



GUIDELINES FOR VENDOR PARTICIPATION 2018

“The place where locals and visitors connect!”

Harbour Nights is the Bermuda Chamber of Commerce's signature event, a fun filled weekly street festival held each Wednesday evening during the summer months. It is a celebration of our unique Island culture. The event is an opportunity for our visitors to enjoy all that Bermuda has to offer, from lively entertainment to great cuisine and shopping.

VENDOR CLASSIFICATION

- ARTS & CRAFTS: SPANNING THOSE WHO DESIGN AND CREATE ITEMS FOR SALE (INCLUDING: JEWELLERY, OILS, HAIR PRODUCTS, BOOKS ETC.) TO THOSE WHO PROVIDE A SERVICE ON THE HUMAN BODY (I.E. HAIR BRAIDERS, FACE PAINTERS, HENNA TATTOOS, AIRBRUSH TATTOOS ETC.)
- KID ZONE: FUN AND GAMES TO KEEP THE KIDS HAPPY (FUNCASTLES, RACECAR DRIVING ETC.)
- FOOD: PROVIDE A MEAL (E.G. FISH SANDWICH, HAMBURGERS, CODFISH & POTATO BREAKFAST, ROTI, PIZZA)
- SNACK FOOD: SOMETHING TO KEEP THE HUNGER AT BAY (E.G. JUICE STAND, POPCORN, SNOWBALLS, COTTON CANDY, CUPCAKES, COOKIES)
- REGISTERED CHARITY: ONE OF BERMUDA'S 400+ REGISTERED CHARITIES, REGISTERED WITH THE CENTRE ON PHILANTHROPY
- EXPERIENCE PROVIDER: THOSE WHO CAN PROVIDE AN EXPERIENCE OF A TRADITIONALLY BERMUDIAN PRODUCT (E.G. BOAT BUILDING, HONEY PACKAGING, PERFUME MAKING, BERMUDIAN CUISINE, KITE MAKING ETC.). THESE PROVIDERS CAN CHARGE A FEE TO PARTICIPATE IN THE EXPERIENCE, AND/OR SELL THEIR PRODUCT. THOSE IN THIS CATEGORY MUST BE ABLE TO OFFER HANDS ON DEMONSTRATIONS/EXAMPLES OF THEIR PRODUCT (E.G. TEACH NOTES OF STEEL PAN TO ONE BAR OF MARY HAD A LITTLE LAMB)

THE SELECTION PROCESS: All applications will be vetted by the Harbour Nights Review Committee, product samples must accompany the completed application form. The Committee reserves the right to approve or deny any application, based on agreed criteria and their decision will be final. The Chamber will notify applicants of the Committee's decision. Applicants must be paid up members of the Chamber in order to participate in Harbour Nights. All associated documents must be submitted by the due date to be considered for participation.

PAYMENT: ONCE YOUR APPLICATION HAS BEEN APPROVED, *payment in full must be received no less than 6 days prior to your approved start date. No payments will be accepted prior to vetting. Submitting payment prior to vetting does not guarantee participation in Harbour Nights.* Payment should be made directly to the Bermuda Chamber of Commerce. Payment details will be given to confirmed vendors. Credit will not be extended to any applicant, failure to pay will result in your application being canceled. *Any unsettled debts at the end of the season will be charged to the credit card listed on your application.*

CANCELLATION POLICY: All payments are deemed final and will not be refunded under anything less than extreme circumstances.

RAIN POLICY: The Bermuda Chamber of Commerce will make the call to cancel Harbour Nights, due to inclement weather at **4:00pm**. An email will be sent to vendors to inform them of the cancellation. *There will be no refunds for inclement weather.*

START AND FINISH TIME: The City of Hamilton, in cooperation with the Bermuda Police Service, is responsible for closing the roads promptly at 6pm. They will reopen at 11pm. **All vendors must arrive at their table locations by 6:00pm; if a vendor arrives after such time it will result in their table being packed away for the evening, with no chance of collecting it. All cars must be moved from the route by 6:45pm.** Breakdown begins promptly at 10pm, but not before as roads will be closed and inaccessible. **Vendors may not bring their cars onto the route for pack up until 10pm.** For their own safety, vendors must be off the street by 11pm. If vendors are not off the street by 11pm, they may be subject to a fine by the Corporation of Hamilton.

