

Durham Carifest

VENDOR APPLICATION

Saturday June 15TH, 2019 | 11:00A.M.- 9:00P.M.

289 892 6686

PLEASE PRINT CLEARLY

Name of Booth: _____

Contact Person: _____

Mailing Address: _____

Telephone

Daytime: _____

Cell Phone: _____

Email: _____

Only the products of the said vendor, as specified on the contract, may be shown, exhibited and sold. Any additions or substitutions to booth merchandise **must be pre-approved** by **DURHAM CARIFEST**.

Arts & Crafts/Clothing/Accessories - \$350.00 Promotion/Networking Booth \$200.00;

Food - \$600.00 Drinks- \$500.00 Community Non- Profit Groups - \$150.00

Sign Up before April 30, 2019 & Get \$75.00 Off!

Note: Food Vendors will not sell beverages.

* any booth selling beverages without
permission be asked to shut down
IMMEDIATELY without refund.

Signature: _____ **Signature:** _____

Date: _____ **Date:** _____

www.durhamcarifest.com



MERCHANDISE DESCRIPTION

Saturday, June 15th, 2019 | 11:00A.M. – 9:00P.M.

289-892-6686

Booth Name: _____

Vendor's Name: _____

ONSITE Telephone # _____ Email: _____

Only the products of the said vendor, as specified on the contract, may be shown, exhibited and sold.
Any additions or substitutions to booth merchandise **must be pre-approved by Durham CARIFEST.**

PLEASE DESCRIBE MERCHANDISE:



RULES AND REGULATIONS

Saturday, June 15, 2019 | 11:00 A.M. 9:00 P.M.

289-892-6686

PLEASE READ INITIAL AND RETURN

1. All food applicants must submit the following by Saturday, May 6th, 2019. All others by Monday May 28, 2019
 - a) cheque, cash. Or Interact transfer
All cheques must be payable to *Durham Carifest*
 - b) Completed signed application package.
2. Participation in the *DURHAM CARIFEST* is dependent upon selection by the *DURHAM CARIFEST* committee; by meeting application, payment and required documentation deadlines and signatures on all forms.
3. *DURHAM CARIFEST* reserves the right to refuse booth space to anyone.

DURHAM CARIFEST reserves the right to cancel the vendor agreement or to eject any vendor from the premises behaving in an objectionable fashion and the vendor waives any right and all claims for damages or compensation due to *DURHAM CARIFEST* exercising this right.

4. **Payment**
Booth charges are payable by the exhibitor under the following terms:
 - a) Upon approval, vendors must pay the booth fee as stated above in full to secure booth space. Payment must be made by Saturday, May 5th, 2019 by certified cheque, cash or interact transfer, otherwise the assigned booth space will be allocated to someone else.
5. **Cancellation Policy**
 - a) If, for any reason, a contract is cancelled by the vendor or by *DURHAM CARIFEST* for any cause before Friday May 10, 2019 50% of the rental fees will be retained by *DURHAM CARIFEST*.
 - b) Contracts/licenses may be cancelled by *DURHAM CARIFEST* if vendors fail to occupy the space allotted to them with the exhibit specified

PLEASE RETAIN COPY FOR YOUR RECORD

6. **License / Contract**
DURHAM CARIFEST will advise all approved vendors of the following:
 - a) Name of the vendor (company or individual name).
 - b) Specific products or craft items that may be shown, exhibited or sold.
 - c) Food handlers permit.Only vendors in possession of a contract may occupy space at the *DURHAM CARIFEST*.
7. **Insurance and Indemnification** *DURHAM CARIFEST* recommends that the vendor, at his / her own expense, take out and maintain comprehensive property damage, public liability and theft and loss insurance coverage or other insurance as necessary.

The vendor, his/her employees, servants and agents agree to indemnify and hold harmless *DURHAM CARIFEST*, Harris P Barnes Inc, its employees, servants, and agents from any and all rights, demands, claims, causes of action, damages, costs and expenses and any other liabilities whatsoever arising out of or in connection with its use of the designated premises. *DURHAM CARIFEST* shall not be responsible for theft, damage due to water, fire or any other damage to the exhibitors' equipment or stock or Loss of property belonging to the booth vendor.
8. **Booth Space Assignment**
 - a) Booth space allocation is assigned by *DURHAM CARIFEST* STAFF.
 - b) *DURHAM CARIFEST* reserves the right, after assignment of space, to re-locate exhibits which may be affected by a change in the floor plan, or to avoid having similar products displayed in close proximity.



