



## Vendor/Exhibitor Registration Form

**Date:** Friday August 17, 2018      **Time** 4:30 P.M. - 9:30 P.M.

**Saturday August 18, 2018**      **Time:** 9:30 A.M. - 9:30 P.M.

**Event Location:** Sharpe St, New Liskeard

\*\*Exhibitors who wish to remain open during the live concerts scheduled for Friday and Saturday evenings may do so at their own risk. Please ensure you identify this request on the form.

<b>Organization/Business:</b>	<b>Mailing Address:</b>
<b>Contact Name:</b>	<b>City:</b>
<b>Telephone:</b>	<b>Province:</b>
<b>E-mail Address:</b>	<b>Cell:</b>
	<b>Website:</b>

### Form of Payment:

<input type="checkbox"/>	Cheque: Made out to New Liskeard Lions Club
<input type="checkbox"/>	Money Order
<input type="checkbox"/>	Cash

### Exhibit Description:

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## **Exhibitor Category & Cost:**

### **1. Artists & Vendors**

This category applies to exhibitors selling goods or services from the park or promoting a product or service for profit. Booth Fee: \$100.00 / 3.3 meter (10') x 6.6 meter (20') space (may purchase more than one space at half price).

### **2. Community**

This category is for non-profit organizations or service clubs. Booth Fee: \$50.00 / 3.3 meter (10') x 3.3 meter (10') space.

## **Equipment available:**

The Lions Club will provide a 10' x 20' tent, including setup as part of the registration fee.

Exhibitors must supply their own power.

## **Set up Tear Down:**

Unless otherwise requested, Exhibitors are asked to set up between 9:00 A.M. and 3:30 P.M. on Saturday August 18th, 2018.

Exhibitors are responsible for the set-up of their own displays including equipment, tables, chairs, garbage disposal, and cleanup.

Exhibitors have the option of setting up on Friday August 17th after 4:30 P.M.

## **General Information:**

Displays must be professional in appearance and staff/representative must be present for the duration of the event. Payments can be made by cheque, money order or PayPal.

The New Liskeard Lions Club is not responsible for security of property before, during, or after the Wabi River Kayak Challenge.

This is a non-gated/no admission event. Therefore the vendor may have as many staff as required

There is no designated parking for vendors. However, vendors will be allowed vehicular access to the site for set up purposes from 4:30 P.M. Friday August 17<sup>th</sup> up to 9:00 A.M. Saturday, August 18th. Vehicles (with the exception of food trucks) must be removed from the site between the hours of 9:30 A.M. and 3:30 P.M. August 18th.

Registered vendors will be included in website advertising.

## **Weather:**

Rain or shine, the show must go on! We advise exhibitors to bring sunscreen, bug spray, hats, umbrellas, tarps, canopy, and other protective covering.

If thunder and lightning conditions occur, the organizing committee may call off the activities. If this occurs, no refunds will be given.

**Marketing:**

A marketing campaign will be launched in key markets to ensure a successful event. Pictures and/or video may be taken during the festival. These may be used in the future for marketing purposes only.

**Responsibility:**

All exhibitors are responsible for having personal property and general liability insurance. Any damages or theft occurring to the artist's work during the transportation, set up, take down, exhibit hours, after hours and in any other matter will be the sole responsibility of the exhibitor.

For more information, please feel free to contact:

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