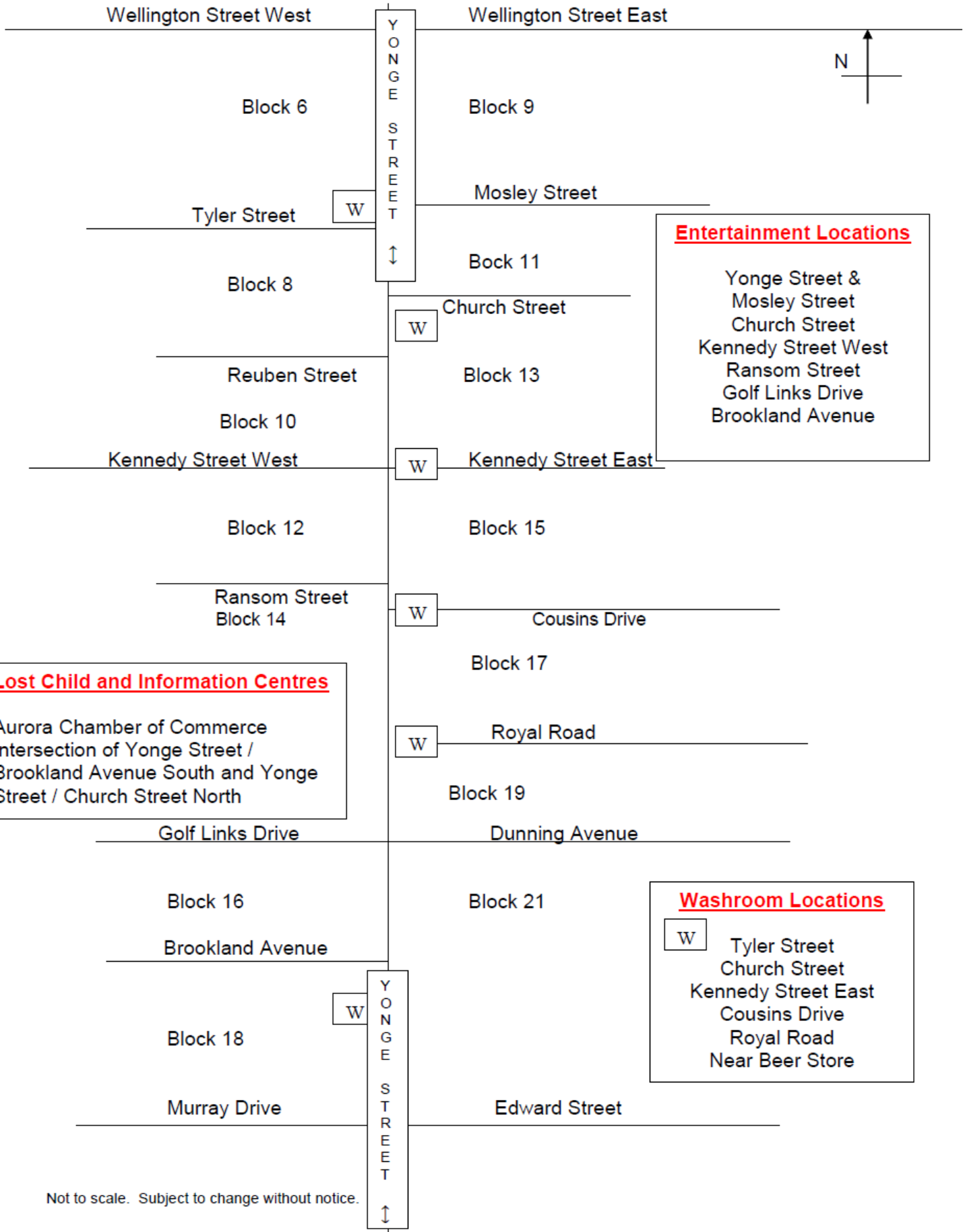
20. What if I have questions or need assistance at the event?

Volunteers are on site at the Street Festival throughout the day. In the early morning, 'Block Captains' will mark the curb along Yonge Street with booth numbers indicating where vendors are to set up. These volunteers can be identified with bright yellow t-shirts. During the event Aurora Chamber of Commerce staff will be set-up in two locations: Yonge and Church Street on the east side, in front of the Aurora Public Library and Yonge and Brookland Avenue on the west side, in front of the LCBO.

21. When can I book my booth for the 2018 Aurora Chamber Street Festival?

Festival applications and information are available in January. Please visit www.aurorachamber.on.ca to take advantage of early-bird rates.

We look forward to having you join us at the Festival.



Not to scale. Subject to change without notice.

Entertainment Locations

- Yonge Street & Mosley Street
- Church Street
- Kennedy Street West
- Ransom Street
- Golf Links Drive
- Brookland Avenue

Lost Child and Information Centres

- Aurora Chamber of Commerce
- Intersection of Yonge Street / Brookland Avenue South and Yonge Street / Church Street North

Washroom Locations

- Tyler Street
- Church Street
- Kennedy Street East
- Cousins Drive
- Royal Road
- Near Beer Store