



## OPERATIONAL GUIDELINES

The Campbellton Area's Kiosk Park consists of small kiosks set on the Campbellton Regional Community Waterfront.

In this setting, visitors can enjoy a diverse display of original works by local artists, food, souvenirs and other products.

### **1. CRITERIA**

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Preference will be given to artisans, operators, and non-profit groups who create their own original works or products. They should be actively involved in the operation of their kiosk and in developing a clientele. The Campbellton Regional Community stresses the importance of the interaction between visitor and operator. The majority of the items for sale should be original. Professional status will not be a criterion for selection.

Operators will be selected based on the following criteria:

- originality, the quality of the product(s) and the operator's experience;
- the variety of products offered by the operator;
- the operator's availability;
- the number of products (inventory);
- attractiveness of the kiosk;
- cultural and traditional representation;
- potential demand for the product(s);
- appropriateness of the product(s);
- the operator's reputation, reliability and willingness to invest;
- the operator's ability to meet all the criteria in a timely manner;
- the ability to provide a bilingual service would be preferred.

*Initiales de l'opérateur / Operator's initials* \_\_\_\_\_

Requests by groups of operators working collaboratively will be considered if the final products result from their combined expertise. Only a limited number of such requests will be accepted.

## **2. OPERATIONAL CONDITIONS**

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The waterfront site will accommodate kiosks located near the Campbellton Area splash pad.

- The inside of the cabins may be used for displaying products.
- Operators must provide their own staff.
- Every night at closing time, the operators should safely store materials to minimize the risk of theft. The municipality will not be held responsible in the event of theft or vandalism.
- The municipality will oversee and approve the use of any signs outside the kiosks.

Dimensions of the kiosk	4 m x 5.3 m (12' x 16')	
Security deposit	(1) Kiosk	\$400
Security deposit	(1) Key	\$25
September – Inspection and reimbursement of security deposits, if warranted by the inspection.		

The municipality reserves the right to perform an inspection on the kiosk as required.

Each contract covers participation for one tourist season. Each year, a request for proposals will be issued and all submissions will be considered. All files are reviewed before contracts are signed or renewed.

**NOTE:** The sale of alcoholic beverages and cigarettes is not permitted at the kiosk site.

## **3. TIMELINE**

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- October – December: The municipality evaluates the operators who have participated in the past season.
- January – February: The call for proposals is submitted through social media and the municipal website.
- March: The proposals received are evaluated, and notifications are made.

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#### **4. ACCESSORIES**

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- Chairs and padlock are not provided.
- All operators must provide their own extension cord(s) if necessary, and provide any additional lighting required.
- A rental fee (garbage and landscaping) will be applied.
  - \$400 (plus tax) for the season.
  - \$200 (plus tax) for the season for non-profit organizations.
  - Electrical meters have been installed on each building (these will be measured seasonally) and each operator will be responsible for their power usage. The cost for power usage will be NB Power rate plus 1 cent.
  - A 50% deposit is required by the end of April to secure the kiosk and is not reimbursable.
  - The remaining fee is to be paid at the beginning of the season and is not reimbursable.
- The municipality determines the location of the kiosks.

During the season, operators are expected to maintain an attractive sales space representative of the municipality. Operators must make their kiosks appealing while respecting those of their neighbours and remaining within their designated area. Attractive outdoor displays will be permitted.

Operators are requested to maintain an acceptable “dress code” in respect to the visiting tourists (tank tops, short shorts, midriff tops, etc. are not acceptable).

#### **5. HOURS OF BUSINESS**

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Operators are required to operate their kiosks from 12 p.m. until 7 p.m. with special consideration of longer hours during the Salmon Festival and other special events that may occur during the season.

Operators should make an effort to be open 7 days per week and especially over the weekends (weather permitting).

For 2026, the operating season will commence on Monday, June 15, and close Tuesday, September 8.

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## **6. MARKETING AND PROMOTION**

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Kiosk operators are responsible for the marketing and promotion of their products. However, the municipality continually promotes its waterfront initiatives whenever possible.

Musical entertainment is provided twice weekly (Thursday and Sunday), weather permitting.

## **7. INSURANCE**

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All food and high-risk activities operators shall carry Comprehensive General Liability Insurance in the amount of at least \$1,000,000.00, identifying “Campbellton” as Additional Named Insured.

A certificate of insurance must be provided to the municipality in order to have access to the kiosk.

## **8. FOR INQUIRIES**

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Please contact:

- Nancy Belliveau-Poirier, Community and Tourism Development Coordinator
- Telephone: 506-789-2743, extension 2
- Email: [nancyb@campbellton.org](mailto:nancyb@campbellton.org)

### **Applications can be delivered, mailed or emailed to:**

Address: Campbellton Regional Community  
Attention: Nancy Belliveau-Poirier  
76 Water Street  
PO Box 100  
Campbellton NB E3N 3G1

Email: [nancyb@campbellton.org](mailto:nancyb@campbellton.org)

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