

# Applefest Vendor Application Information 2025

We are looking for a wide selection of local vendors to offer unique, creative, and high-quality products and services during the annual Brighton Applefest Street Fair on **Saturday, September 27<sup>th</sup>, 2025**.



**Please note: Applefest Vendor spaces are only available for ONE DAY.**

## THE APPLICATION PROCESS

The Applefest Application Process is TWO STEPS:

1. Potential Applefest Street Fair vendors must agree to the Applefest Vendor Terms & Conditions and submit their contact information along with photos and a brief description of the items they are hoping to sell at Applefest for approval by Street Fair Coordinators. Food Vendors are also required to submit their a Safe Food Handling Certificate and their latest inspection paperwork.
2. Successful vendors will then be contacted to proceed with payment for their booth and to provide all other necessary paperwork. Please note, **only successful vendors will be contacted with next steps.**

## KEY DATES

- **April 1<sup>st</sup>** – Applications **OPEN to ALL VENDORS**. Applications can be completed online through our website or paper copies are available for pick-up at the Municipality of Brighton's Administrative Office at 35 Alice Street
- **June 1<sup>st</sup>** - Applications **CLOSE** and are reviewed by staff. Successful vendors will be contacted to provide any required paperwork. We remind applicants that Applefest is a curated show and coordinators reserve the right to select applicants based on their discretion. We thank everyone for applying but only successful vendors will be contacted.

## HOW ARE APPLICATIONS REVIEWED?

Similar to last year, applications will not be reviewed by the Coordinator until applications are closed. We implemented this change last year to be more equitable, ensuring all vendors have equal time to apply and are reviewed against all other applications, providing organizers with a more complete idea of all interested vendors.

Applications are selected based on the following criteria...

Criteria...	Factors the Coordinator is considering...
Completeness of Application	<ul style="list-style-type: none"><li>• Are all areas of the application complete?</li><li>• Does the applicant provide a clear description of what they are planning on selling at Applefest?</li></ul>
Uniqueness of Product	<ul style="list-style-type: none"><li>• Are the proposed products affiliated with multi-level marketing, network marketing or pyramid-selling organizations?</li><li>• Are products homemade/handmade?</li><li>• Are there other vendors who are selling similar products?</li></ul>
Alignment to Applefest Event	<ul style="list-style-type: none"><li>• Are the products made or sourced locally?</li><li>• Do the products support local agricultural businesses?</li><li>• Are the products apple-related?</li></ul>
Suitability to Festival Setting	<ul style="list-style-type: none"><li>• Do the proposed products align with what our visitors are looking for/expecting to find at the festival?</li><li>• Are the products family-friendly?</li></ul>

We encourage vendors to be as thorough as possible when filling out their application as it helps our Coordinator get to know your business and how it could fit into our Applefest Vendor Line Up.

Information provided by vendors on the application form is taken into consideration along with submitted photos. Our coordinator also reviews social media content and websites for each business if applicable.

*Please note: Applications from local vendors (i.e., vendors based out of Northumberland, Hastings or Prince Edward County) will be given priority. We remind vendors that Applefest is a curated event. The Street Fair Coordinator reserves the right to accept and/or decline applications using their professional judgement.*

## VENDOR LOCATIONS

There are three locations for vendors at Applefest:

1. **Children's Village**, King Edward Park (75 Elizabeth Street) – reserved for children/youth related vendors ONLY
2. **Car Show**, Brighton Public School Grounds (24 Elizabeth Street) – reserved for vehicle related vendors ONLY
3. **Street Fair**, Main Street in Downtown Brighton (typically from Prince Edward & Main Intersection to Centre & Main Street Intersection but subject to change)

## BOOTH PRICING

Vendor spaces are 10' deep by 10' wide. There will be vendors on each side of you. You can pay for extra length in 10' increments.

