



Newmarket's Premier Dog Festival

NEWBARKET

Presented By **CELEBRAL PET FOODS**
eat.play.sleep

Town of Newmarket Vendor Application Form

Thank you for your interest in participating in the Town of Newmarket's 2025 New'bark'et Dog Festival.

New'bark'et 2025 Details

- **Date:** Saturday, September 6 & Sunday, September 7, 2025
- **Time:** 10 a.m. to 4 p.m. (both days)
- **Location (**NEW for 2025):**
Ray Twinney Recreation Complex Parking Lot, 100 Eagle Street West, Newmarket

Vendor Application Deadline

Please read and complete all the required information below to be considered for participation.

Please return the completed form by **Friday, August 1, 2025 by 8:30 a.m.** to be considered.

Applications can be submitted by:

Email to Melinda Mendes, Special Events Lead at mmendes@newmarket.ca

Dropped off or mailed to:

ATTN: Melinda Mendes

Municipal Offices – Town of Newmarket

395 Mulock Drive, Newmarket ON, L3Y 4X7

Vendor Fee & Insurance

All vendor applications must be formally approved by the Special Event Lead prior to vendors making payment.

1. Please indicate below (check one box) if you are a profit or not-for-profit business, charity and/or organization and would require one (1) or two (2) booth locations.

<input type="checkbox"/>	Not-for-Profit: \$100 + HST (total: \$113) – One (1) Booth
<input type="checkbox"/>	For-Profit: \$200 + HST (total: \$226) – One (1) Booth
<input type="checkbox"/>	Not-for-Profit: \$200 + HST (total: \$226) – Two (2) Booths
<input type="checkbox"/>	For-Profit: \$400 + HST (total: \$452) - Two (2) Booths



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Vendor Fee (Continued)

2. Please indicate below (check one box). Which date would you plan to set up your booth space? It is strongly recommended that vendors set up their space on Friday, September 5, in hopes of limiting congestion on the morning of the event, Saturday, September 6.

NOTE: Overnight security will be provided by the Town of Newmarket on Friday, September 5 and Saturday, September 6, 2025.

Friday, September 5, 2025

Saturday, September 6, 2025
(Setup must be completed by, with no vehicle access after 9 a.m)

3. Please indicate below (check one box) if you will be providing your own certificate of general liability insurance or if you would like to purchase general liability insurance through the Town of Newmarket.

NOTE: All vendors are required to provide a copy of general liability insurance naming the Town of Newmarket as an additional insured on the policy of up to \$2,000,000 for the event date(s) (Saturday September 6 and Sunday September 7) as well as the vendor setup day on Friday, September 5, 2025 (if applicable).

Depending on the nature of your application, the Town of Newmarket reserves the right to request that you provide general liability insurance naming the Town of Newmarket as an additional insured on the policy in the amount of \$5,000,000 for the event date(s) (Saturday September 6 and Sunday September 7) as well as the vendor setup day on Friday, September 5, 2025 (if applicable).

Any vendor that is a commercial entity and/or operates as a business DOES NOT qualify for general liability insurance through the Town of Newmarket, as you should have you own insurance for your operations.

Yes – I would like to purchase general liability insurance through the Town of Newmarket as I am not a commercial entity and do not have my own general liability insurance.

- Two Day Vendor (\$2,000,000) - \$46.49
- Two Day Vendor (\$5,000,000) - \$62.37
- Two Day Vendor + Friday Set Up (\$2,000,000) - \$69.17
- Two Day Vendor + Friday Set Up (\$5,000,000) - \$85.05

No – I will be submitting my own certificate of general liability insurance naming the Town of Newmarket as an additional insured on the policy for both festival dates as well as the vendor setup day on Friday, September 5, 2025 (if applicable).



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www.globalpetfoods.com

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Vendor Fee:	(\$)	Certificate of Insurance (If Applicable)	(\$)
Total:			

Vendor Payment Options

Once you have received formal approval by the Special Event Lead, payment can be made either:

1. Online

Please log into your Town of Newmarket Xplor account, follow the prompts and make payment online. [Click here to login](#)

If you do not have a Town of Newmarket Xplor account, we have taken the steps to create an account for you. Login information will be emailed to the email address listed on this application. Please follow the prompts and make payment online by [clicking this link](#).

2. Cheque - dropped off or mailed to:

Town of Newmarket (cheque payable to the Town of Newmarket)
395 Mulock Drive
P.O. Box 328, STN Main
Newmarket, ON
L3Y 4X7
ATTN: Melinda Mendes

3. In Person - at a Customer Service Kiosk (cash, cheque, debit, or credit)

Municipal Office	Magna Centre	Ray Twinney Recreation Complex
395 Mulock Drive	800 Mulock Drive	100 Eagle Street West



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can.petfoods.com

Town of Newmarket Vendor Application Form

Applicant Information

Organization Name:	
Website/Social Media:	
Contact Person:	
Email:	
Address:	
City Province:	
Postal Code:	
Phone:	
Day of Event Contact:	
Day of Event Contact Phone #:	

Applicant Information Continued

Please describe what activities and/or interactive activations you will be doing within your vendor space. (e.g. selling items, giveaways, contests, photo booth, playing music, etc.)

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Are you planning on giving away or selling any food or drink to humans at the event? (If you are providing food or drink of any kind you must comply with the requirements of York Region Public Health and submit a Food Vendor Application Event Form).

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Presented By [COLONIAL PET FORUM](http://www.colonialpetforum.com)
www.colonialpetforum.com

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What type of vending space will you be providing?

(Example: tent, truck, trailer, table, chairs, cart, etc.)

