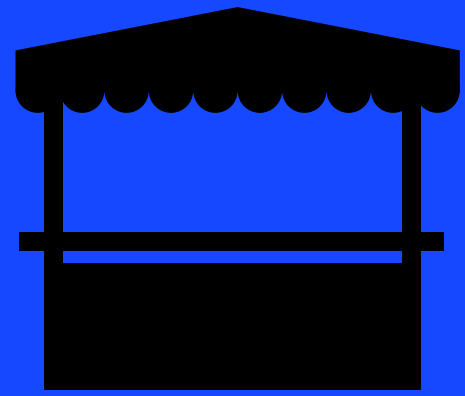




# 2025 Vendor Application



**August 29 – 31, 2025**

Smoke 'N' Spurs is back for 2025 and this year we hope to fill the Market with a wide variety of local crafters, produce suppliers, artisans, brand representatives and more! To be a part of this HUGE event, which brought in over 3500 unique individuals, please read all information in this application as well as our Rules and Regulations document. Please keep this first page for your records and future reference.

## Important Information:

- Sale Dates: Friday, August 28th, Saturday, August 29th, and Sunday, August 30th, 2025
- Set Up: We encourage all vendors to set up on Thursday, August 27th, 2025
- Selling Times: 9:00 am – 5:00 pm (Vendors must be in place by 8:30 am – NO exceptions) (Food vendors may modify schedule) If you wish to keep your station open later, you are welcome to!
- To ensure we are providing festival go-ers with food at all times. We ask food vendors to please provide us with a schedule of when your food station will be opening and closing. Food vendors may open at 8:00am and can stay open until 2:00am daily.
- Location: Festival Grounds – 60 Neault Road, Mattawa, Ontario
- Vendors will receive a grounds pass to gain entry solely for the purpose of operating your booth.
- We value your time and commitment to making this festival a success and so are also including 2 adult wristbands to each vendor for you to enjoy the events outside of the market. IF your staff or helpers plan to also enjoy the festival outside of the market, they will be required to purchase a wristband at regular price.

## Application Information:

- Your application must be submitted either:
  - in person: call Jess to make arrangements 705-491-5641
  - By mail: P) Box 930, Mattawa, ON P0H 1V0
  - By email: smokenpurs@gmail.com
- Payment must be received by August 22nd, 2025 (see info below)
- Please ensure you have read and fully understand the Rules and Regulations
- FOOD VENDORS – please note that the festival DOES NOT supply potable water. Please be prepared to bring your own and understand the Health Units definition/regulation on what potable water is.



email: [smokenspurs@gmail.com](mailto:smokenspurs@gmail.com)  
Phone: 705-491-5641

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**August 29 – 31, 2025**

2025 Smoke 'N' Spurs Vendor Application

Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Social Media Page Name: \_\_\_\_\_

Describe your business in detail:

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Booth Operation: Please indicate ALL individuals who will be operating the booth. These people will be considered employees of the business and will be required to follow the rules and regulations. A vendor pass will be provided for each booth operator. If individuals plan to attend the festival outside of vendor village hours or while off shift, they will be required to purchase a wristband.

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## Application Continued - What are you selling?

Your selection from the following categories helps us ensure that there is a variety of products and services offered to the public. Please circle or highlight all that apply.

- Producer - vegetables, fruit, flowers, plants, meat, honey, etc.
- Adult Clothing - clothing, coverups, hats, scarves
- Alternative Healthcare - reflexology, massage therapy
- Baby/Child Care - clothing, toys, chewable
- Baker - breads, pies, tarts, muffins, cookies, - possibly gluten or dairy free or vegan.
- Body Care - soaps, lotions, essential oils, cosmetics
- Cannery - jams, jellies, pickles, chutney, mustard, condiments
- Ceramics - potter, ceramic
- Chandler - soy, beeswax, paraffin, blended
- Confectionery - sweets, chocolate, fudge, candy, sweet pies, fried pies
- Food Vendor - making food onsite - hot dogs, popcorn, bbq, fries, etc - please provide a menu in the space at the bottom of the page!
- Glass work - stained, etched, blown
- Home and garden decor - textiles, mixed media, metal, wood
- Jewellery- necklaces, rings, bracelets, anklets
- Knit/Crochet - any items knitted, crocheted, weaved
- Leather products - leather working
- Masonry - brick, stone, cement
- Metalwork - ironwork, knives
- Paper products - cards, crafts
- Pet items - anything for pets/animals
- Pre-packaged - frozen pre-made food, pre-made pasta, dry mixes
- Sewing - quilting, embroidery, cross stitching, needle point
- Toys - for kids/adults
- Visual arts - photography, painting, prints
- Woodworking - furniture, pens, household items, carvings
- Other - please describe in detail

