



Vendor Application

Written By: Laura Andrews
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HOPE



H.O.P.E (Helping Other People Everywhere) Ottawa-Carleton Inc.
Suite 406-1390 Prince of Wales Drive.
Ottawa, ON, K2C 3N6
613.237.1433
hopevendors@hopeottawa.com

**HOPE Volleyball SummerFest
VENDORS & EXHIBITORS
APPLICATION PACKAGE**
Event Date Saturday July 13th 2024

***** APPLICATION DEADLINE *****

***** Monday, JUNE 24th, 2024 – 5:00 PM *****

Rates & Application for Vendors & Exhibitors

GENERAL INFORMATION	
BUSINESS NAME:	
CONTACT PERSON:	
ADDRESS:	
PHONE NUMBER:	ALTERNATE PHONE NUMBER:
EMAIL ADDRESS:	
DESCRIPTION OF EXHIBIT/PROMOTION:	
COMMENTS:	
FOR OFFICE USE ONLY	NOTES
Application accepted	
Amount due verified	
Payment received	
Vendor agrees to festival guidelines	

Please continue to the next page and complete all necessary fields

PLEASE NOTE: The rates vary depending on the type of vendor. There are THREE space selection options. Please choose the option that best describes your vendor type. Below each of the space options you will find equipment rental options- Please check off all that apply.

OPTION 1: SPACE SELECTION FOR FOOD VENDORS (WITH CARTS/TRUCKS/TRAILERS)		
SPACE UP TO 10' X 10'	\$450	<input type="checkbox"/>
SPACE UP TO 15' X 15'	\$650	<input type="checkbox"/>
SPACE UP TO 20 X 20'	\$1,150	<input type="checkbox"/>
SPACE UP TO AND OVER 30' X 30'	\$1,600	<input type="checkbox"/>
ONCE YOU HAVE CHOSEN A SPACE DO YOU WANT TO RENT THE FOLLOWING?		
10' X 10' TENT RENTAL	\$205	<input type="checkbox"/>
15' X 15' TENT RENTAL	\$320	<input type="checkbox"/>
20' X 20' TENT RENTAL	\$425	<input type="checkbox"/>
PLYWOOD TOP TABLES – 6' NO SKIRT	\$15 EACH AMOUNT: _____	<input type="checkbox"/>
BLACK FOLDING CHAIRS	\$5 EACH AMOUNT: _____	<input type="checkbox"/>
OPTION 2: SPACE SELECTION FOR EXHIBITORS (NO SALE OF GOODS/SERVICES)		
SPACE UP TO 10' X 10'	\$650	<input type="checkbox"/>
SPACE UP TO 15' X 15'	\$900	<input type="checkbox"/>
SPACE UP TO 20' X 20'	\$1,300	<input type="checkbox"/>
SPACE UP TO AND OVER 30'X30'	\$1,600	<input type="checkbox"/>
ONCE YOU HAVE CHOSEN A SPACE DO YOU WANT TO RENT THE FOLLOWING?		
10' X 10' TENT RENTAL	\$205	<input type="checkbox"/>
15' X 15' TENT RENTAL	\$320	<input type="checkbox"/>
20' X 20' TENT RENTAL	\$425	<input type="checkbox"/>
PLYWOOD TOP TABLES – 6' NO SKIRT	\$15 EACH AMOUNT: _____	<input type="checkbox"/>
BLACK FOLDING CHAIRS	\$5 EACH AMOUNT: _____	<input type="checkbox"/>

OPTION 3: SPACE SELECTION FOR ARTISANS (SALES OF GOODS OR SERVICES ONLY, NOT FOOD)		
SPACE UP TO 10' X 10'	\$450	<input type="checkbox"/>
SPACE UP TO 15' X 15'	\$650	<input type="checkbox"/>
SPACE UP TO 20' X 20'	\$1,150	<input type="checkbox"/>
SPACE UP TO AND OVER 30' X 30'	\$1,600	<input type="checkbox"/>
ONCE YOU HAVE CHOSEN A SPACE DO YOU WANT TO RENT THE FOLLOWING?		
10' X 10' TENT RENTAL	\$205	<input type="checkbox"/>
15' X 15' TENT RENTAL	\$320	<input type="checkbox"/>
20' X 20' TENT RENTAL	\$425	<input type="checkbox"/>
PLYWOOD TOP TABLES – 6' NO SKIRT	\$15 EACH AMOUNT: _____	<input type="checkbox"/>
BLACK FOLDING CHAIRS	\$5 EACH AMOUNT: _____	<input type="checkbox"/>

