



Essex Festival Committee Meeting Agenda

April 23, 2026, 6:00 pm

Barnett Room, Essex Centre Sports Complex, 60 Fairview Ave W, Essex, ON N8M 1B6

Accessible formats or communication supports are available upon request. Please contact the Clerk’s Office at clerks@essex.ca or 519-776-7336 extension 1144.

Pages

1. Call to Order

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

4. Adoption of Published Agenda

4.1 Essex Festival Committee Meeting Agenda for April 23, 2026

Moved by _____

Seconded by _____

That the published agenda for the April 23, 2026, Essex Festival Committee Meeting be adopted as presented / amended.

5. Adoption of Minutes

5.1 Essex Festival Committee Minutes for March 26, 2026

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Moved by _____

Seconded by _____

That the minutes of the Essex Festival Committee meeting held March 26, 2026, be adopted as circulated.

6. Financials

7. New Business

8. Unfinished Business

Moved by _____

Seconded by _____

That the verbal updates listed in Agenda Item 8 be received.

8.1 Operations and Site Management

8.1.1 Festival Grounds Layout

8.1.2 Set-up and Take Down

8.1.3 Perimeter Fencing

8.1.4 Signage

8.1.5 Gates & Admissions

8.1.6 Park Hours

8.1.7 Parking

8.1.8 Off-Site Parking

8.1.9 Shuttle Transportation

8.1.10 Family Tent

8.2 Marketing, Social Media and Advertising

8.3 Sponsorship

8.4 Volunteers

8.5 Vendors

8.5.1 Vendor Rates

8.5.2 Food and Beverage Vendors

8.5.3 Non-Food/Craft Vendors

8.6 Attractions

8.6.1 Youth Talent Show

8.6.2 Central Park

8.6.3 Parade

8.6.4 Thrill Show/Event

8.6.5 Car Show

8.6.6 Watermelon Contest

8.6.7 Fireworks

8.6.8 Bingo

8.6.9 Midway & Amusement Rides

8.7 Sip 'N Shop Wine Mixer

8.7.1 Decor/Decorations

8.7.2 Non-Profit Beneficiary

8.7.3 Wineries

- 8.7.4 Caterer/Food Vendors
- 8.7.5 BIA Vendors
- 8.7.6 Hours of Operation
- 8.7.7 Admission Fees
- 8.7.8 Entertainment
- 8.7.9 Raffle
- 8.7.10 Ticket Pricing
- 8.7.11 Parking
- 8.7.12 Layout

8.8 Beer Tent

- 8.8.1 Hours of Operation
- 8.8.2 Admission
- 8.8.3 Product and Pricing
- 8.8.4 Bar Management
- 8.8.5 Security and Crowd Control
- 8.8.6 Entertainment
- 8.8.7 Parking
- 8.8.8 Power
- 8.8.9 Layout

8.9 Main Stage

- 8.9.1 Entertainment
- 8.9.2 Stage Rental
- 8.9.3 Production
- 8.9.4 Bar Management
- 8.9.5 Security and Crowd Control
- 8.9.6 Parking
- 8.9.7 Power
- 8.9.8 Other Rentals and Operation
- 8.9.9 Layout
- 8.9.10 Gates & Admissions

9. FEO Conference Report

10. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at _____.

11. Future Meetings

May 21st @ Barnett Room 6pm