

Celebration of the Arts Expo - Vendor Contract

NEW DATES & TIMES

DATES: Friday, February 27 to Saturday 28, 2015
HOURS: Friday 7:00 to 10:00; Saturday noon to 8:30 pm
LOCATION: Festival Place

RULES AND CONTRACT

1. Space fees are \$60.00 for a 10' x 10' space, which includes one 5' table and two chairs; they are non-refundable and available to members in good standing of the Arts and Culture Council of Strathcona County. Space fee also includes one Gala ticket admission – if more than one person is working at the booth, additional tickets can be purchased through the ACCSC website.
2. **The deadline for registration and payment of fee is has been extended to February 4th, 2015.**
3. Booth set up must be completed between noon and 6:00 PM on Friday February 28th. The event starts at 7:00. **Booth and all supplies may not be removed from site until after 8:30 pm on Saturday, February 28.** Note: we are working with Festival Place to provide an optional take down time on Sunday.
4. Upon booth take-down, Vendor shall remove and properly dispose of all rubbish, trash and discarded materials, including food.
5. The ACCSC assumes no responsibility for the security of the Vendor's property and the Vendor agrees to hold the ACCSC harmless.
6. All items for sale must be conspicuously priced on near the individual items of merchandise.
7. No alcoholic beverages may be consumed by the Vendor or their workers during their working hours.
8. No smoking or pets are allowed in or around the vendor units or building.
9. All persons, companies or organizations renting booth space do so as independent contractors and not as employees or agents of Celebration of the Arts or its management herein and as such assume all responsibility for withholding taxes and Public liability. No unethical or unlawful practice will be tolerated.
10. Three wire, grounded electrical extension cords of wire gauge adequate for your electrical appliance usage must be provided by Vendor.
11. Groups that are participating must designate a contact person and provide their email and telephone number.
12. Vendors shall have at least one person running the booth at all times. Abuse of this rule will result in removal of your booth and forfeiture of your fees.
13. The ACCSC will provide a table for each space rented it is up to the Vendor to supply all set up needs such as **Black Tablecloth**, lights, proper extension cords, etc.

14. Booth assignments by the Committee are final. Assignments require a good deal of planning and, once made, entail even more work to change. If you have a special request or need requirement please indicate it in the indicated are when registering. **THIS IS NOT A GUARANTEE** that your request will be granted, but be assured an effort will be made to do so. Closer to the event, a floor plan will be sent out to all registrants.
15. Official name tags and table signs must be displayed during the show.
16. Vendors must ensure that:
 - a. Their display remains inside their booth boundaries and face forward as taped on the floor by the Set-up Committee. Tape must not be removed
 - b. Storage boxes are placed out of public view
17. Be sure to dress in a business-like manner. Clean, tidy clothing or festive style is appropriate as well as enhancing the professional artistic image we want to project for our show.
18. Be sure to have an ample supply of business cards. Potential customers will have a difficult time contacting you for future work if they can't locate you. Try to include your name and phone number on your invoices.
19. Use a cash box and bring change. If you leave your booth, take your cash box with you.
20. As a Vendor you will be expected to keep your area clean and free of trash.

Upon completing the online registration, you will be required to certify that you have read, understand and agree to abide by the above stated rules and that said rules are part of your vendor contract as fully set forth herein. Failure to comply may result in the vendor being asked to leave during the Festival and forfeiting all fees.