TOTAL PAYMENT _____

Please continue to the next page and complete all necessary fields

- General Information
- Deadline to submit your completed application is Monday, June 24, 2024. Late applications will not be accepted.
- NEW this year from Ottawa Public Health, if you are a food vendor you must complete a “Certified Food Handler Training” go to this link to find out more, <http://www.ottawapublichealth.ca/en/professionals-and-partners/certified-food-handler-training.aspx>. If you are not “Certified Food Handler Trained” you could be shut down on event day, with no refund from H.O.P.E.
- Complete applications must include full payment.
- Acceptable payment methods are: cash, cheque, or money order. No credit cards accepted.
- Cheques or money orders should be made payable to H.O.P.E. Ottawa-Carleton Inc.
- Submitting an application with payment does not guarantee your spot at our event. Someone will contact you to confirm. Acceptance subject to your agreement to our festival rules and regulations.
- H.O.P.E. representatives reserve the right to determine the location of your vendor spot at our event.
- It is the responsibility of the vendor/exhibitor to contact the City of Ottawa regarding necessary licenses, permits, and any public health requirements. NOTE: The City of Ottawa TSSA, require that you be licensed and carry your certification on you if your vehicle or set up requires it. Please check with TSSA to see if you need certification, you could be shut down if you do not.
- It is the responsibility of the vendor/exhibitor to secure proper insurance, and send proof of insurance in H.O.P.E.’s Name to info@hopehelps.com. HOPE is not responsible for damages, lost/stolen goods, etc.
- Vendors and exhibitors are welcome to procure tents on their own. There is no requirement to rent through H.O.P.E.
- Signed applications and documentation can be E-mailed to info@hopehelps.com OR dropped off in person to the H.O.P.E. Main Office which is located at: Suite 406-1390 Prince of Wales Drive Ottawa Ont., K2C 3N6. Attention: Hope Admin.
- For questions please contact both: info@hopehelps.com and hopevendors@hopeottawa.com

Please continue to the next page and complete all necessary fields

Rules & Guidelines

The following shall constitute a legally binding agreement between HOPE and any vendor or exhibitor. **The vendor/exhibitor must initial in the space provided next to each rule/guideline below to indicate understanding and acceptance of ALL** the rules and guidelines applicable to HOPE Volleyball SummerFest.

INITIAL ALL

<p><u>EVENT HOURS</u> Saturday, July 13, 2024 from 7:00 am to 7:00 pm Volleyball games will end at 5:30 pm. The site will be open until 7:00 pm for entertainment. You may shut down at 6:00 pm or stay open until 7:00 pm.</p>	
<p><u>PRE-EVENT</u> A member of the HOPE Volleyball SummerFest Vendor/Exhibitor Liaison Committee will contact you no later than June 26th, 2024 to review all necessary requirements. If your account is in order, your on-site space and other details will be confirmed. If your account is not in good order, you will not be able to participate on-site during our event.</p>	
<p><u>LOAD-IN</u> Friday, July 12th from 8:00am to 11am and from 1:00pm to 5pm for all vendors and exhibitors Prior to load-in, you must register with a member of the Vendor & Exhibitor Liaison Committee. Any vendor or exhibitor using a generator must be on-site by 12:00pm on Friday, July 14th. For electrical inspection!</p>	
<p><u>EVENT DAY</u> Vendors and exhibitors with vehicles/carts must be on-site no later than 7:00 am on Saturday, July 13th. If you arrive after 7:00 am, you will not be allowed on-site at our event. There will be no refunds if you arrive late and are not allowed on-site.</p>	
<p><u>LOAD-OUT</u> You may start shutting down at 6:00 pm on Saturday, July 13. For safety reasons, it is our policy that anyone found shutting down prior to 6:00 pm will not be able to participate on-site at our event(s) in the future. When you are ready to load your vehicle, please contact a member of the Vendor & Exhibitor Liaison Committee to determine what time you may bring your vehicle on-site. This helps us to coordinate the</p>	

