

ALBERTA CULTURE DAYS 2017 – VENDOR AND ARTIST CONTRACT

DATE: Saturday, September 30, 2017
HOURS: 10:00 a.m. to 4:00 p.m.
LOCATION: Agora, Centre in the Park, 401 Festival Lane, Sherwood Park

RULES AND CONTRACT:

1. Space fees are \$25.00 for a 10' x 10' space, which includes one 5' table and two chairs. Fees are non-refundable. Spaces are available to all members in good standing of the Arts and Culture Council of Strathcona County.
2. The deadline for registration and payment of the fee is September 23, 2017. Registration is not complete until the registration fee has been paid. If you must cancel your registration, notice must be provided to the Committee no less than 48 hours prior to the event. (You can provide notice via email to: info@accsc.ca.) If you cancel less than 48 hours prior to the event, your registration fee will not be refunded.
3. Booth set up must be completed between 8:00 to 9:30 a.m. on September 30, 2017. The event starts at 10:00 a.m. Booth and all supplies may not be removed from site until after 4:00 p.m. on September 30, 2017.
4. Vendors shall ensure that their table coverings are solid black in colour, clean, wrinkle free and in good repair. The required black table coverings need to be large enough to cover the table and come down to the floor at the front and the sides. This is to ensure a cohesive, professional image to the customers and provides a way to store boxes, etc. under your table so all is out of sight to customers. (Note: The required black table coverings can be table cloths or flat black sheets from Walmart.)
5. Upon booth take-down, Vendor shall remove and properly dispose of all rubbish, trash and discarded materials, including food.
6. The ACCSC assumes no responsibility for the security of the Vendor or Artist's property and the Vendor/Artist agrees to hold the ACCSC harmless.
7. Each item that is for sale should be clearly marked with its price. If an item is not being sold, it should be clearly marked, "For Display Only."

8. No alcoholic beverages may be consumed by the Vendor/Artist or their workers during their working hours.
9. No smoking or pets are allowed in or around the Vendor units or building.
10. All persons, companies or organizations renting booth space do so as independent contractors and not as employees or agents of Alberta Culture Days or its management herein and as such assume all responsibility for withholding taxes and public liability. No unethical or unlawful practice will be tolerated.
11. Three wire, grounded electrical extension cords of wire gauge adequate for your electrical appliance usage must be provided by the Vendor.
12. Groups that are participating must designate a contact person and provide their email and telephone number.
13. Vendors shall have at least one person running the booth at all times. Abuse of this rule will result in the removal of your booth and forfeiture of your fees.
14. 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.
15. 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 when registering. This is not a guarantee that your request will be granted, but an assured effort will be made to do so. Closer to the event, a floor plan will be sent out to all registrants.
16. Official name tags and table signs must be displayed during the show.
17. Vendors must ensure that:
 - a. Their display remains inside their booth boundaries and face forward as taped on the floor by the Committee. Tape must not be removed.
 - b. Storage boxes are placed out of public view.
18. 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.
19. Be sure to have an ample supply of business cards. Potential customers will have a difficult time contacting you for future work if they cannot locate you. Try to include your name and phone number on your invoices. Be sure to have sufficient wrapping and bags for your customers.
20. Use a cash box and bring change. If you leave your booth, take your cash box with you.

21. 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/Artist contract as fully set forth herein. Failure to comply may result in the Vendor/Artist being asked to leave during the event and forfeiting all fees.