

THE 5TH ANNUAL ENVISION FINANCIAL LIGHT THE LAKE FESTIVAL

SUNDAY, DECEMBER 6th, 2009
3:00pm – 7:00pm
LAFARGE LAKE PARK, COQUITLAM, BC

Douglas College Foundation
Exhibitor/Vendor Application & Agreement Form
Application Deadline: **OCTOBER 30, 2009**

EXHIBITOR/VENDOR INFORMATION:

Company/Org Name:	Contact Name:	
Position:		
Address:		
City:	Postal Code:	
Phone:	Fax:	Cell:
Email:	Website:	
Onsite Contact:	Cell:	

BOOTH INFORMATION:

To create a festive family atmosphere, all Corporations and Not for Profit organizations are required to host an activity for children at their booth (ie. Christmas or Festive related arts & crafts or game). Supplies and all related costs for the activities are the responsibility of the Corporation or Not for Profit organization.

Food/Beverage Vendors are exempt from this requirement.

Exhibitors/Vendors agree to maintain qualified personnel in your booth during the event hours. PLEASE – No Santa costumes!. An official Santa Claus will be making an onstage appearance so we do not want to confuse our young visitors.

This is a RAIN OR SHINE event.

Please describe your display , including any items being sampled or sold.
Please describe children's activity:
Will you be providing food sampling? *Yes _____ No _____ If Yes: Product(s) _____
*All food vendors must be pre-approved by the Festival Committee and applicable Fraser Health Authority food permits are mandatory. (www.fraserhealth.ca) Please submit a copy of your APPROVED food permit to Dale Clarke by November 4, 2009.

VENDOR COSTS/DETAILS:

Pre-registration is required as space is limited.

- \$250 - Corporations (no onsite sales permitted)
- \$100 - Not for Profits (no onsite sales permitted)
- \$ 50 - Artists/Artisans (on site sales permitted)
- \$100 - Food/Beverage Vendors providing food/beverage for purchase
- \$ ** - Food/Beverage Vendors providing free product samples
 ** Fee to be determined by value of samples provided (no onsite sales permitted)

Includes:

- One 10 x 10 tent space (bring own tent or order below)
- One 6 foot table
- 2 folding chairs
- 1 string LED lighting provided (more may be available).
- **Extension cords will not be provided.**
We recommend each exhibitor requiring electricity bring a 50'-100' extension.
- Power (amps required _____)

TENT & EQUIPMENT RENTAL ORDER:

- Tent rental required, please contact **Dale Clarke at (604) 468-2077**
- Additional tables, chairs, please contact **Dale Clarke at (604) 468-2077**

All booth extras (power, tables, chairs, etc) must be ordered 14 days in advance and are subject to availability.

RAISING MONEY FOR STUDENT AID AT DOUGLAS COLLEGE

Sunday, December 6, 2009

PAYMENT INFORMATION: *The fee is due upon registration

To reserve your booth, please sign and return this form by **OCTOBER 15, 2009**

Please indicate Personal or Corporate Charge Card

Please indicate: <input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Corporate Credit Card	
Visa <input type="checkbox"/> MC <input type="checkbox"/> Cheque <input type="checkbox"/> (payable to Douglas College Foundation)	
Card #	Expiry date:
Name on Card:	Signature:

EXHIBITOR AGREEMENT:

I have read and agree to the attached Terms of Agreement		
(Application by: Print Name)	Signature	Date

PLEASE RETURN THIS APPLICATION BY OCTOBER 30, 2009 TO:

Ruby Group Fundraising & Event Specialists
 c/o 1308 Gabriola Drive, Coquitlam, BC V3E 1T5
 Phone: 604.468.2077 or Fax: 604.552.7504
 Email: dale@rubygroup.ca

FESTIVAL DAY INSTRUCTIONS:

BOOTH HOURS:

Booth hours are from 3pm until 7pm on Sunday, December 6, 2009
Please note no vehicles will be allowed on the festival grounds during the operation of the event (3pm to 7pm).

LOAD IN TIMES:

Sunday, December 6th between 12:00pm and 2:30pm.
It is strongly recommended you have extra staff and a dolly on hand for the load in.
Drive up access to exhibitor booth area is not available.

