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Ottawa, Ontario, Canada K1R 7Y7
Tel (613) 238-7711 • Fax (613) 565-2662
www.dragonboat.net

Artisan/Exhibitor/Vendor Application Form

Company/Artisan Name: _____

Address: _____

Contact Name: _____ **Phone #:** _____

Email: _____ **Fax:** _____

Please select the appropriate category:

- Artisan:** skilled manual workers who use tools and/or machinery in a particular craft to create products that are sold at this event.
- Exhibitor:** Displays and promotions only - **No Sales at This Event**
- Vendor:** A person or agency that sells products at this event.

Full description of display/items for sale (please attach photos):

**The Festival contact can be reached at 613-238-7711 x 224
or by email: admin@dragonboat.net**

The Festival reserves the right to determine the location all the tents/booths on site. The Festival reserves the right to accept or refuse any application. Artisans/Exhibitors/Vendors are considered to be "Itinerant Sellers" and will be covered by a blanket license purchased by the Festival from the City of Ottawa, which is included in the Space Rental Fee.

2008 PRICE LIST**SPACE RENTAL FEE****(Choose one or more)**

- 10 x 10 space - \$550.00
 10 x 20 space - \$650.00
 20 x 20 space - \$750.00

ELECTRICAL OUTLETS (Optional)

- 15 AMPS - \$95.00
 20 AMPS - \$150.00
 30 AMPS - \$175.00

ONE Space in Artisan Tent One space - \$200.00**TENT RENTAL (Optional)**

- 10 x 10 tent rental - fee \$162.00
 10 x 20 tent rental - fee \$238.00
 20 x 20 tent rental - fee \$384.00

EXTRAS (Optional)

- Table (no linen) - \$20.00
 Chairs - \$10.00
 Tablecloth and skirt- \$25.00

COST CALCULATOR:

ITEM	QTY	TOTAL PRICE
SPACE FEE:		
TENT RENTAL:		
TABLES:		
CHAIRS:		
TABLECLOTH & SKIRT:		
Electrical Outlet 15 AMP		
Electrical Outlet 20 AMP		
Electrical Outlet 30 AMP		
	SUBTOTAL:	
	GST: (5%):	
	TOTAL:	

Please make cheques payable to the **Ottawa Dragon Boat Race Festival**. We accept Visa and MasterCard. Applications are first-come first-served and the final deadline for payment is **April 25th, 2008**. Space is limited. You will receive your contract after payment is made. If you are selling please contact the City of Ottawa for a proper Seller's Permit before the Festival.

Festival Rules & Guidelines

FESTIVAL HOURS

Friday June 20th, 2008 5:00 pm to 9:00 pm (To be confirmed)
Saturday, June 21st, 2008 10:00 AM to 9:00 PM
Sunday, June 22nd, 2008 10:00 AM to 6:00 PM

LOAD IN

Load in for all exhibitors is Friday, June 20th, 2008 from 9 a.m. to 3 p.m. Vendors/exhibitors and artisans arriving after 3 p.m. will not be allowed on site. **NO PAYMENTS WILL BE REFUNDED FOR LATE ARRIVALS.**

All exhibitors/vendors/artisans must contact the **Logistics Manager*** during the week of **June 2-6, 2008**. If your account is in order your booth location will be confirmed. Exhibitors/vendors/artisans with outstanding accounts will NOT be permitted to load in on Festival Weekend. *Logistics Manager contact information will be provided prior to this date.

Exhibitors and Concessions must be onsite and operational by 3 p.m. and open to the public during Festival hours. **There will be no exceptions to this rule or refunds made for any reason.**

RESTOCKING

Deliveries and pick-ups are to be made through the delivery gate as specified on the site plan. No vehicles are permitted on site during Festival hours for any reason. Restocking must be done by hand cart.

LOAD OUT

Load out commences at 5 p.m. on Sunday June 22nd, 2008. For safety reasons, it is the Festival's policy that anyone found tearing down prior to the designated time will not be permitted to exhibit next year.

Once you are ready to load your vehicle, please contact the **Logistics Manager**, who will assign you a time to bring in your vehicle. This is to avoid blocking roadways and to ensure that vehicles enter and leave safely in an orderly fashion.

VEHICLES

No vehicles are to be left on the Festival site after load in or before tear down. Deliveries and pick-ups are to be made through the delivery gate as specified on the site plan. Any vehicles found on site during the restricted times will be towed at the owner's expense. The only exceptions are emergency and Festival vehicles. Exhibitor/vendor/artisan parking is available off-site and a parking pass is required. A parking pass will be provided prior to the Festival along with your site number and map, providing your account is in good standing.

ELECTRICAL

Exhibitors who have requested power will find the connection(s) at their space. If you require more power than you have requested, you will be charged onsite for this additional rental. Please contact the **Logistics Manager** immediately for any adjustments. Payment will be required at that time.

ALCOHOL

The Festival site is licensed. The Festival shall be the only vendor of alcoholic beverages. Should you experience any difficulties with intoxicated individuals, please refer the matter immediately to a Festival organizer or security personnel. They will resolve the matter. Do not attempt to police the situation.

PRODUCT PRICING

There will be no under-cutting of a competitor's pricing. Should a problem of this nature arise, the Festival will set a fair price to be observed by all parties.

FOOD AND BEVERAGE

No exhibitor/vendor/artisan is permitted to sell food or beverage unless authorized by the Festival.

GIVE-AWAYS and SPECIAL PROMOTIONS

Samples of promotional items or give-aways must be provided to the Festival for approved prior to the event.

PERMITS, REGULATIONS AND INSURANCE

It is the duty of the exhibitor/vendor/artisan to ensure that all necessary permits and insurance forms have been properly and completely obtained. All concessions and exhibitors must follow all federal and municipal regulations that apply. Deadline for providing the Festival with proof of liability insurance with a minimum coverage of \$2,000,000.00 (2 million) is May 25th, 2008.

PAYMENT

All payments must be made in full by April 25th, 2008.

PROPANE

Please let us know if you plan to bring propane tanks on site, as we must report this to the Ottawa Fire Department.

GENERATORS

May not be used by exhibitors/vendors/artisans.

POTABLE WATER AND GREY WATER

There is no running water on site. Grey water bins are available and must be ordered separately through Outaouais Sanitaire at 819-663-0691.

DATED in Ottawa this _____ day of _____, 2008.

I hereby agree to abide by the Festival Rules and Regulations (pages 1-4 inclusive):

Per:

ARTISAN/EXHIBITOR/VENDOR SIGNATURE

PLEASE PRINT NAME