**Castlegar Sunfest**

**Festival In The Park!**

**Craft / Merchandise vendor form**

**June 1st & June 2nd, 2018**

# Craft / merchandise vendor agreement

This agreement is between the Castlegar Sunfest Committee and the signed vendor.

**Hours of the Festival:**

\* Friday, June 1st                    3 pm to 8 pm.

\* Saturday, June 2nd                    11 am to 8 pm.

\***Vendor must be present for the entire two-day event**

**\*Set up must be completed by 2pm for the 3pm opening**

**\*There will be NO driving on the field once the festival is open.**

**\*\*\*\*Vendors WILL NOT be permitted to take down early\*\*\*\*\***

**Fees and Registration:**

\* All merchandise, craft and nonfood vendors will be assessed a $75 booth fee.

\* All charity/non-profits will be assessed a $25 booth fee.

\* All entries must be received no later than May 10th, 2018 entries may not be accepted after this date.

\***we encourage you to return the application ASAP. Payment of fees is due upon receipt of application.**

**\*\*\* The application will not be accepted, nor your spot be considered reserved for you without full receipt of payment. We only accept cash or chq \*\*\* (Please don’t send cash in the mail)**

\* **The Festival Society has the authority to reject any application. If your application is rejected, your money will be refunded to you. If you cancel out of the festival 100% of your money will be refunded to you as long as you have cancelled 6 weeks before the festival. If you cancel up to one month before the festival, only 50% of your money will be refunded. There will be no refunds for any cancelations closer than one month before the festival date.**

**Set Up:**

\* Set up must be completed by 2 pm for 3'clock opening June 1st, 2018.

\* All vendors must remain open during festival hours.

\* **No vendors will be allowed to drive on the event grounds during opening hours**.

\*Craft booths are 10 X 10, if more space is required, advanced notice to coordinator is required, and will be charged accordingly. (ie: 2 spots, 2 charges)

**Security:**

\* General grounds overnight security will be provided, but any damages or loss will be the responsibility of the vendor and not the festival.

\* The festival committee will visit all booths and have the authority to request removal of all or any undesirable items.

**Booths:**

\* Each vendor is provided a space, which is assigned by Sunfest.

\* Vendors will not be allowed to move to a new location at any time.

\* Vendors will be responsible for any property damage incurred in the area of their booth.

\* All electrical cords must have grounds and meet site approval.

\* Vendors are required to supply, and maintain at least one trash and or recycling Container at their booth.

\* **Power supply is limited, and reserved for food vendors. What power is left over after food vendors have all they need, will be given out on a first come first serve basis.**

**\*** Proper power cords however will be the responsibility of the vendor.

\* Castlegar Sunfest will not provide any type of framed tents or coverings for vendors.

\* **NO** alcoholic beverages may be sold or consumed at your concession space.

**Clean-up:**

\* Vendors are responsible for maintenance and clean up within a 10 foot radius of their booth at all times of the event. So please provide and maintain your own garbage and recycling receptacles, and take any garbage to the bins provided.

**Sunfest Committee Contact:**

\* Lori Orser                    250-354-7266  castlegarsunfest@gmail.com

## Castlegar Sunfest Festival In the park

**June 1st & 2nd , 2018**

**Craft / Merchandise vendor Contract**

Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_e-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POWER IS LIMITED!!! PLEASE PROVIDE YOUR POWER REQUIRMENTS TO BE SURE WE CAN ACCOMMODATE YOUR BOOTH!**

Craft vendor spaces are 10 X 10. If extra space is required, please enquire first.

The vendor may be required to pay extra for using more space. Please enquire.

If Power is available, how much do you need? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this power vital to your booth?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list items you will be selling in your booths.

Item Price

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Craft/merchandise vendors  # of 10 x 10 spaces    \_\_\_\_\_\_\_\_\_ @$75.00 = \_\_\_\_\_\_\_\_\_\_\_\_**

**Charity & Non-profits  # of 10 x 10 spaces    \_\_\_\_\_\_\_\_\_ @$25.00 = \_\_\_\_\_\_\_\_\_\_\_\_**

**\_**

**Total Enclosed     $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*Please make cheques payable to Castlegar Festival Society\*\*\***

**Vendors Signature:   Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In order to properly process your application, please enclose the following**

\* Completed copy of this contract per vendor.

\* Payment

\* **Applications will not be accepted until fees are paid**

Send Completed Contracts To:

Castlegar Festival Society

C/O Lori Orser

2813 5th Ave

Castlegar B.C

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