

# VENDOR APPLICATION/CONTRACT

## Neighbourhood Day

Saturday, June 13th, 2020

Forbes Park, 3:00-7:00 pm

Company: Ken Net

Contact: 555 555 777

Address: 07 Blue Ridge av

City/Province/Postal Code: Tokyo/ Jop /18777

Phone: 555 555 777

Cell/Alt. phone: Na

Email: lkjhsfv@kj.com

Website: www.bra.com

Facebook Page : non

Twitter: non

Business and Product Description: Marketing in IT

### SPONSORSHIP

Are you interested in sponsoring any events at the Neighbourhood Day event? YES

Are you interested in donating a prize to the Neighbourhood Day event? YES

### VENDOR REQUIREMENTS

Vendors will be allotted 10X10 Sq. ft space (table and chairs extra.) All vendors are to remain for the duration of the Neighbourhood Day event, 3:00-7:00 pm. It is a rain or shine event so there are no refunds and a tent is recommended.

### PAYMENT OPTIONS

Payment will be made by: CASH CHEQUE VISA MASTERCARD

### TOTAL COST

Total Cost \$50 per vendor plus \$10 for a table and \$5 for a chair

### SIGNATURE

I/We hereby apply to vendor at the Neighbourhood Day event, June 13<sup>th</sup>, 2020.

Signature of applicant: Drakon, R. Oshishani

Date: 01.01.2022

As a **valued vendor**, we would like to make this process as **easy, profitable & enjoyable** as possible but understand that Silverheights Neighbourhood Association is in no way responsible for lost, damaged or stolen property.

Contact us today if you require any additional information, accommodation due to a special need, have questions or to book your vendor space and/or sponsorship:

**Silverheights Neighbourhood Association**

Lori Da Cunha, Executive Director (519) 249-1200 info@sna.site

### For office use only

Space Assignment \_\_\_\_\_ Payment received \$ 1850 \_\_\_\_\_

Signature Drakon, R. Oshishani Date \_\_01.01.2022\_\_\_\_\_

X ☐ Application Approved

☐ Application Not approved

☐ Application Incomplete

# Terms and Conditions

## Space Rental Payment

Successful vendors will receive a letter of acceptance, and an invoice for applicable amount via email. If your application is not accepted, you will be notified via email. SNA reserves the discretion to grant or refuse any request from individuals or companies wishing to exhibit in the festival.

## Cancellation Policy

Please note that your space rental fee is non-refundable. This event is rain or shine.

## Subletting/Shared Space

Subletting space is prohibited. The Vendor shall not assign, sublet or apportion the whole or any part of the space allocated by SNA to the Vendor. At the discretion of SNA two vendors may be allowed to rent one space.

## Exhibit Space

SNA agrees to provide appropriate tables and chairs, but additional décor of your designated space is the responsibility of the Vendor. Vendors will be responsible for the setup of their own exhibit. The Vendor agrees to confine its activities to their assigned exhibit space.

## Assignment of Exhibit Space

Exhibit space will be allocated by SNA. SNA reserves the right to relocate exhibits which may be affected by a change in the site plan, or in the interests of optimum traffic control and exhibit exposure. SNA will not be held liable if competitive Vendors are adjacent to or opposite each other, but, if possible, efforts will be made to allocate space on a basis fair to all Vendors. No major changes to displays are permitted during the Neighbourhood Day event. SNA will not be responsible to a Vendor for any loss or damage caused as a result of the booth being opened and unattended during event hours.

## Set-Up

All vendors must be set up one hour prior to event commencement on event day. Table(s) and chair(s), as well as designative space, will be made available after 1:30 pm. As a courtesy to other vendors, please unload as quickly as possible and move your vehicle to the vendor designated parking area.

## Arrangement of Exhibits

Displays must not protrude beyond your assigned area or obstruct the view of the neighbouring booths, and may not be taller than 8 ft. in height except in specified areas. Please advise at time of application if display exceeds 8' in height. Vendor may not attach displays to walls, structural supports, or flooring in the exhibit building or area, nor may it suspend anything from ceilings, rafters or trees. SNA reserves the right to restrict the use of glaring or irregular lighting effects. Company name must be prominently displayed on booth. No open flames, under any circumstances.