- The Town will not be providing any vendor related supplies such as, but not limited to tents, tent weights, tables, chairs etc. This will be at the sole responsibility of the vendor.
- Please be aware that if you are bringing a food truck or cart that you will need to fill out a separate application for a Refreshment Vehicle Special Event Permit. A fee is required by Legislative Services in addition to the for-profit event vendor fee.
- Tents larger than 10' x 20' must be inspected by a Town of Newmarket Building Inspector prior to the event.

Applicant Information Continued

Do you require any other specific needs or require a specific location?

(ex. water, close proximity to washrooms, accessible parking etc.) Please note that needs and locations cannot be guaranteed, but we will try our best to accommodate. Hydro is not available for this event.

Vendor Rules and Regulations

1. Set up can be completed on Friday, September 5 between 4:00 p.m. and 7:30 p.m. or on Saturday, September 6 from 6 to 9 a.m.
 - All set up must be completed by 9:00 a.m. on Saturday, September 6th, 2025.
 - After 9:00 a.m. on Saturday, September 6, 2025, vehicle access will no longer be available, and your space will be subject to forfeit and may be occupied by another vendor.
2. All vendors must be directly related to the theme of the event (dog or pet) and approved by the organizer.
3. All vendor booths must be staffed for the entire duration of the event. At no time can any booth or space be left unattended.
4. The fee includes a 10' x 10' space only. You are responsible for all of your set up, tear down and any items to accompany your space. Any equipment including but not limited to; chairs, tables, garbage, canopies, signs and power, will be the responsibility of the vendor.



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www.petplanet.com

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Vendor Rules and Regulations continued

5. All canopies are required to be weighted down (staking is not permitted). You are responsible to provide your own weights and to make sure your canopy is secure. Extra weights are not available the day of the event.
6. For any music or sound amplification the maximum decibel level for amplification cannot exceed 85 decibels. The Town of Newmarket reserves the right to ask any/all vendor(s) to either turn down and/or off any music or sound amplification.
7. All garbage created at your vendor space during the event is the responsibility of the vendor. Nothing can be left after the event. Garbage bins will be provided by the event organizer throughout the event space for vendors to dispose of their garbage.
8. All food vendors (for humans only) must complete and submit a York Region Public Health Vendor Application Form for special events.
 - This form is available at [this link](#).
 - This form is mandatory and must be completed within 2 weeks of the event and submitted to the Region.
9. The Town is dedicated to eliminating single use plastics. If you are planning on using single use plastics at a Town event (e.g. plates, cups, straws, balloons, plastic water bottles etc.) please let the Special Event Lead know and we may be able to suggest a green alternative.
10. No smoking, alcohol, fireworks, weapons, or illegal substances are allowed at any event. Due to the amount of animals at New'bark'et, all excessive noise makers and balloons are not allowed.
11. If you are using a generator for power, it must be classified as low noise. Town staff reserve the right to refuse the use of the generator.
12. This festival is held rain or shine. In the event of severe inclement weather, (e.g. thunderstorm, tornado, extreme temperatures) Town of Newmarket staff will make the decision to cancel or post-pone the event.
13. All items for sale must be confined to the designated vendor space. No aggressive sales or fundraising will be permitted.
14. Parking will only be allowed and available in designated areas. No cars, vans, trucks will be permitted in the vendor areas unless approved before hand by the event organizer.
15. The Town will not be responsible for any lost, stolen and/or damage to vendor space and belongings. Vendors assume all liability in attending the event.
16. For advertising on social media, the Facebook event page will be posted in August 2025 and closer to the event, the Town will be posting on Twitter and Instagram @TownofNewmarket. You are welcome and encouraged to share our posts on all platforms and invite your followers to the event.
 - Please do not create your own Facebook event using the official Town of Newmarket New'bark'et graphics. We want to ensure that there is only one official Facebook page (with the correct branding) that has the most up to date information for customers.



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Vendor Rules and Regulations continued

- 17. All vendors must provide proof of Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$2,000,000 or \$5,000,000 per occurrence, for bodily injury and property damage. Events requiring the use of an automobile as part of the event must also provide proof of Automobile Insurance with a minimum of \$5,000,000 limit. The Town of Newmarket is to be named as additional insured on all Insurance Certificates. Proof of Insurance must be provided in the form of a certificate prior to the event.
- 18. Town staff reserves the right to refuse entry, participation of any vendor if the above requirements are not met.

Please Sign Form Below

By signing below you agree that you have included all information pertaining to your on site operations and you have read and understood these rules and regulations and agree to abide by them for the event.

Signature of Applicant:	
Date:	

AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

In consideration of acceptance of this application the undersigned applicant agrees to save harmless and fully indemnify the Town of Newmarket and its officers, servants, employees, elected officials and agents from and against all claims, demands, suits, actions causes of action or proceedings that may be brought against or made upon the Town of Newmarket, its officers, servants employees, elected officials and agents by any person or persons in which the claims, demands, suits, actions causes of action or proceedings may result from, arise from, be contributed to or be, in any way related to any act, omission, failure to act or otherwise of the applicant its officers, servants, employees, and agents pertaining to the Special Event described in this application.

By signing below you agree that you have included all information pertaining to your set-up and you have read and understood the "Vendor Rules and Regulations" and agree to abide by them for the event. That you have read, understand and agree to the terms and conditions outlined under the "Agreement to Indemnify and Hold Harmless".

Signed Sealed and Delivered at the Town of Newmarket, in the Province of Ontario this _____ day of _____, 2025.

Authorized Signature of Applicant:	
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