



ROTARIANS OF THUNDER BAY PRESENT
A project of the Lakehead Rotary Club
“DECEMBER DREAMS 2019”



**AN EXHIBITION & SALE OF FINE ARTS, CRAFTS & FESTIVE TREATS
 DECEMBER 7 & 8, 2019 – C.L.E. COLISEUM
 APPLICATION FORM:**

DATE SUBMITTED: _____ CRAFTER’S NAME: _____

VENDOR/BUSINESS NAME: _____

BRIEF DESCRIPTION OF VENDOR’S ITEMS FOR SHOW AND SALE:
[For assistance with marketing and on-site program/floor plan]

Number of 8’ x 10’ BOOTHS REQUIRED: _____

\$ _____

TOTAL FEE [enclosed]:
The fee for each booth is \$ 190
A double booth is \$ 380

FOR PAYMENT BY CHEQUE:
 Please make cheque payable to: **Lakehead Rotary Club**

FOR PAYMENT BY CREDIT CARD BY MAIL/EMAIL:
 Please charge this to my VISA MASTERCARD

Name on the Credit Card _____

Account Number _____ Expiry Date _____

CVC [3-digit code on back of card] _____ Signature _____

Mail or Deliver Completed Form and Payment to: **Lakehead Rotary Club
 December Dreams Show
 c/o 331 N. Harold Street
 Thunder Bay, Ontario. P7C 4C7**

FOR PAYMENT IN PERSON BY DEBIT CARD OR CREDIT CARD OR CASH:

Please contact Clint or Barbara Kuschak at 623-8983 to arrange a time to pay with your Debit Card, Credit Card or Cash at their home/office – 331 N. Harold Street **623-8983** ckuschak@shaw.ca

of TABLES REQUIRED: _____ # OF CHAIRS REQUIRED: _____

Note: Each booth is provided with one table and two chairs at no charge. Additional tables and chairs are available at no charge while supplies last.

POWER REQUIRED: YES NO

Note: There is no additional charge for power. Vendors must provide their own CSA approved extension cords and power bars, etc.

VENDOR'S MAILING ADDRESS:

P. CODE _____

PHONE: _____ EMAIL: _____

WEBSITE [if available]: _____

Questions or comments, please contact: **Clint or Barbara Kuschak 623-8983**
ckuschak@shaw.ca

DECEMBER DREAMS PROCEDURES & REGULATIONS

SHOW DATES/TIMES: SATURDAY, DECEMBER 7 9:00 A.M. – 5:00 P.M.
SUNDAY, DECEMBER 8 11:00 A.M. – 4:00 P.M.

LOAD-IN & SET-UP: FRIDAY, DECEMBER 6 1:00 P.M. – 9:00 P.M.

TAKE-DOWN & LOAD-OUT SUNDAY, DECEMBER 8 4:00 P.M. – 8:00 P.M.

ENTRANCES/EXITS: Refer to Floor Plan at the end of this document

PARKING:

There is ample parking at the CLE for Vendors and the Show's participants and visitors. There is no charge for parking on CLE property but **there are parking and traffic restrictions that must be observed as indicated by signage.** The Lakehead Rotary Club [Show Producer] is not responsible for parking or traffic fines incurred by the Vendors or the Show's participants.

APPLICATIONS/EXHIBIT SPACES:

Exhibit spaces/booths are 8' deep and 10' wide. The 2018 Vendors have first-right-of-refusal on a booth(s) in the approximate area of their booth(s) in 2018. After **FRIDAY, SEPTEMBER 13/19** all remaining available booths will be assigned on a first-come first-served basis and new applications will be time-dated and processed in the order they are received. Booths will be assigned sequentially unless the Vendor requests a specific location due to the nature or scale of items in the display. The Producer does not guarantee that requests for a specific location will be accommodated. An area close to the permanent CLE concessions room will be reserved for food service Vendors.

Each booth is provided with one 8 ft. table and two chairs at no extra charge. A limited number of additional tables and chairs is available from the CLE. Please indicate your table/chair requirements on the application form and they will be supplied at no charge "while supplies last".

LICENCES:

Each vendor is responsible for obtaining and displaying any required licences and permits to operate in the City of Thunder Bay. Provincial/Federal law requires that vendors registered for HST must collect and remit HST on all taxable items sold.