Pricing for each location and vendor type is tiered as follows:

Type of Vendor	Pricing
<ul style="list-style-type: none"><li>• <b>Agricultural Vendors</b> (i.e., you are a business in Northumberland, Hastings or Prince Edward County that grows their own products)</li></ul>	\$100
<ul style="list-style-type: none"><li>• <b>Service Clubs, Not-For-Profits &amp; Charitable Organizations</b> (i.e., Lion's Club, Rotary Club, Kinsmen, etc.)</li><li>• <b>ALL Vendors who want to be located at the Children's Village or Car Show</b></li></ul>	\$120
<ul style="list-style-type: none"><li>• <b>Local Vendors at the Street Fair</b> (i.e., vendors based in Northumberland, Hastings or Prince Edward Counties)</li></ul>	\$150
<ul style="list-style-type: none"><li>• <b>Visiting Vendors at the Street Fair</b> (i.e., vendors who are based outside of Northumberland, Hastings, or Prince Edward Counties)</li></ul>	\$200
<ul style="list-style-type: none"><li>• <b>ALL Food Vendors</b> (i.e., preparing and serving food on site)</li></ul>	\$250

## INSURANCE

The Municipality of Brighton has purchased a 'Special Event Coverage' policy from our insurance provider. All successful vendors will be covered by this policy but are welcome to also carry their own insurance.

## CHANGES TO THE 2025 APPLICATION

Food Vendors are required to submit their most recent copies of their Safe Food Handling Certifications and Health Unit Inspection (Green Slip) upon application. If you are accepted and your certifications/inspections you applied with lapse, you will be contacted by organizers to resubmit current documentation that is valid for the dates of Applefest.

## **SUBMITTING YOUR APPLICATION**

Food Vendor applicants are reminded that the additional paperwork we require you to submit is required by other agencies we work with to put on the festival. Failure to complete or refusal to submit paperwork will result in your application being denied.

Completed applications can be:

- Dropped off at the Finance Office, 35 Alice Street through the door off Dundas Street
- Placed in the Municipal Dropbox outside of the Library doors at 35 Alice Street
- Scanned and emailed to [applefest@brighton.ca](mailto:applefest@brighton.ca)
- Mailed to: Municipality of Brighton (Attn: Applefest), 35 Alice Street, P.O. Box #189, Brighton, Ontario, K0K 1H0

If you have any questions or concerns about the application process, please contact [applefest@brighton.ca](mailto:applefest@brighton.ca).

Looking forward to receiving your application,

*Caroline Birch*

*Caroline Birch, Applefest Street Fair Coordinator on behalf of the Applefest Committee*

# Applefest 2025 Vendor Application Form



## VENDOR CONTACT INFORMATION

<b>Vendor/Company Name</b>	
<b>Vendor Contact Name</b>	
<b>Contact Email</b>	
<b>Contact Phone Number</b>	
<b>FULL Mailing Address</b>	

## BOOTH INFORMATION

**Are you a returning vendor?** Please select one.

- Yes, I am a returning vendor!
- No, this is my first Applefest!
- This isn't my first Applefest, but I haven't participated in a few years.

**What type of vendor are you?** Please select one.

<b>Type of Vendor</b>	<i>Please select one</i>
<b>Local Apple/Agricultural Businesses</b> – i.e., you grow or produce your own products	
<b>Service Club, Not-For-Profit or Charity Group</b>	
<b>Local Vendor</b> – i.e., your business is located <b>within</b> the boundaries of Hastings, Prince Edward or Northumberland counties	
<b>Visiting Vendor</b> – i.e., your business is located <b>outside</b> the boundaries of Hastings, Prince Edward or Northumberland counties	
<p><b>Food Vendor</b> – i.e., you are preparing and serving food onsite</p> <p>Please complete the following information...</p> <p>What best describes your preparation/serving setup?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A Tent (i.e., set-up upon arrival at location)</li> <li><input type="checkbox"/> A Trailer (i.e., towed by a truck that is detached once setup)</li> <li><input type="checkbox"/> A Food Truck (i.e., whole unit is parked on the Street)</li> <li><input type="checkbox"/> A combination of Tent and Trailer/Food Truck</li> <li><input type="checkbox"/> Other _____</li> </ul> <p>What side of your setup is your serving window on?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Driver's side</li> <li><input type="checkbox"/> Passenger's side</li> <li><input type="checkbox"/> My set-up is flexible (i.e., a tent, or multiple serving windows)</li> </ul> <p>Please also attach your most recent copies of...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of your Safe Food Handling Certification</li> <li><input type="checkbox"/> A copy of your latest Health Unit Inspection (Green Pass)</li> </ul>	