## Dismantling and Removal

No Vendor shall dismantle or remove any part of its display before the time scheduled as specified: Any material remaining after the cut off time may be removed by SNA at Vendor's expense.

### **Character and Conduct**

All displays and promotional literature must be in good taste. The product or service must be presented in a professional manner.

### **Food**

All food vendors must meet and comply with City of Cambridge permit, Fire and Public Health regulations and may be inspected at the event. Vendor must indicate on application form if food will be served/sampled. SNA reserves the right to cease any sampling or serving of food by vendors if regulations are not met.

### **Samples, Raffles, Draws, Alcohol etc**

Free samples may be distributed if approved by SNA prior to the Neighbourhood Day commencing. Orders for products may be taken and merchandise may be sold at cash retail prices. If a charitable organization, raffles may be conducted with the proper licensing in place. All Vendor draws and promotional giveaways must be approved by SNA. SNA reserves the right to cease any promotional activities that do not meet with the above criteria. The sale and/or distribution of wine, liquor, beer, vape, cigarettes or cannabis products is strictly prohibited.

### **Noise**

The Vendor shall at the request of SNA stop the use of loudspeakers, microphones, amplifiers, musical instruments, gramophones, radios, film equipment or any other item.

### **Care**

It is the Vendor's responsibility to keep their area clean and orderly throughout the Neighbourhood Day event and to ensure it is ready for opening at 3:00 pm, June 13th, 2020.

- Garbage must be taken to and placed in the garbage bin
- A fine may be levied to any Vendor not adequately cleaning their area.

### **Common Areas**

All lobbies, corridors, aisles, restrooms, food and beverage concessions, sidewalks and road way will be considered as general show areas to be used for the movement and flow of the public and/or for their entertainment and convenience. No Vendor will be permitted to use these areas for the display or distribution of products, services or their attendant literature, unless pre-approved by SNA.

### **Advertising**

The Vendor may use the name of the show to promote only its participation at the show. It cannot be used in any way that is perceived as an endorsement by SNA of the Vendor's company, product and/or service. Vendors grant SNA the right to utilize any artisan booth or product photograph for promotional consideration.

### **Safety, Fire and Health**

The Vendor will adhere to all local fire & safety regulations. Vendor shall be properly insured for the same.

### **Liability**

SNA shall not under any circumstances whatsoever be liable or responsible for: (a) any loss, damage, theft or destruction whatsoever or howsoever caused to any goods, equipment or any other property belonging to the Vendor or for which the Vendor is responsible

(b) any damage or injury suffered by the Vendor or his/her servants or agents, or by any other person

(c) any loss, damage, injury, or cost whatsoever suffered by the Vendor by reason of any change in the date, time or place of Exhibition or the abandonment thereof.

### **Parking**

SNA recommends parking in the upper City of Cambridge parking lot, accessible off Henderson.

Any unauthorized vehicles left in Forbes Park may be tagged and towed from the grounds.

### **General**

All matters and questions not covered by these Terms and Conditions are subject to the decision of SNA. In addition, SNA shall have full discretion in the interpretation and enforcement of all terms and conditions contained herein and the authority to make such amendments thereto and such further rules and regulations governing the conduct of the participation in the festival as it shall consider necessary for the proper presentation of the Festival.

Vendor agrees to abide by all decisions of SNA and further agrees to cease any activity that SNA deems to be a violation of the terms and conditions and to follow the directive of the HVNA. By signing the Silverheights Neighbourhood Association Vendor Application Form, I agree to the above Terms and Conditions.

By submitting the Vendor Application Form, I have read and agree to the above Terms and Conditions of this application.

I also understand and agree that this application is not binding, until and unless accepted and agreed upon by the Silverheights Neighbourhood Association, and so accepted and signed shall constitute a binding contract.

Name of applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_