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- c) Booth vendors shall not sublet any or all of their exhibit space, nor have goods or representatives from companies other than their own, within the market, without the prior written consent of the management of DURHAM CARIFEST
 - d) Booth Vendors must install, arrange and conduct their exhibits only in the location allotted to them in a neat and orderly manner. Public access routes must be kept clear.
 - e) Booth Vendors must confine their exhibit and all other exhibit activities within the limits of their allotted space. Sales people and demonstrators are prohibited from operating in the aisle or in any other location on the site other than that specified in the contract.
9. Booth vendors must post their refund or return policy on their booth.
 10. DURHAM CARIFEST reserves the right to intervene in terms of pricing, facility use, and public safety.
 11. DURHAM CARIFEST assumes no responsibility for sales, inclement weather, nor guarantees attendance.
 12. DURHAM CARIFEST operates rain or shine, vendors must be in attendance and booths must remain open during the designated hours.
 13. Booth Vendors agree to accept full responsibility for all materials and goods which they sell, use or display in the booth area.
 14. Only the products of the said vendor, as specified on the contract, may be shown, exhibited and sold. Any additions and/or substitutions to booth merchandise must be pre-approved by DURHAM CARIFEST.
 15. Loud playing of music is not allowed and DURHAM CARIFEST reserves the right to prohibit any music being played.
 16. Promotion
By signing the attached vendor agreement, the booth vendor gives DURHAM CARIFEST permission to use their image and/ or the likeness of them and/or their business in either promotional or informational materials.
 17. No power supply or tents will be provided by DURHAM CARIFEST Vendors are responsible for bringing their generators.
 18. Closing times will be strictly enforced.



SET UP PROCEDURE AND BOOTH INFORMATION

Saturday, June 15th, 2019 | 11:00 A.M = 9:00 PM

Patrice Barnes 289-892-6686

1. How will my booth be set up?

Each vendor will be allocated a space. DURHAM CARIFEST does NOT provide a table.

2. Should I bring decor or other display equipment?

Yes. DURHAM CARIFEST does NOT provide decoration or equipment.

3. How do I enter the site to unload?

Vendors are allowed 30 minutes only to park and unload their goods on the site grounds.

4. Where do I park after unloading?

This information provided upon arrival on site.

5. Should I still set up if it's raining?

Yes, we are open rain or shine!

7. What type of security will be provided?

Security will be provided for the DURHAM CARIFEST. However, DURHAM CARIFEST will not be responsible for loss or damage. You are encouraged to obtain insurance.

8. How do I know where my booth will be located?

Upon arrival on site, you will be shown your designated booth space. It is decided by DURHAM CARIFEST STAFF and is not negotiable.

9. Can I close up whenever I feel like it?

No, you must adhere to the closing times on the operating timetable (in your package). Tent closing hours are non-negotiable and will be strictly enforced.



VENDOR RULES AND REGULATIONS

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SIGN AND DATE THIS FORM AND SUBMIT IT WITH YOUR APPLICATION.

1. Set up time for all VENDORS is Friday June 14th, 2019 between 2pm to 6pm on grounds (overnight security available on grounds for Durham Carifest) or 7am to 9am on Saturday June 15th, 2019.
2. You must be set-up for inspection by 9:45 am, Saturday June 15th, 2019. Once your application is approved no refunds will be issued, rain or shine.
3. While all precaution will be taken to guard against loss of equipment or display material, the Festival Committee will not assume any responsibility for damage or loss of any kind.
4. Exhibitors and vendors must have adequate liability insurance and to insure their goods and/or equipment against any damage or loss.
5. Contract and payment must be received in full prior to festival d e a d l i n e .
6. The Exhibitor may not under any circumstance sublet all or any portion of their booth space rented under the terms of this contract. No knives, guns, pornographic or any offensive material is allowed. Space number and location will be provided at festival registration on respective set-up date.
7. Booth must be staffed during all hours of operation.
8. Movement of cars is not allowed in the festival area during the hours of operation. Vendors are required to remove all vehicles from the festival grounds by 9:00 am on day of festival. In case where sound and or video equipment is used, Exhibitor is required to ensure that there is no disturbance to neighboring exhibitors.
9. Food vendors must comply with regulations of Durham Region's Health Department, and obtain permit no later than 25 days prior to the event. Guidelines and applications can be provided upon request. Beverage must be sold in plastic or paper cups, or cans. No glass bottles are allowed.
10. NO SMOKING IS ALLOWED on the grounds except in designated areas
11. NO ANIMALS except service Animals

APPLICATION CHECKLIST:

- Completed vendor application including signed Vendor Rules and Regulations
- Full payment for applicable booth fee by deadlines. All cheques payable to Durham Carifest

I am entering into a contract to participate in Durham Carifest on Saturday, June 15, 2019. I agree to abide by all of management's rules and regulations. contract will be legally binding between two parties once the application has been accepted. Vendors should insure their own exhibit and display materials. Durham Carifest / Harris P Barnes Inc. does not and will not assume liability for theft, injury, or any other accident that may occur during the event to visitors or vendors

Vendor Signature: _____ **Date:** _____

Completed application packages should be mailed
to: Durham Carifest 157-2 Harwood Ave. N

Suite 338 Ajax On. L1Z 0B6

Or scan and emailed back to Sales@durhamcarifest.com

Phone: 289 892 6686

www.durhamcarifest.com