

Castlegar Sunfest Festival In The Park! Craft / Merchandise vendor form

June 5-6-7, 2020

Craft / merchandise vendor agreement

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

Hours of the Festival:

- * Friday June 5th 3 pm to 10 pm.
- * Saturday, June 6th 11 am to 8 pm.
- * Sunday June 7th 10am to 2 pm – Family day in the park

*Vendor must be present for the Friday and Saturday, Sunday is optional however I need to know if you plan to stay.

*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 8, 2020 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.
- * If you are wanting to stay set up for the Sunday It MUST be indicated on this form!!

***** 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 5th.
- * 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 5th, 6th and 7th, 2020
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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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

Will you be staying for the Sunday? Yes _____ No _____

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 ** If you would like to e transfer payment, please e mail the application to me first to confirm acceptance: castlegarsunfest@gmail.com, I will respond with an e mail address to send payment to.

* **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
 V1N 2V1