List all the items you plan on selling or provide a menu. Attach additional sheets if required.

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**August 29 – 31, 2025**

Application Continued - Pricing and Vendor Space Information

NOTE: Vendors must attend all 3 days of the Festival Market. Please select the space you require for your booth.

### Food Vendors

- \$500 + tax - Please specify the size of space you require \_\_\_\_\_

### All other vendors

- 10 x 10 Space - \$100 + tax
- 10 x 20 Space - \$150 + tax
- 10 x 30 Space - \$225 + tax
- 10 x 40 Space - \$300 + tax
- Something Different? Please Specify \_\_\_\_\_ (we will contact you with a price)

### Add-Ons

- Hydro - 1 Outlet - 15 amps - \$120 + tax
- Hydro - 2 Outlets - 15 Amps - \$240 + tax
- Hydro - Other, Please Specify \_\_\_\_\_ (we will contact you with a price)
- Camping Trailer Site - Close to grounds - \$75 + tax
- Camping Trailer Site - Far from grounds - \$75 + tax
- Tent site - \$50+ tax
- If you require additional Wristbands for staff they must be purchased through our website.

### Application and Fee Deadline

Application must be submitted on or before August 15th, 2025

- Applications can be delivered in person, mailed or SCANNED and emailed to [smokenspurs@gmail.com](mailto:smokenspurs@gmail.com)
- Vendor Fee must be paid on or before August 22nd, 2025 (and only after you have received confirmation that your application has been approved)
  - Upon approval you will receive an invoice from [mail@wixinvoice.com](mailto:mail@wixinvoice.com) with the subject "New invoice from Smoke 'N' Spurs Festival" - follow the instructions in the email to make your payment.



email: [smokenspurs@gmail.com](mailto:smokenspurs@gmail.com)  
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**August 29 – 31, 2025**

### Liability and Release

**Hold Harmless Agreement:**

Should my vendor application be accepted by The Smoke 'N' Spurs Team, I, the Lessee shall hold harmless Smoke 'N' Spurs Festival, and its members, agents and employees from any and against all claims, demands, losses, costs, damages, actions, suits and proceeding by any third party that may arise out of, or may attribute to, all operations performed by or carried out by the Lessee, their agents, employees or servants, or any other for whose acts may be liable, howsoever caused.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

**Photo/ Video Release Permission:**

I grant Smoke 'N' Spurs Festival, its representatives and employees, the right to take photographs and/or videos of me and my property in connection with the market. I authorize Smoke 'N' Spurs festival, its assigns and transferees to copyright, use and publish the same in print and or electronically.

I agree that the Smoke 'N' Spurs Festival may use such photographs and/or videos of me and my property with or without my name for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

I have read and understand the above:

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

**Market Application** – All Vendors must sign this agreement to be considered a vendor. By signing below, you, the vendor, have agreed to the following conditions and are fully aware and understanding of the Rules and Regulations document and the information on this application form.

