

Small Business Expo
A JOINT VENTURE BETWEEN:



&



Thursday, June 18th 2015 4:30pm-7:00pm
@
Rutland Centennial Hall - 180 Rutland Rd N

VENDOR REGISTRATION FORM

Space provided is 10x10 (6ft table provided, chairs not included) \$75.00
NO Power Available at this location

Food & Beverage ticket are NOT included

____ Admission(s) \$10.00 per person - includes appetizer and 2 drink tickets \$ _____

GST (on space) \$ 3.75

TOTAL PAYABLE \$ _____

Company Name: _____

Contact Person: _____

Email: _____

Product/Service Vendor will be showcasing: _____

Any additional requirements or comments _____

Visa or Mastercard

Exp.

3 digit sec.code

If accepted, I agree to abide by the conditions, which have been provided with this Application, and acknowledge that in the event of a dispute, ruling of the Show Manager will prevail. In consideration of my participation in this showcase, I hereby agree to hold free from any and all liability the Kelowna Chamber of Commerce and the Uptown Rutland Business Association and its respective officers, and members and waive, release and forever discharge any and all rights and claims for damages which may or which may hereafter accrue to me arising out of or connected with my activities with the Small Business Expo

Signature of Vendor: _____ Date: _____

Small Business Expo

A JOINT VENTURE BETWEEN:

Vendor Rules & Regulations

Set up times: June 18th 2:00 pm – 4:00 pm
Event 4:30 pm – 7:00 pm
Take down AFTER 7:00 pm

1. Payment in full must accompany this application to reserve booth space.
2. Booths will be allocated on a first come first served basis and the allotment of booths will be at the discretion of the event coordinators. Exhibitors must be Chamber or URBA members.
Note: this is an outdoor event and power is not provided.
3. Appetizer and drink tickets must be booked /paid for in advance with booth registration. Appetizer and 2 beverage tickets \$10.00 The tickets will be handed out at the event, and the event coordinators reserve the right to ask for proof of age for beverage tickets.
4. Booth space is approximately 10'X10'. The table dressing and sun tent is the responsibility of the vendor as long as it conforms to allotted space, and is agreed upon by the organizer at least one week prior to event. Tent size not to exceed 10'X10' and all display/wares are to be limited to the inside of the tent area.
5. Set up is between 2 pm – 4 pm ONLY and you may NOT take down prior to 7:00 pm. The event coordinators will contact you prior to the event with your designated set up time.
6. Event management will not be responsible for any loss, theft, or damage to exhibits. No staples, tacks, nails are permitted to be used on supplied tables. Table cloth fasteners and tape are to be removed.
7. Vendor booths are for showcasing and display purposes only. Sampling and giveaways are encouraged. Draws and/or raffles are encouraged at your table.
Vendor's to be responsible for getting draw prizes to winners. You are not permitted to use public microphone to announce winners.
8. If food is being served/sampled you **must** obtain a Short Term Premise Permit from Interior Health Authority. Kelowna office – 250-979-7665
9. It is the Vendor's responsibility to have their own coverage/insurance for public liability, bodily injury, property damage and product liability.
10. Vendor's are prohibited from subletting space allotted to them, but can share tables with another party only if made known at time of booking space (must also be a Chamber/URBA member).
11. Vendors are responsible to remove all wares, recycling and garbage at space.
LET'S LEAVE IT CLEAN!!!
12. No flammable/compressed gas, or use of burning/open flame.
13. Vendors and/or replacement staff must be present at booth at all times during the event.
14. Refund will not be granted if cancelled after 4 pm June 15th.
15. Event coordinators reserve the right to reject or prohibit exhibitors at anytime before or during the event.
16. Vendors are to come prepared for weather changes, and the event coordinators are not responsible for any effects of nature that may occur during this event.