<p>flow of vehicles on/off the site and to ensure vehicles are entering and leaving the site safely.</p>	
<p><u>RESTOCKING</u> Deliveries and pick-ups are only permitted through the designated gate as identified on the site map. Vendors and exhibitors cannot bring vehicles onto the grounds during the event for any reason. Restocking must be done by hand cart from the designated gate to your location. You must coordinate delivery times with a member of the Vendor & Exhibitor Committee.</p>	
<p><u>PARKING & VEHICLES</u> Parking will be available off-site for vendors and exhibitors. You will need to request a parking pass prior to June 24th. You will receive your parking pass on Friday, July 12th if your account is in good standing. If possible, we encourage you to use public transportation or have someone drive you to the site on event day. There cannot be any vehicles on the festival grounds after load-in or before tear-down. Any vehicles found on-site during the restricted times will be towed at the owner's expense.</p>	
<p><u>PROPANE</u> Any vendors and exhibitors who plan to bring propane tanks on-site must inform the Vendor & Exhibitor Liaison Committee no later than Monday, June 26nd. YOU must report this to the Ottawa Fire Department as well as Kathryn Downey, Supervisor Public Health Inspection, with the City of Ottawa (613-580-2424 x23476).</p>	
<p><u>GENERATORS</u> HOPE Volleyball SummerFest will NOT facilitate the rental of generators. It is the responsibility of individual vendors and exhibitors to procure a generator if required. Any vendors and exhibitors who plan to bring a generator on-site must inform the Vendor & Exhibitor Liaison Committee no later than, June 24th, and a \$25.00 extra will be charged for grounding of your generator.</p>	
<p><u>WATER</u> There is NO water hook up available.</p>	
<p><u>ALCOHOL</u> The event site has certain licensed areas. HOPE Volleyball SummerFest will be the only vendor of alcoholic beverages. It is our policy that if you are found to be in violation of this rule, you will be immediately removed from the event site and will not be able to participate on-site at our event(s) in the future. Should you experience any difficulties with intoxicated individuals, please refer the matter immediately to a HOPE Volunteer, security guard or police officer. They will resolve the matter. Do not attempt to police the situation. We do not anticipate any problems.</p>	

<p><u>PRODUCTS & PRICING</u></p> <p>HOPE Volleyball SummerFest reserves the right to determine the number of vendors and exhibitors allowed to participate at our event. HOPE Volleyball SummerFest reserves the right to limit the number of similar participants. There will be no under-cutting of a competitor’s pricing. Should a problem of this nature arise, a HOPE representative will set a fair price to be observed by all parties.</p>	
<p><u>EXHIBITORS</u></p> <p>No exhibitor may sell any food or beverage.</p>	
<p><u>GIVE-AWAYS</u></p> <p>Samples of promotional items or giveaways must be provided to a HOPE representative for approval prior to June 24th.</p>	
<p><u>TABLE RENTALS</u></p> <p>If you rent tables through HOPE, these are provided without coverings or skirting. You may bring your own if necessary.</p>	
<p><u>FLOORING</u></p> <p>All food preparation spaces on-site at this event must be set-up with flooring. HOPE Volleyball SummerFest does not provide flooring materials to any vendor or exhibitor. It is the responsibility of individual vendors and exhibitors to procure flooring if necessary.</p>	
<p><u>SUB-CONTRACTING</u></p> <p>Under no circumstances shall the vendor or exhibitor subcontract in whole or in part the concession granted to it from H.O.P.E. herein.</p>	
<p><u>INSURANCE</u></p> <p>Deadline to provide proof of liability insurance (minimum of \$2,000,000.00 per occurrence) is June 24th. The insurance certificate must name H.O.P.E. (Helping Other People Everywhere) Ottawa-Carleton Inc. [HOPE Volleyball SummerFest] as an additional insured.</p>	
<p><u>INDEMNITY</u></p> <p>The vendor or exhibitor hereby agrees to indemnify and save H.O.P.E. harmless from any claims, actions or causes of action arising as a result of any action or actions taken by the vendor or exhibitor, or as a result of any action or actions not taken by the vendor or exhibitor in connection with the sale and/or distribution of its goods and services during HOPE Volleyball SummerFest on Saturday, July 13, 2024.</p>	

<p><u>WAIVER</u></p> <p>The vendor or exhibitor and H.O.P.E. hereby agree that H.O.P.E. shall not be held liable for any event or circumstance which may postpone, delay or cancel the festival, or any damages whatsoever arising therefrom, nor shall it be held liable for a power failure or any failure in the electricity being supplied to the vendor or exhibitor, nor shall it be held liable for the failure to provide any other services.</p>	
<p><u>CANCELLATION BY VENDOR OR EXHIBITOR</u></p> <p>If the vendor or exhibitor cancels or breaches this agreement at any time and for any reason and H.O.P.E. is unable to replace the vendor or exhibitor with a suitable replacement at the festival, the vendor or exhibitor shall forfeit its payment submitted with the application and H.O.P.E. shall be indemnified for, and shall recover from the vendor or exhibitor, any irrevocable costs or commitments it made, incurred or entered on the representation by the vendor or exhibitor that it would participate in the festival.</p>	
<p><u>CANCELLATION BY H.O.P.E.</u></p> <p>H.O.P.E. may cancel this agreement for any reason on giving the vendor or exhibitor ten (10) days written notice, and upon receipt of such notice, HOPE shall provide the vendor or exhibitor with a full refund of any payments made by the vendor or exhibitor to H.O.P.E. at the time of application.</p>	
<p><u>GENERAL</u></p> <p>This agreement shall be construed in accordance with the laws of the Province of Ontario. All of the terms and provisions contained in this agreement shall be binding upon and shall ensure to the benefit of the parties hereto, their respective successors and assigns.</p>	

Signature: _____

Printed Name: _____

Date: _____