**Where would you like your booth to be located?** Please select one.

Location	Please select one.
Street Fair, Main Street Downtown Brighton	
Children's Village, King Edward Park, 75 Elizabeth Street	
Car Show, Brighton Public School Grounds, 24 Elizabeth Street	

**Do you require additional 10'x10' booth spaces?**

- No, I only require a standard 10x10 booth space.
- Yes, I require \_\_\_\_\_ spaces in total.

*Please note you will be contacted by organizers if requesting more than one booth space.*

**Are you planning on using a generator?**

- No, I am not planning on using a generator at Applefest.
- Yes, I am planning on using a generator at Applefest.

**Please provide the name, size and decibel level.** *If you do not disclose that you will be using a generator at Applefest, you will not be able to run one on the day.*

Name/Brand of Generator	
Size of Generator	
Listed Decibel Level	

**Are you planning on using propane at Applefest?**

- No, I am not planning on using propane at Applefest.
- Yes, I am planning on using propane at Applefest.

Please note that all vendors using propane and/or generators will be inspected on the day of Applefest to ensure compliance with safety regulations.

## **PRODUCT/SERVICE INFORMATION**

**Are your products made in Canada?**

- Yes, all of my products are made in Canada.
- Some of my products are made in Canada.
- None of my products are made in Canada.

**Please provide a list and brief description of specific items you plan on selling at Applefest.**

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**What category best describes the types of items your business sells.** Please select one.

- Agriculture/Local Grower – i.e., selling fresh produce, flowers, honey, maple syrup from your own farm
- Wooden Items – i.e., cutting boards, charcuterie boards, pens, board games, board games, etc.
- Wreaths, Wooden Signage and Door Mats – i.e., rectangular leaning signage, circular door signage, etc.
- Information – i.e., not selling anything but promoting programming
- Flowers and Floral Arrangements – i.e., bouquets, arrangements, flowers not grown by you
- Custom Items – i.e., mugs, signage, pens, keychains, etc.
- Accessories – hats, shoes, mittens, scarves, belts, handbags, scrunchies, etc.
- Jewelry – i.e., necklaces, rings, bracelets, etc.
- Fibre and Fabric Arts – knitting, crocheting, felting, sewing, quilting, etc.
- Children's Items – clothing, accessories, toys, etc.
- Pet Items – i.e., dog treats, accessories, etc.
- Packaged Foods – i.e., jams, candy, cookies, cheese, drinks, etc.
- Food Truck – i.e., preparing and serving food on site, etc.
- Hobbies, Trinkets and Collectables – i.e., board games, puzzles, antiques, nostalgic items, bird feeders, etc.
- Candles, Body and Wellness Products – i.e., skincare, soap, moisturizers, hair products, nail polish, makeup, candles, wax melts, etc.
- Art, Photography, Prints & Card Making – i.e., painting, pottery, drawing, sketching, sculpting, photography, statues, metal art, etc.
- Services – i.e., face painting, temporary tattoos, permanent jewelry etc.
- Other

**Please provide links to your website or other social media (i.e., Facebook, Instagram, etc.)**

Website	
Facebook	
Twitter	
Instagram	
Etsy/Other	

**Please provide a few photos of the items you will be selling.**

*Photos can be printed off and attached to application or emailed to [applefest@brighton.ca](mailto:applefest@brighton.ca) separately with name of vendor as Subject line.*

**Additional Comments:**

## **Applefest Vendor Terms & Conditions**

Please read and agree to the Applefest Terms & Conditions.