SHOW PROCEDURES & REGULATIONS:

1. Vendors in the December Dreams Show are to exhibit and sell original hand-made items – no commercial products purchased for resale or arts and crafts supplies. Information or advertising-only displays are not permitted save those granted to the Show's Major Sponsors in consideration of their financial support. The Lakehead Rotary Club reserves the right to install and staff a small information kiosk near the main entrance to promote Rotary and its programs and services.
2. Vendors will staff and supervise their own booths at all times and ensure the security of their items for the safe enjoyment of all participants. The Coliseum building will be locked after the daily closing but all vendors are advised to remove all personal belongings, cash boxes, etc. for the night. The Producer will provide each Vendor with a December Dreams Name Tag and two (2) daily passes for their helpers.
3. Vendors will provide appropriate signage at their booths to identify themselves to all participants and customers.
4. Vendors will ensure that their booth displays are set up within the assigned dimensions [taped areas] and are safe and attractive. Table coverings are recommended and all boxes and other support materials must be out of sight or removed from the booth area. Booths and vendor materials must not block emergency doors, walkways or CLE storage and equipment rooms. The Producer has the right to remove any items blocking these emergency exits or CLE access rooms. Booths are to be kept clean and tidy during the Show. In accordance with CLE regulations, helium balloons are not permitted and no nails, tacks or similar fastening devices are to be used. All CLE buildings are smoke free – NO SMOKING on the premises.
5. Vendors must not pin or attach anything to the fabric [trade-show] backdrops rented and provided by the Show Producer
6. All booths have access to power supply. Vendors using electrical equipment must provide their own CSA approved extension cords, power bars, and lighting fixtures and other equipment. The Producer's representatives [volunteers] on site will assist the Vendors to locate and connect to the power supply. All cords must be away from public aisles and walkways and any cords used in walkways will be properly secured/taped to the floor using the [yellow] tape provided by the Producer and approved for use by the CLE.
7. Vendors with products incorporating essential oils or scents [bath products, soaps, candles, etc.] must package these products appropriately or provide containers for the Show to minimize exposure to patrons and participants who may be allergic or sensitive to these products. Vendors will not use open flame [such as candles or candleholders] except for food vendors that require heating/warming equipment.
8. Vendors will complete the installation and replenishing of their booths no later than **15 minutes** before the Show begins each day.

9. Vendors are invited to supply business or calling cards and brochures on their products, information on other shows they are involved with, and other printed materials pertaining to their business.
10. Vendors are responsible for their own sales including any credit card sales. The Show Producer will not provide cash floats nor undertake to provide credit or debit card services.
11. Vendors must take down and load out within **(3) three hours** of the end of the Show. All items must be removed from the premises at the end of the Show and the Producer and the CLE are not responsible for any items left behind following the Show.
12. The Producer will provide and pay for a comprehensive marketing campaign to promote the Show but all vendors are invited to help promote the Show by emailing the Show's poster/flyer to friends and customers and to employ social media or other forms of communication.
13. Each Vendor shall indemnify and save harmless "December Dreams", the Lakehead Rotary Club, and its Members from any and all claims, damages and expenses arising out of the Vendor's participation in the Show and without limiting the generality of the foregoing, from any and all claims and liabilities caused by negligence or otherwise for:
- a) any loss, damage, theft or destruction whatsoever caused to any property belonging to the Vendors or for which the Vendor is responsible, and
 - b) any damage, bodily injury or death suffered by the Vendor
- The Vendor agrees that he/she participates in the Show at his/her own risk.
14. The Producer will collect a general admission of \$ 2 per patron at the door [children aged 12 and under are admitted with no charge]. Proceeds from the admission and from the Show in general will be assigned to charitable purposes as approved by the Lakehead Rotary Club. All proceeds from December Dreams stay in Thunder Bay to help charitable organizations doing good work for the benefit of our community.
15. Any matters not covered by these Procedures and Regulations are subject to the sole and binding decision of the Producer.

I have read, understand and agree with the terms and conditions listed above. When my application is accepted, it constitutes a contract to exhibit and sell in the **2019 DECEMBER DREAMS** show.

VENDOR NAME

VENDOR SIGNATURE

This application will be processed in the order it is received. A receipt will be forwarded together with a confirmation of the booth(s) assigned and acknowledgement of booth requirements.

