

# VENDOR APPLICATION FORM



Saturday, June 16<sup>th</sup>, 2012  
Palmer Park, Port Perry, Ontario  
[www.thedragonflies.org](http://www.thedragonflies.org)



2012

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 2012. Merchants within the Township of Scugog must submit application and documentation by March 31, 2012. Other applications will be considered after March 31st, but must have application and documentation forwarded by April 30, 2012.

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:**

Lynne Sevink  
 1180 Grandview St. N.  
 Oshawa, Ontario L1K 2K4  
 Attn: 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](mailto: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 or mail to: The Dragon Flies Dragon Boat Festival, Box 691, Lindsay, Ontario K9V 4W4.
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, 2012 for Township of Scugog merchants, and April 30, 2012 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, 2012  
(Township of Scugog merchants)

Before April 30, 2012  
(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 16th

**Teardown Time**

Vendors must remain 'open' until 5pm  
\*\* off site by 7:00 pm, June 16th \*\*

**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, 2012 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 [festival@thedragonflies.org](mailto:festival@thedragonflies.org)



# Vendor Application Form

Participating company/organization/group: \_\_\_\_\_

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

Address: \_\_\_\_\_ 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 2 of this Vendor Application package.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

OFFICE USE ONLY

VENDOR APPLICATION 2012

Payment received from: \_\_\_\_\_ Date: \_\_\_\_\_

Payment received by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount received: \_\_\_\_\_ Cash  Cheque

Signature: \_\_\_\_\_