

ARTISAN/VENDOR INFORMATION PACKAGE

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



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.ca

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

2026 DATES & TIMES:

Thursday August 13th, 3:00 p.m. - 11:00 p.m.

Friday, August 14th, 11:00 a.m. - 11:00 p.m.

Saturday, August 15th, 11:00 a.m. - 11:00 p.m.

Sunday, August 16th, 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 vendors@rcmaf.ca

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 13th 9:00am to 1:30pm

Friday, August 14th, 7:00am to 10:30am

Saturday August 15th, 7:00am to 10:30am

Set-up must be completed by this time to ensure safety for our customers. All vehicular traffic is prohibited within the show area after 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 16th, 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 permitted.

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 should be constructed of flame-resistant material if you are using any heat source, 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 **2026 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 **2026 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 using an electrical or combustible fuel heat source 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.

All public areas in St. Thomas are designated as SMOKE-FREE. We cannot police the entire park for smokers, however, smoking within 30 feet of the public footpaths will not be permitted by festival staff/volunteers. Violation of this will incur penalties up to removal from the Festival without refund and refusal of participation next year.

It's pretty simple: be considerate of our festival-goers and your neighbouring vendors, and we won't have a problem.

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 Certificate of Insurance, covering the dates of the Festival, **must** be submitted before arriving at the Festival. 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.

If you require Insurance, we recommend you contact our Festival's insurer, Kenny Insurance Brokers. Contact Scott Sleightholm: scott@kennyins.com for a quote.

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, 2026

50% - of all fees including hydro - Before August 1, 2026

0% - of all fees as of August 1, 2026

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

- SIGNED APPLICATION
- FULL PAYMENT – Inerac e-Transfer preferred: ADMIN@rcmaf.ca
- 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.ca

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.ca

PLEASE SEND eTRANSFERS TO:

ADMIN@RCMAF.CA

VENDOR ZONES

(individual site maps will be available closer to the Festival)



Layout & Traffic Notes:

- 1) Zone "A": Mostly Prime sites and Full Shade sites with exception of uneven terrain sites
- 2) Zone "C": Hilly terrain - may require leveling blocks for tables and tents
- 3) Zones "C", "D", & "E": lower traffic turnover but high static "family" traffic due to proximity of playground & splashpad
- 4) Zone "A" & "B": high through-traffic between stages and parking areas



ARTISAN / VENDOR APPLICATION

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

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

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
Standard site: approximately 15' Frontage , Thu-Sun	\$100	\$150		
Large site: approximately 30' Frontage , Thu-Sun	\$200	\$275		
X-Large: up to 40' Depth, Thu-Sun per 10 feet of frontage	\$70/ 10ft	\$90/ 10ft		
SAT/SUN ONLY: 15' Frontage	\$75	\$100		
BOOTH UPGRADES / OPTIONS				
Hydro: 1 - 15 Amp outlet - for LED lighting only - no appliances please		+\$40		
PRIME LOCATIONS (Zone A near Main Stage) - with 1-15 Amp outlet. (not available for Sat/Sun only) (See attached map)		+\$100		
PRIME LOCATIONS (Zone A near Main stage) - no hydro (not available for Sat/Sun only) (See attached map)		+\$75		
FULL SHADE LOCATIONS (Limited Availability)		+\$50		
Zone Preference (top 3 choices): #1____, #2____, #3____ Other Requests/Notes:	Please Note: (1) Zones D&E may not have access to Hydro. (2) ALL Food Vendors will be placed in the designated Zone. (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)

Subtotal	\$
HST Included	-
TOTAL	\$

X	Date	X	Date
Signature of Exhibitor		Signature of Vendor Coordinator	