

NORTH DUNDAS PARADE OF LIGHTS VENDOR FAIR 2011

Application Form and Contract



We, the undersigned, hereinafter referred to as exhibitors; do hereby submit our application for the reservation of a one-table display space (unless otherwise stated and paid for) as an exhibitor in the North Dundas Parade of Lights Vendor Fair. All exhibitors will be subject to all terms, conditions and regulations governing the fair and its production as set forth on the attached portion of the contract.

Name: _____

Company Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: () _____

E-Mail: _____

Website: _____

Type of merchandise:

Special Requests:

Power outlet required:

Yes No

NORTH DUNDAS PARADE OF LIGHTS VENDOR FAIR 2011

Event Date: Saturday, December 3rd, 2011

Event Location: Winchester Community Centre, 577 Main St., Winchester, Ontario.
Located above the Winchester Arena (inside location).

Show Times: 10:00 am – 3:00 pm
Set-up time: 8:30 am – 10:00 am
Tear down time: 3:00 pm – 4:00 pm

Exhibitor Fees:

A **fifteen dollar** registration fee will automatically apply to each vendor participating in the North Dundas Parade of Lights Vendor Fair. This fee will grant the registrant a vendor space of one table (ranging in size from 6-8 feet). Additional tables can be rented (please indicate in the space provided below), however an additional \$15.00 fee will apply for each additional table. Vendors will not be permitted to bring their own tables. There is no fee for use of the arena chairs.

Please note that vendor tables are reserved on a first come, first serve basis and therefore, may not be available to all applicants. Exhibitors who do not register in advance will not be permitted to participate.

ADDITIONAL Vendor Table Bookings:

Additional Tables -- \$15 ea. for the duration of the North Dundas Parade of Lights Vendor Fair

Additional Table X _____ (quantity requested) X \$15.00 ea = \$ _____ .00 + \$15.00
Registration Fee
= Total of \$ _____ .00

Please provide your registration fee by cash or with a cheque that is made payable to the North Dundas Parade of Lights 2011. **Full payment and your application are due Friday, November 25th, 2011 (this includes all applications sent by mail).**

Any cheques returned by your bank will cause your acceptance to be null and void. Please see rules and requests.

Please mail or drop-off application & payment to:
Township of North Dundas
Att: Meaghan Meerburg
P.O. Box 489
636 St. Lawrence St.
Winchester, Ontario
K0C 2K0

RULES & REGULATIONS

1. Exhibitors must supply their own display items, power cords, cash box, float, and other tools, equipment, and supplies required for the duration of the event. **TABLES AND CHAIRS WILL BE PROVIDED.**
2. Merchants are responsible for keeping their area clean during and after the event. **GARBAGE CANS WILL BE PROVIDED.**
3. All merchants must be completely set up by 9:00 am on the date of the North Dundas Parade of Lights Vendor Fair, being Saturday, December 3rd, 2011.
4. Sale permits and collection of all appropriate sales taxes are the sole responsibility Of the exhibitor. You are responsible for your own charge card services.
5. Exhibitors are expected to participate for the duration of the event, unless otherwise informed by the vendor fair coordinator, Meaghan Meerburg.
6. You are responsible for all necessary personal supplies that you need at your display area. Examples of items that you may need include beverages, food, first-aid supplies, etc.
7. You are displaying at a family event and must conduct yourself appropriately. Under no circumstances will profane language, inappropriate behavior or attitudes be tolerated or you will be asked to leave the event and your participation in future events will be thoroughly evaluated.
8. All exhibitor tables will be set up by the Winchester Community Centre staff on the day of the event and are therefore **not** the responsibility of the exhibitors. Each exhibitor will be granted a space of **one** table (unless the exhibitor requests otherwise and payment is received). Table sizes will range between 6 feet and 8 feet, but unfortunately no preference can be accommodated. Chairs will be available if required.

Please read and sign the NORTH DUNDAS PARADE OF LIGHTS VENDOR FAIR 2011 contract and application form and return it to the address listed above. The second set of VENDOR FAIR information is for you.

