



**Sat., October 5<sup>th</sup>, 2019**  
10 am – 4pm  
**Come Celebrate the Harvest!**

**Kawartha Farmfest Host Registration Form**

Please return by July 1<sup>st</sup>, 2019

Contact Name \_\_\_\_\_

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

Name of site during Farmfest (\*\*\*\*fest) \_\_\_\_\_

911 Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_ Email \_\_\_\_\_

Directions to your location (from nearest town or main intersection) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of what visitors should expect when they visit your site.

\_\_\_\_\_

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\_\_\_\_\_

***Please circle all appropriate (as to be marked in the program):***

- |  |   |
|--|---|
| <input type="checkbox"/> Traditional farm type                     | <input type="checkbox"/> Children's Activities or Crafts            |
| <input type="checkbox"/> Unusual or Value Added farming            | <input type="checkbox"/> Local Food (samples, retail or restaurant) |
| <input type="checkbox"/> Rural Attraction or Open house (non-farm) |   |

**Description of any activities taking place at your location during tour (ie/ demonstrations, crafts, sampling, tours, pumpkin carving, riding etc). Be sure to list times and visitor fees:**

\_\_\_\_\_

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**Any other details to be included in the Kawartha Farmfest program & website?  
(please email or mail pictures that can be used in promotions)**

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**Do you have public washroom facilities available at your site? Yes or No**

**Is your site wheel chair accessible? Yes or No (or what portion) \_\_\_\_\_**

We have directional signs available for use to help guide visitors to your site during Kawartha Farmfest weekend. **Please indicate the number of directional signs you will need to get visitors to your site:** \_\_\_\_\_

Adults attending Farmfest purchase an admission sticker for \$5 to visit all the sites. Children (15 years and younger) are free. Host sites are expected to have stickers for sale at your site during Farmfest and before the event if suitable. **From our site, we can sell stickers** \_\_\_\_ **In advance of the Event** \_\_\_\_ **During Farmfest Weekend**

To protect you regarding any accidents, we require proof of insurance. Most farm gate business should already have a policy covering "visitors" coming onto your farm; we ask that you provide proof of your insurance by send a photocopy of the policy for our files. Thank you for your understanding on this matter.

**All farm host sites in Kawartha Farmfest must provide proof of coverage of \$2 million liability insurance.**

Insurance Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_

**Any questions or for help to fill out this form, please contact  
and BY July 1<sup>st</sup> return to:**

Kelly Maloney, Agriculture Development Officer  
705-324-9411 extension 1208 or [kmaloney@city.kawarthalakes.on.ca](mailto:kmaloney@city.kawarthalakes.on.ca)

**by mail to** Kawartha Farmfest, Economic Development,  
City of Kawartha Lakes, 180 Kent St. W., Lindsay, Ontario K9V 2Y6

**Fax #: 705-324-4965**

## Requirements of Kawartha Farmfest hosts:

- Hosts should be willing to be open for Kawartha Farmfest from 10am – 4pm. Please contact Kelly Maloney, to discuss if this is a problem.
- Hosts need to provide off-of-road parking for all visitors, no visitors are permitted to park on streets. Sites usually dedicate a lawn/grass area and have good signage indicating parking available on site.
- All hosts are expected to have \$2 million liability insurance. Please provide confirmation by July 15<sup>th</sup>, 2019.
- We recommend that each site mark the entrance with the directional signage that will be provided and bright balloons. It helps if you have a “sign in” station at the front with a place for people to sign the guest book (to be provided) and that a “Greeter” welcomes people and to check for or sell Farmfest admission stickers. Good signage can replace a greeter if you are short on volunteers; however comments from guests in recent years have indicated that they have the best experience when they are greeted and told about the layout of the site and activities, and where there is no greeter visitors are very hesitant to enter.
- We recommend you do what you do best at each site. This means show your farm as you would to any interested visitor. If you have extra helpers; exhibits, demonstrations or activities are encouraged. Try to create partnerships with other local businesses or associations to help you provide these added features. Special activities requiring an additional charge must be listed in your site description promoted in advance. Kelly Maloney is available to attend your site to help with suggestions and to use a “fresh” set of eyes on any farm safety issues to consider with visitors coming.
- Hosts are asked to promote Kawartha Farmfest whenever they have the opportunity to do so. This could be at open houses, sales rooms, and local events, booths at other festivals or farmers markets. Kawartha Farmfest marketing materials will be provided to anyone willing to distribute them to local businesses and bulletin boards. All hosts are expected to sell stickers and guides at their sites during Farmfest.
- The local media is very useful in promoting Kawartha Farmfest each year. We will be working with the media to visit host sites during the weekend, and ahead of time for as much free promotion as possible. We will also be collaborating with the Tourism office to promote the event as well.

*Thank you for your interest in Kawartha Farmfest. Your support and willingness to open your site to the public for a weekend is what makes this a successful event!*

### **Any questions please contact:**

Kelly Maloney, Agriculture Development Officer  
705-324-9411 extension 1208 or [kmaloney@city.kawarthalakes.on.ca](mailto:kmaloney@city.kawarthalakes.on.ca)  
**by mail to** Economic Development, City of Kawartha Lakes,  
180 Kent St. W., Lindsay, Ontario K9V 2Y6 **Fax #:** 705-324-4965

***RETAIN THIS SHEET FOR YOUR REFERENCE***