### **Vendor Booth Requirements**

1. Vendor spaces are 10' deep by 10' wide. Vendors may not extend their booth outside their assigned space. Additional 10' increments can be purchased. There will be other vendors on either side of your booth.
2. Sharing or subletting booth space is not permitted.
3. Vendors must provide their own display equipment, tents, tables, and chairs.
4. There are no volunteer staff available from the Applefest Committee to help with your booth.
5. Purchased booths cannot be left empty. There must be a display of product in each rented booth.
6. The vendor section of the festival opens at 10 am and closes at 4 pm on Saturday. It is a one-day event and runs rain or shine. There will be no refunds returned for vendors who do not attend for any reason.
7. All booths must be manned during open hours of the festival.
8. Vendors are required to keep their area clean and well organized. All garbage must be removed from your area when you leave.
9. Vehicles are permitted in the festival area during designated set up and takedown times. Applefest Coordinators reserve the right to modify these times for public safety. Vehicles will not be permitted in vendor areas during festival hours.
10. Electricity will NOT be available. All Vendors using Propane MUST be within acceptance of the TSSA regulations and be inspected by the Fire Department. All vendors must disclose their use of a generator which is not allowed to exceed 60 decibels. If the use of a generator is not disclosed, you will not be able to use a generator on the day of Applefest.
11. Returning vendors from previous years are not guaranteed a booth space and must go through the application process. Returning vendors are not guaranteed their previous booth location. Requested booth locations will be considered but are not guaranteed.

### **Vendor Exclusivity and Products**

12. Exclusivity of the sale of specific products/goods by vendors is not guaranteed. Every effort will be made to place Vendors on the street to prevent direct and obvious competition.
13. Vendors are not allowed to sell items that use the Applefest logo or Applefest name. Applefest is a brand and the Municipality reserve the right to control where the name and logo appears. As always, vendors are encouraged to include apple-themed items in their offerings.
14. All vendors selling food or food products (fresh or packaged) are responsible for submitting their applications to Applefest Coordinators by the specified date for approval by the HKPR District Health Unit. Vendors who are not approved by Health Unit are not able to attend.

### **Vendor Behaviour**

15. Vendors agree to abide by the Brighton Applefest Harassment Policy which states:  
The harassment of any volunteers, committee members or members of staff will not be tolerated. In the case of harassment at Applefest, you will be asked to leave with no refund. Brighton Applefest will treat any complaint of harassment as a serious matter and will pursue any complaints in a fair and confidential manner. All possible criminal offences will be referred to the police for investigation.

### **Insurance and Liability**

16. Vendors will receive Liability Coverage through Applefest's 'Special Event Coverage' purchased through the Municipality of Brighton's Insurance Provider. Vendors wishing to purchase their own insurance are welcome to do so.
17. The vendor will release and hold harmless The Corporation of the Municipality of Brighton and Brighton Applefest, its elected and appointed officials, employees and agents, from and

against all losses, claims, damages, actions, causes of action, costs of expenses (including but not limited to weather, wildlife, and environmental aggressors, legal fees, disbursements and taxes on a solicitor client basis) that The Corporation of the Municipality of Brighton and Brighton Applefest may sustain, incur, suffer or be put to at any time before, during, or after expiration or termination of the event, arising out of or occurring directly or indirectly out of the event, or any act or omission of the Applicant or any agent, volunteer, participant, employee, officer, director or subcontractor of the Applicant.

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*I have read, understand, and agree to the Brighton Applefest Terms & Conditions.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand that by completing this form, my spot at Applefest is **not guaranteed**. I understand that if my application is successful, I will be contacted by Street Fair organizers to provide payment and to purchase/provide proof of insurance.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendors will receive an email after their initial application has been processed notifying if their application has been successful and outline next steps for securing your spot at Applefest. Please note: Applications from local vendors (i.e., vendors based out of Northumberland, Hastings or Prince Edward County) will be given priority. We remind vendors that Applefest is a curated event. The Street Fair Coordinator reserves the right to accept and/or decline applications using their professional judgement.