- I have read and understand the Smoke 'N' Spurs Vendor Rules and Regulations document and I agree to the terms and conditions. I understand that failure to comply with the Rules and Regulations will result in disciplinary action such as loss of vendor space.
- I have also instructed employees who will occasionally help in my stall, to follow the Rules and Regulations.
- I understand only an emergency will excuse vendors from the area once set up. A refund will be at the discretion of the Smoke 'N' Spurs Team.
- I understand that staff will correspond via email, and I agree to receive said emails.
- I understand that it is my responsibility to weigh down my tent with 20lb per tent leg.
- I understand that there will be no evening security on the vendor grounds. I am responsible for securing my own booth.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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



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**August 29 – 31, 2025**

## 2025 Smoke 'N' Spurs Vendor Rules and Regulations

### General

1. The Smoke 'N' Spurs Vendor Market shall be known as the 'Vendor Market'. The word 'Vendor' shall be understood to represent any approved vendor who is selling a product or service and has rented a space at the Smoke 'N' Spurs Vendor Market.
2. Community Groups are welcomed to attend the market, provided they are not selling products or items. They must be 'not for profit'. If they want to sell items in their booth, they will be charged.
3. The individual listed on the application form as the owner will be communicated to by means of verbal, written and electronic methods. This can be done at the market, or outside of market hours. Please ensure contact information is correct on the application form.
4. Any employees (or helpers) listed on the application form, which has authorization to be in attendance of the market and operating the vendor space on behalf of the owner, shall be informed of the Rules and Regulations by the owner of the vendor space. These employees, while in the market area during market times, will be given the same rights as the owner for failure to comply with the Rules and Regulations of the market. Warnings and infractions will be verbal to the employee and a written notice of communication will be sent to the owner of the vendor space.
5. The Market is a "rain or shine" event, and vendors are expected to attend even in the event of inclement weather. At all times, the safety and security of vendors, and the public, is of paramount importance. If, during the set up time before the Market, weather conditions result in a "Weather Warning" issued by Environment Canada, advising or warning of the potential for severe weather conditions (for example thunderstorms, tornado, high winds, etc.) each vendor, mindful only for their own safety, will decide whether or not to participate in the Market that day or, having set up, not to continue. Should a vendor decide to tear down before the normal closing time, vehicles must remain in place until they can be safely guided out. No penalty will be assessed in the event the vendor decides not to participate or decides to tear down before the conclusion due to weather conditions. Refunds will be given at the discretion of the Market organizer.
6. The Smoke 'N' Spurs Team reserves the right to approve all new and returning vendors prior to their first market day, based on their application, which must be submitted by the stated deadline.
7. Each vendor is responsible for ensuring that products for sale in the Market are listed on their approved application form and must submit their health unit approval letter. The Festival Coordinator may make random checks on products for sale at the stall to verify compliance.

Initial Here: \_\_\_\_\_



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**August 29 – 31, 2025**

## 2025 Smoke 'N' Spurs Vendor Rules and Regulations

### Insurance/Permits/Licenses:

1. All vendors shall obtain third party liability insurance to cover their business operations and will provide a certificate of insurance naming the Smoke 'N' Spurs Festival as additional insured, OR vendors (excluding food vendors) have the option to sign the "Hold Harmless Agreement" on the market application.
2. All vendors dealing with food products must contact the North Bay Parry Sound District Health Unit 705-474-1400. Approval from them (signed special events application and approval letter) must be submitted to the Festival Coordinator with your application for proof of approval. Vendors must adhere to the rules of approval.

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### Vendors:

All vendors must adhere to the Rules and Regulations document. Failure to do so WILL result in disciplinary action.

1. All vendors must stay in attendance during the Vendors Market operating hours. Packing up is not permitted until after regular market hours. IF a vendors sells out, they are required to display a "SOLD OUT" sign. Food vendors must submit their hours of operation to the Festival Coordinator for approval and must have them clearly posted at their food booth for the public to see!
2. It is each Vendor's responsibility to seek out and follow all regulations enforced by the North Bay Parry Sound District Health Unit directly pertaining to their business. The North Bay Parry Sound District Health Unit can be contacted at 705-474-1400
3. Vendors have the option to leave their space set up for the duration of the Vendors Market. Vendors must be open from the hours of 9:00am to 5:00pm daily. If vendors choose to stay open longer, they are welcome to. Food vendors may modify their schedules to allow for restocks, or breaks during slower times. A schedule must be provided to the Festival Coordinator for approval. Food Vendors may be open from 8:00am- 2:00am to ensure food is available for festival go-ers throughout the entire day. Once food vendor schedule is approved, it must be clearly posted for festival go-ers to see.
4. Vendors are responsible for the disposal of garbage generated by their business operation.
5. Vendors may bring their pet to the market. They must be leashed at all times, cleaned up after and under control of the owner. They may not be allowed to roam the market area alone or enter another vendor's stall without permission as per the Health unit, all animals should not be able to reach unprotected food products.



