



Christmas Market 2019

vendors form

Date: November 30-December 1st, 2019

Location: Armagh Sifton Price Park, Tunnel Plaza, Brockville, ON

IMPORTANT: Please print clearly. This will appear on our official website.

Company Name:

Contact Name:

Address:

City & Postal Code:

Phone #:

Cell #:

E-mail:

Website:

I _____ of _____
agree that I have read the terms of the exhibitor contract (attached) before signing.

- 100% of fees are due upon submission of this contract
- 100% of fees are non-refundable as soon as web listings go live.
- Only one company per booth space unless prior approval. This includes brochures, business cards, advertisements of any kind, etc.
- Web listings and prize blasts are no longer guaranteed if contract is received with in 30 days prior to show date.

Signature: _____ Date: _____

All placements are made on a first-come, first-serve basis. Exhibit space is not guaranteed until contract and full payments are received and accepted by show personal.

Double Concept Productions, c/o Nathalie Lavergne, producer
10 Victoria Ave, Brockville, ON K6V 2B1 514-699-4102
doubleconceptnl@yahoo.ca www.productionsdoubleconcept.com



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Please circle only **ONE** category for your web listing:

Sweet

Cakes
Ginger bread
Chocolates
Hot cakes
Shortbread

Other: _____

Treats

Fast food
Hot chocolate
Mulled wine
Wine/Spirits
Roasted Chestnuts

Treasures

Christmas ornaments
Soap
Cards
Jewellery
Fragrance wax
Pottery
Wood ornaments
Little handcrafts

I am interested in booking:

- ☐ **Market Booth \$100** - Saturday and Sunday, 10am-5pm+ each day. Includes one 10'x10' space. Web listing with link to your web site, on www.productionsdoubleconcept.com.
- ☐ **Market Booth \$60** - Saturday **OR** Sunday, 10am-5pm+ each day. Includes one 10'x10' space. Web listing with link to your web site, on www.productionsdoubleconcept.com.
- ☐ **Tent rental \$200** - Rent a 10x10 tent with 4 walls. This will be set up and tear down for you.
- ☐ I will need electricity (please, let us know what you will need it for).
- ☐ **Food Sampling** - Food vendors are required to fill out a health form and submit it with the contract and payment, minimum 30 days prior to the event.
- ☐ **Prizes** – If you would like to donate a prize for one of the multiples contest. These prizes are listed on the official web site. They are also used as advertising on our social media and press release.
 - **Please fill out the attached prize form and submit with your application. You will need to bring your item(s) with you to the show.**

Methods of Payment: *Full payment must be received no later than October 31, 2019.*

I would like to pay by: *(Please check one)*

- ☐ Cheque. Make Cheque payable to: DOUBLE CONCEPT PRODUCTIONS.
10 Victoria Ave, Brockville, ON K6V 2B1** *There will be a \$35 returned cheque fee for any payments that are returned due to insufficient funds***
- ☐ E-Transfer (doubleconceptnl@yahoo.ca - Password: Christmas2019)

Company Name: _____

Signature: _____ Date: _____

OFFICE USE ONLY: Date registration and payment received: _____

In this exhibitors contract Double Concept Productions shall herein be referred to as Show Management.

Payment – 100% of the cost of the rental of exhibit space must accompany this application.

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- Parking, procedures and site maps will be reviewed with vendors prior to the festival.
- Set up: access to festival grounds will be granted from 4pm-6pm on Friday November 29, and from 8am-10am on Saturday November 30th.
- Teardown will take place after 5pm on Sunday December 1st, once the public is cleared from the grounds.
- Funds will not be reimbursed for any reason unless you are unable to attend the event and notify us in writing 48 hours prior to Thursday November 28, 2019.
- We have a limited number of sights with electricity for non-food vendors; they are on a first come basis.

Display of Exhibits - Displays must not protrude beyond the measured booth dimensions, nor obstruct a clear view of the neighbouring booths, may not be taller than 8 feet high, including signs, and must be free standing. No exhibitor shall permit the exposure of any unfinished surface to neighbouring booths. If the exhibitor fails to correct the unfinished part, Show Management reserves the right to finish such outside partitions. The exhibitor shall pay the cost of such repairs to Show Management upon demand being made therefore.

Show Hours - The exhibit must be attended throughout the show hours by at least one representative of the exhibiting company. It is the exhibitor's responsibility to keep their area clean and orderly throughout the show and to ensure that it is ready for opening at the time the show opens.

Health and Safety - The exhibitor will assume all responsibility for compliance with local city and provincial safety, fire and health department's rules, guidelines and ordinances regarding installation and operation of their exhibit. The exhibitor shall be properly insured for the same. Only fireproof materials shall be used in displays.

Liability & Insurance - Show Management shall not under any circumstances whatsoever be liable or responsible for a) any loss, damage, theft, or destruction whatsoever or howsoever caused to any goods, equipment or any other property belonging to the exhibitor or for which the exhibitor is responsible b) any damage or injury suffered by the exhibitor their representatives or employees or by any other person c) any loss, damage expense or cost whatsoever suffered by the exhibitor by reasons of any change in date, time or place of the exhibition or the abandonment of thereof. The exhibitor shall be liable for all loss, damage, injury, claim costs and expenses in any circumstances whatsoever by the exhibitor, their repetitive or employees or the good, exhibitors for which the exhibitor is responsible and the exhibitor here by agrees to indemnify Show Management in respects of a) any such loss, damage, injury, claims, costs expenses and said-forth and b) all of any infringement of copyright or breach of licenses granted by the performing rights society. Limited or any other person whatsoever. Since the exhibitor is at its own risk in every respect, they must carry general public liability insurance, and provide proof if requested, covering bodily injury and property damage for a minimum inclusive limit of \$2 million. Exhibitors wishing to insure their goods must do so at their own expense. If Show Management should be prevented from holding the show by any cause beyond its control of if it cannot permit the exhibitor to occupy this rented space do to circumstances beyond it control including, but not limited to, fire, inclement weather and acts of god, Show Management will refund to the exhibitor the amount of the rental paid, less a proportionate share of the show expenses. Suppliers of Show Management shall have no further obligation or liability to the exhibitor. Any contractual agreement made between an exhibitor and supplier shall be between those parties and Show Management shall not be party there to nor incur any liability on behalf of any one exhibitor in such contractual agreements.

General - All matters and questions not covered by this Exhibitors Contract are subject to the decision of Show Management. In addition, Show Management shall have full discretion in the interpretation and enforcement of all rules contained herein and the authority to make sure amendments there to and such further rules and regulations governing the conduct of and participation in the show, as it shall consider necessary for the proper presentation of the show. The exhibitor agrees to cease any activity the Show Management deems to be a violation of the terms and to follow the directives of Show Management.

We hope the show is a success. Please, do not hesitate to contact us if you have any questions

Nathalie

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