I have read the above and agree to all terms and conditions:

Name of Applicant: (Please Print) _____

Signature of Applicant: _____

Dated: _____

APPLICANT'S COPY

NORTH DUNDAS PARADE OF LIGHTS VENDOR FAIR 2011

Event Date: Saturday, December 3rd, 2011

Event Location: Winchester Community Centre, 577 Main St., Winchester, Ontario.
Located above the Winchester Arena (inside location).

Show Times: 10:00 am – 3:00 pm
Set-up time: 8:30 am – 10:00 am
Tear down time: 3:00 pm – 4:00 pm

Exhibitor Fees:

A **fifteen dollar** registration fee will automatically apply to each vendor participating in the North Dundas Parade of Lights Vendor Fair. This fee will grant the registrant a vendor space of one table (ranging in size from 6-8 feet). Additional tables can be rented (please indicate in the space provided below), however an additional \$15.00 fee will apply for each additional table. Vendors will not be permitted to bring their own tables. There is no fee for use of the arena chairs.

Please note that vendor tables are reserved on a first come, first serve basis and therefore, may not available to all applicants. Exhibitors who do not register in advance will not be permitted to participate.

ADDITIONAL Vendor Table Bookings:

Additional Tables -- \$15 ea. for the duration of the North Dundas Parade of Lights Vendor Fair

Additional Table X _____ (quantity requested) X \$15.00 ea = \$ _____ .00 + \$15.00
Registration Fee
= Total of \$ _____ .00

Please provide your registration fee by cash or with a cheque that is made payable to the North Dundas Parade of Lights 2011. **Full payment and your application are due Friday, November 25th, 2011 (this includes all applications sent by mail).**

Any cheques returned by your bank will cause your acceptance to be null and void. Please see rules and requests.

Please mail or drop-off application & payment to:
Township of North Dundas
Att: Meaghan Meerburg
P.O. Box 489
636 St. Lawrence St.
Winchester, Ontario
K0C 2K0

RULES & REGULATIONS

1. Exhibitors must supply their own display items, power cords, cash box, float, and other tools, equipment, and supplies required for the duration of the event. **TABLES AND CHAIRS WILL BE PROVIDED.**
2. Merchants are responsible for keeping their area clean during and after the event. **GARBAGE CANS WILL BE PROVIDED.**
3. All merchants must be completely set up by 10:00 am on the date of the North Dundas Parade of Lights Vendor Fair, being Saturday, December 3rd, 2011.
4. Sale permits and collection of all appropriate sales taxes are the sole responsibility of the exhibitor. You are responsible for your own charge card services.
5. Exhibitors are expected to participate for the duration of the event, unless otherwise informed by the vendor fair coordinator, Meaghan Meerburg
6. You are responsible for all necessary personal supplies that you need at your display area. Examples of items that you may need include beverages, food, first-aid supplies, etc.
7. You are displaying at a family event and must conduct yourself appropriately. Under no circumstances will profane language, inappropriate behavior or attitudes be tolerated or you will be asked to leave the event and your participation in future events will be thoroughly evaluated.
8. All exhibitor tables will be set up by the Winchester Community Centre staff on the day of the event and are therefore **not** the responsibility of the exhibitors. Each exhibitor will be granted a space of **one** table (unless the exhibitor requests otherwise and payment is received). Table sizes will range between 6 feet and 8 feet, but unfortunately no preference can be accommodated. Chairs will be available if required.



PHOTO/VIDEO RELEASE FORM

The Township of North Dundas appreciates having photos to use in our publications and presentations.

In the past, photos have been used for such things as brochures, posters, publications, newsletters, newspaper ads & articles, funding presentations, web sites, and other Township of North Dundas advertising and promotions.

We would appreciate your permission to use any images of you/your dependant(s), captured through video, photo and digital camera, to be used solely for the purposes of Township of North Dundas promotional material and publications, and ask that you waive all rights of compensation or ownership thereto.

**Name of person in image (please print): _____

Name of parent/guardian
(if under 18 yrs.) (Please print): _____

Phone number: _____

Signature (if the release is for a person 18 years
of age or younger, a parent or guardian must sign): _____

Event: North Dundas Parade of Lights Vendor Fair 2011

Date: Saturday, December 3, 2011

**We ask that you please include the names of all persons who are confirmed to be or expected to be incorporated in your vendor space