

VENDOR APPLICATION FORM



Saturday, June 19th, 2010
Palmer Park, Port Perry, Ontario
www.thedragonflies.org



2010

Dear friends of The Dragon Flies,

The Dragon Flies Breast Cancer Survivor Group is a registered not-for-profit charity and is committed to raising public awareness about breast cancer, providing support and opportunities for fitness to breast cancer survivors, as well as to donating funds to local hospitals for breast cancer diagnosis and treatment. The Dragon Flies Breast Cancer Survivor Group believe that hosting a well-organized and professional Dragon Boat Festival is one way to accomplish our goals.

In order to enhance the enjoyment of all participants The Dragon Flies will include a Vendor Area at the festival.

The Dragon Flies Dragon Boat Festival Committee will use the following criteria in the selection of vendors for Festival day:

1. Support the merchants within the Township of Scugog before accepting any outside vendors.
2. Priority to be given to vendors, who promote a Dragon Boat theme.
3. No food vendor except for those who have products that do not compete with the Festival's chosen food supplier.
4. Applications will be at the discretion of The Dragon Flies Dragon Boat Festival Committee, and prioritized in accordance with first-come-first-served.

Enclosed is the Dragon Flies Dragon Boat Festival Vendor application for 2010. Merchants within the Township of Scugog must submit application and documentation by March 31, 2010. Other applications will be considered after March 31st, but must have application and documentation forwarded by April 30, 2010.

We look forward to the possibility of having you participate as a vendor to make this year's Festival a successful event.

Please complete the enclosed form and return it to:

The Dragon Flies Dragon Boat Festival
 c/o Sharron Oke • 52 Pine Point Lane • Port Perry, Ontario • L9L 1B4
 Attention: Vendor Application

If you have any questions or require further information, please feel free to contact The Dragon Flies Festival Committee at festival@thedragonflies.org

Sincerely,

Carol Gonder

Carol Gonder
 Festival Administrator
 The Dragon Flies Dragon Boat Festival Committee

Terms:

1. The cost of a 10x10' area (accommodating a 10x10' tent, supplied by the vendor) will be \$75.00. Electrical power to vendor sites is not available. Vendors are invited to make a voluntary donation in addition to the fee if they feel that it is warranted. All donations can be made at the Information tent on event day.
2. Vendors will ensure that the items sold are in good taste and agree that if they are asked to remove any item or display by The Dragon Flies Festival Committee that they will do so.
3. Vendors will have in-place for the day, a policy of Commercial General Liability Insurance including Products Liability and Personal Injury of a total aggregate of at least \$2,000,000 and the Vendor agrees to save The Dragon Flies harmless from any claims relating to their products or display.
4. Payment, confirmation of insurance and Vendor Agreement to be received by March 31, 2010 for Township of Scugog merchants, and April 30, 2010 for outside of Township of Scugog vendors. (Cheques can be made payable to The Dragon Flies Dragon Boat Festival.)

Participating Fee - \$75.00

Before March 31, 2010
(Township of Scugog merchants)

Before April 30, 2010
(Non-Township of Scugog merchants)

Vendor Space

10 x 10' outdoor allotment
recycling/garbage/ bins and restrooms nearby

** No electrical source available. **

Set-up Time

Vendors must be set-up by 8:00 am, June 19th
NO VEHICLES ON-SITE MORNING OF JUNE 19th!

Teardown Time

Vendors must remain 'open' until 5pm
VEHICLES ALLOWED ON SITE AFTER 5PM ONLY!

Notes:

- All applications must be accompanied by the payment of fee.
- The Dragon Flies Dragon Boat Festival Committee will review all applications and you will be notified upon approval.
- In the case on non-acceptance, fee will be reimbursed.
- If a vendor cancels on or before April 30, 2010 they will be refunded their fee.
- Confirmation of insurance and vendor policy must accompany this application before approval is granted.

Have questions?:

Contact us at (905) 985-9132 or festival@thedragonflies.org



Vendor Application Form

Participating company/organization/group: _____

Contact Name: _____
(this person should be onsite during the festival)

City: _____ Prov: _____ Postal Code: _____

email: _____

Phone: _____ Cell Phone: _____ Gender: Male Female

Emergency Contact: _____

Phone: _____ Relation to you: _____

Items you plan to sell with a short description of these products:

(use back of sheet for additional space)

A short history on your company/organization/group:

(use back of sheet for additional space)

This Agreement is meant to supplement good judgement, promote quality services to deliver a successful festival, and the parties agree to respect its spirit as well as its wording. By signing below I agree to the terms listed on Page 3 of this Vendor Application package.

Signed: _____

Dated: _____

OFFICE USE ONLY

VENDOR APPLICATION 2010

Payment received from: _____ Date: _____

Payment received by: _____ Date: _____

Amount received: _____ Cash Cheque

Signature: _____