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

May 31, June 1, 2, 2024 Craft / merchandise vendor agreement

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

Hours of the Festival:

* Friday, May 31	3 pm to 8 pm.
* Saturday, June 1st	11 am to 8 pm.
* Sunday June 2nd	10 am to 4 pm (Children's day in the park)

*<u>Vendor must be present for Friday & Saturday, Sunday is optional, but it must be indicated on</u> <u>this form if you intend to stay or not.</u> *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 an \$85 booth fee.

* All charity/non-profits will be assessed a \$30 booth fee

* All entries must be received no later than May 8th, 2024, entries may not be accepted after this date. *We encourage you to return the application ASAP.

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) OR once your application is approved, I can send you an email address to send an E transfer to.

* 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 6 weeks before the festival 100% of your money will be refunded to you. If you cancel up to one month before the festival, 50% of your money will be refunded. There will be no refunds for any cancelations closer than one month before the festival date. IF Sunfest is cancelled due to Government mandates or restrictions due to Covid, your vendor fees will be returned.

Set Up:

* Set up must be completed by 2 pm for the 3'clock opening May 31, 2024.

* All vendors must remain open during festival hours.

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

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

Security:

* General 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 any or all 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 be grounded and meet site approval.

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

* Power supply is <u>limited</u> and reserved for food vendors. What power is left over after food vendors have all they need, will be provided on a first come first serve basis.

* Proper power cords 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.

<u>Clean-up:</u>

* Vendors are responsible for maintenance and clean up within a 10-foot radius of their booth at all times during the event. 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 May 31, June 1,2, 2024 Craft / Merchandise vendor Contract

Contact Name:	
Address	
Phone#e-mail address	S
Do you wish to stay for Sunday?	
POWER IS LIMITED!!! PLEASE PROVIDE US SURE WE CAN ACCOMMODATE YOUR BOOT	
Craft vendor spaces are 10 X 10. If extra space is requ The vendor may be required to pay extra for using more	
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 Charity & Non-profits # of 10 x 10 spaces	@\$85.00 = @\$30.00 =
Total Enclosed	\$
Please make cheques payable to Castlegar Festiv	val Society
Vendors Signature:	Date:
In order to properly process your application, pleas * Completed copy of this contract for each vendor. * Payment ** If you would like to e transfer your pay	<u> </u>

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

Send Completed Contracts To: Castlegar Festival Society C/O Lori Orser 1503 Slocan St Nelson B.C V1L 1G1