## August 29 – 31, 2025

### 2025 Smoke 'N' Spurs Vendor Rules and Regulations

6. Vendors shall conduct their business in an orderly manner. Shouting or any objectionable means of soliciting trade shall not be tolerated.

7. No vendor shall sell anything other than what is listed on their approved application form. Vendors who wish to add additional items to their approved product list must make the Festival Coordinator aware, in writing, at least one week prior to the market date. This allows time for any approval process that may be required.

Initial Here: \_\_\_\_\_

#### Market Regulations:

The Rules and Regulations of the vendors market will be enforced. The Smoke 'N' Spurs Team will discipline vendors who do not comply with the rules and regulations as follows:

1. The Smoke 'N' Spurs Team will provide the vendor with a verbal warning for the first offense.
2. If a second offense occurs, the vendor will be informed in writing that they have been removed as a vendor and will be asked to pack up and leave the event immediately. Prepaid fees will not be refunded.

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#### Other:

1. The Smoke 'N' Spurs Vendor Market will be held on Friday, August 29th, Saturday, August 30th, and Sunday, August 31st from 9:00am to 5:00pm each day. A festival staff or volunteer will direct you to your designated space on the day of the market or when you arrive to set up. You will enter the grounds through Gate 1 on Neault Road. A parking attendant will direct you.
2. Vendors should arrive on site, before the following times, to ensure they are in the right location, and can be set up for the start of the market. We do not allow any vehicle traffic inside the market after these times as well, for safety reasons.
  - a. Vendors must be set up by 8:30am
  - b. Vendors arriving after 8:30am will be asked to leave without refund for the space. Unless previously discussed with Festival Coordinator or unforeseen circumstances.
  - c. If a vendor decides to leave their space set up overnight, they will be required to be at their space no later than 8:30am. NOTE: Although we have 24 hours security, there may be times that the market area is not supervised during the off hours. Please secure your booth accordingly.



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**August 29 – 31, 2025**

2025 Smoke 'N' Spurs Vendor Rules and Regulations

- 3. There will be no entrance for vendor vehicles after 8:30am each day. Vehicles will not be allowed out of the market area until 5:00pm when staff will escort vendors for safety reasons.
- 4. Advertising for this event will be widespread, make sure to prepare enough inventory for up to 4000 shoppers
- 5. The use of anchors to secure tents is mandatory for all vendors. These weights should be heavy enough to hold the tent down during sudden weather changes. Tents without anchors will be removed for safety.
- 6. Washroom facilities will be located in and around the festival grounds. A detailed map of all activities and events will be given to each vendor.
- 7. Vendor Signage is allowed in front of their tent, providing it is well constructed and does not block other vendor spaces. Signage cannot exceed more than two feet into the common walkway and must be touching their tent space.
- 8. If for some reason a vendor is no longer available to attend the market, they will need to provide the Festival Coordinator with written details of why they won't be able to attend. At that point, the Festival Coordinator and the Smoke 'N' Spurs Committee will discuss if the vendor is eligible for a refund.

Initial Here: \_\_\_\_\_

NOTE:  
For the general benefit and welfare of Smoke 'N' Spurs Festival Market and the vendors therein, Smoke 'N' Spurs may amend this policy of Rules and Regulations at any time without written notice, and such amended policy shall be binding on the vendors.

By signing the application form, the vendor agrees to abide by the above rules and regulations.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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



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