LOAD OUT TIMES:

Sunday, December 6th starting at 7:15pm.
It is strongly recommended you have extra staff and a dolly on hand for the load out.
Drive up access to exhibitor booth area is not available.

ADDRESS & DIRECTIONS:

Coquitlam Town Centre Park - Lafarge Lake
1299 Pinetree Way, Coquitlam, BC

PARKING:

Parking is available at Lafarge Park/Coquitlam Town Centre Park, Park Entry off Pinetree Way. Additional parking available at Douglas College, across the street from Larfarge Lake.

CONTACT INFORMATION:

The onsite Festival Contacts are:

Ruby Campbell, The Ruby Group	(604) 759-9745
Dale Clarke, The Ruby Group	(604) 760-2499
Yvonne Mostert, Douglas College Foundation	(604) 789-4806

Prior to the event, you will be provided with a vendor package including booth location, parking information and other pertinent details.

TERMS OF AGREEMENT

1. The Exhibitor agrees to abide by all rules and regulations adopted by Douglas College/Douglas College Foundation and that Douglas College/Douglas College Foundation will have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the show.
2. The exhibitor agrees to use the space(s) provided only for the display of the products or services specified in this agreement and agrees not to sublet the space(s) unless written authorization is provided by Douglas College/Douglas College Foundation
3. All electrical service will be supplied by the electrical company chosen by Douglas College/Douglas College Foundation. All electrical equipment or apparatus used must be approved by the appropriate Hydro authorities prior to the Show unless such equipment or apparatus has been given C.S.A. certification. The exhibitor agrees to abide by any decision made by the Hydro authority in the event of any dispute. Equipment not approved may be required to be removed from the event.

4. The Exhibitor will hold Douglas College/Douglas College Foundation and the owners of the buildings and grounds harmless from any damage or liability arising from any injury or damage to said Exhibitor, his agents, servants or employees, or to the property of the said Exhibitor occurring in the buildings or grounds or the approaches and entrances thereto, except by negligence of Douglas College/Douglas College Foundation.
5. In the event the Exhibitor fails to register by the deadline established for the event without prior written authorization, Douglas College/Douglas College Foundation reserves the right to relet such space(s).
6. In the event the Exhibitor fails to comply in any respect with the terms of this agreement, all rights of the Exhibitor hereunder will cease and terminate. Any payment made by the Exhibitor on account hereof will be retained by Douglas College/Douglas College Foundation as liquidated damages for breach of this contract and Douglas College/Douglas College Foundation may thereupon relet the space.
7. Douglas College/Douglas College Foundation reserves the right to reject or prohibit exhibits or Exhibitors or to relocate exhibits or Exhibitors. No monies will be returned to Exhibitors under these conditions.
8. The Exhibitor's property will be placed on display and exhibited at his/her risk and Douglas College/Douglas College Foundation assumes no responsibility for loss and damage thereto. The Exhibitor will assume all responsibility for loss of damage to their property due to fire, theft, flood, lightning, earthquake, explosion, or any other cause beyond the control of Douglas College/Douglas College Foundation.
9. The exhibitor agrees to have liability and property damage and insurance to limits satisfactory to Douglas College/Douglas College Foundation and proof of such insurance shall be available to Douglas College/Douglas College Foundation before the opening of the Event.
10. The exhibitor agrees that no display will be dismantled or goods removed during the entire run of the Event and the display will remain intact until the closing hour of the last day of the Festival. The Exhibitor also agrees to remove this exhibit, equipment and appurtenances from the Festival premises by the final move out time limited, or in the event of failure to do so the Exhibitor agrees to pay for such additional costs as may be incurred. The removal of equipment or material from the grounds will not be allowed before move out except where accompanied by "Release Forms" provided by Douglas College/Douglas College Foundation.
11. The Exhibitor is liable for any damage caused to rental equipment including tents, table and chairs, or to the property of other Exhibitors.
12. The Exhibitor will not do anything directly or indirectly with his display which may be a violation of any law, bylaw, ordinance or regulation of any governmental body or which may be in violation of the regulation of the Canadian Fire Underwriters Association or any other similar body.
13. The Exhibitor agrees to maintain qualified personnel in the display at all times during the Event hours.
14. Douglas College/Douglas College Foundation will not assume any responsibility for losses or damages incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own property, including insurance if deemed necessary.
15. No alcohol is permitted in the park.