



2018 NON PROFIT VENDOR APPLICATION

Please fill in all Non Profit Vendor Information as required and use the checklist below to ensure your application is complete. Read and agree to Terms and Condition. Send application and cheque to address at bottom of page.

VENDOR INFORMATION

BUSINESS NAME: _____

ADDRESS: _____ POSTAL CODE: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

WEBSITE: _____

PH: () _____ FAX: () _____ CELL: () _____

I will donate a product and/or service for onsite draws made during the festival weekend.

Value: \$ _____

Description of donation: _____

Site Rentals needs:

10 x 10 Spot _____ \$157.50 (\$150 + 7.50 GST) you supply tent/tables/chairs

10 x 10 Tent _____ \$ 52.50 (\$50 + 2.50 GST)

Table/2 chairs _____ \$ 16.80 (\$16 + .80 GST)

TOTAL: \$ _____

Cheque is payable to: Nanaimo Dragon Boat Festival Society

Mailing Address: PO Box 575 Stn A, Nanaimo BC, V9R 5L5

Inquiries: board@nanaimodragonboat.com

CHECKLIST

Included with my application is:

Proof of Liability Insurance

Payment in full

List of Personnel - only one parking spot

Copies of required Licenses

Term and Conditions

Please carefully read the following and sign at the bottom. *Nanaimo Dragon Boat Festival Society (hereinafter called "the Society) acknowledges the following Terms and Conditions for applications made by Vendor (hereinafter called "Vendor") applications to the Nanaimo Dragon Boat Festival.*

Application and Approval

1. Applications are considered on a "first come, first served" basis. While all applications are given equal consideration, the Society reserves the right to set criteria for acceptance and to refuse any application. Applications are considered accepted once the Society approves the application and have notified the Vendor.

2. **Payment in full** must be submitted with application. Applications without full payment will not be considered. Unsuccessful applicants will have full payment returned.

3. No contract may be sub-leased.

4. **Cancellation:** Any Vendor wishing to cancel an application must submit their request in writing no later than May 31. Upon approval by the Society, the Vendor would then receive a 50% refund on all monies paid. There will be no refunds for cancellations made after June 15.

On-Site Set-up and Operations (Maffeo Sutton Park, Nanaimo)

1. The Society will make every effort to accommodate space needs, but reserves the right to determine/assign locations.

2. Vendors will be assigned an arrival and set-up time and are responsible for confirming arrival and set-up time with the Vendor Coordinator. Set-up may be delayed for Vendors not on site by their scheduled arrival time.

3. There will be no movement of vendor facilities after 7:30am Saturday and during festival hours thereafter.

4. **No vendors will be allowed on-site before 9am Friday morning.** If you must arrive before then, please contact the vendor coordinator. The vendor is responsible for his or her own setup, organization and facilities. All vendors must be fully setup by 8:00am Saturday.

5. Vendors are responsible for waste management and disposal. Vendors must not cause or leave behind environmental damage.

6. Vendors must supply all needed equipment unless rental indicated below.

7. Vendors will be given **one weekend parking pass** for use at the Maffeo Sutton Park parking lot.

Legal Responsibility

1. Vendors must, at their own expense, procure and maintain all permits, insurance and licenses required in the display and comply with all laws and ordinances affecting the execution of their display. The Society reserves the right to confirm validity of all permits and licenses.

2.Vendors must provide proof of Comprehensive General Liability Insurance, either by way of a separate policy or by an endorsement to an existing policy, of not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property.

3.The registered vendor shall be responsible for all damages, claims, charges and injuries, including death, resulting from or arising in connection with the operation of or vandalism to the concession including all equipment, and agrees to indemnify and hold harmless the Society and its members, organizers and staff from any such claims and charges including liability arising out of the concessionaires exhibit itself and the actions of the concessionaires employees and/or agents.

4.The Society will provide professional security overnight. However, the Society will not be responsible for any items at booths and shall not be responsible for individual booths whether the exhibitors booth is staffed and open to the public or not, and shall not in any event be responsible for care and control of the exhibitors equipment and property or the equipment and property of third parties used by the exhibitor, all of which is the sole responsibility of the exhibitor throughout the Nanaimo Dragon Boat Festival.

5.The Vendor declares that it is an independent contractor and it is solely responsible for all acts or omissions of persons who work in the Concession. The Vendor agrees that it shall not hold itself out as representing the Society at any time, and shall not contract or incur debt in the name of the Society.

I agree to the Terms and Conditions as they appear in this document.

In consideration for the rights to operate a booth at the 2018 Nanaimo Dragon Boat Festival the following business/group/person _____ agrees to pay the NDBF Society the sum of \$ _____

Name (Please print): _____

Signature: _____ Date: _____

Name (Please print): _____

Signature: _____ Date: _____

For office use only				
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