MERCHANDISE CRITERIA: ALL merchandise must be vetted and approved by the Review Committee before the start of the season. **Merchandise which has not been approved cannot be sold.** The Chamber reserves the right to temporarily seize any unapproved merchandise and revoke a repeat offender's permit.

- Merchandise will be judged on agreed and consistent criteria (e.g. the same rules apply to everyone!) and must reflect a standard of quality consistent with the Bermuda image. To help clarify whether your product is suitable, please ask yourself the following questions:
 1. Was a significant part of the manufacturing process completed in Bermuda?
 2. Is the product concept of Bermuda origin and made in or for the local market?**If the answer to both is no, then more than likely it will not be approved.**
- Product Mix will be a factor, and the Committee reserves the right to limit the number of any type of vendor.

INSURANCE: All vendors need to complete the insurance waiver form. For vendors providing fun castles and similar activities, the High Risk form needs to be signed and the indicated insurance must be in place before the start of the season. All other vendors must sign the Low Risk form.

SPACE ALLOCATION: It is limited to an area of **10x10 (with tent 12x12)**, per application. Vendors must remain in the space allocated by the Chamber (please look out for your assigned number, which will be marked on the sidewalk). Each vendor receives 1 chair, which will be delivered and collected from your location each week. Vendors will also receive 1 table, which will be distributed at the beginning of the season, vendors will be responsible for transporting tables to and from Harbour Nights each week. Tables must be returned to the Chamber by 7 September 2018; Any vendor who fails to return their table by 7 September 2018 will be liable to pay a \$200 replacement fee. All vendors are asked to respect the Chamber's property. Vendors who exceed the 10 x 10 (with tent 12x12) space will be charged accordingly.

ELECTRICAL SUPPLY: While every effort will be made to accommodate vendors with their electrical requirements, power is not guaranteed. Those requiring 220V **must provide** a sample plug in advance of the season. All vendors supplied with electricity must source their own 100' extension cord and either use duct tape or mat to secure their cords.

DISPLAYS: They must be professional and attractive—consistent with the overall high quality of the event. You are welcome and encouraged to brand your stall with your logo and other collateral materials. No profane or obscene images are to be used. All vendors must use adequate lighting to showcase their display. Fairy lights can be purchased from the Chamber for \$40 a set.

TRASH: Vendors are responsible for the proper disposal of their own trash. Food vendors must remove their oil and other debris when they leave. The City of Hamilton reserves the right to impose a \$500 service charge on any food vendor who disposes of their grease incorrectly. **NOTHING should be dumped overboard, in the planter beds or down the City drainage system. Penalties will be assessed if complaints are received from The City.**

PARKING: Parking will not be permitted on Front Street, Number 1 and Number 5 Car Park, as all areas will be used for activities during Harbour Nights from 6:00pm to 11:00pm. Each vendor will receive a Vendor Parking Permit, to allow easy access through police barriers. Parking is permitted, on Front Street, West of the Bird Cage, Burnaby Hill, and Parliament Street.

I have read the 2018 Guidelines for Vendor Participation and agree with the terms. I understand that if I am found to be in contradiction to any of these guidelines, The Bermuda Chamber of Commerce reserves the right to revoke my license to participate in Harbour Nights.

Signature: _____ Date: _____

INQUIRIES

Questions regarding this Vendor Agreement should be directed to:

Korrin Lightbourne
Marketing and Community Outreach Coordinator
Phone: (441) 295-4201 Ext. 3 Email: klightbourne@bcc.bm