



H.O.P.E (Helping Other People Everywhere) Ottawa-Carleton Inc.
739A Ridgewood Avenue, Ottawa, ON K1V 6M8
613.237.1433
vendors_exhibitors@hopehelps.com

HOPE VOLLEYBALL SUMMERFEST
VENDORS & EXHIBITORS
INFORMATION PACKAGE
Event Date Saturday July 15th 2017

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

*****FRIDAY, JUNE 23rd, 2017 – 5:00 PM*****

Rates & Application for Vendors & Exhibitors

| GENERAL INFORMATION | |
|--|------------|
| BUSINESS NAME | [REDACTED] |
| CONTACT PERSON | [REDACTED] |
| ADDRESS | [REDACTED] |
| PRIMARY PHONE NUMBER | [REDACTED] |
| SECONDARY PHONE NUMBER | [REDACTED] |
| EMAIL ADDRESS | [REDACTED] |
| DESCRIPTION OF EXHIBIT/PROMOTION, ETC. | [REDACTED] |
| COMMENTS | [REDACTED] |

| 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

The rates vary depending on type of vendor and please check all that apply.

You must pick a space for rent first then if you need to rent a tent or tables and chairs from hope check the ones needed.

| |
|--|
| |
|--|

| RATES FOR FOOD VENDORS WITH CARTS/TRUCKS/TRAILERS | | |
|---|-----------|--------------------------|
| SPACE UP TO 10' X 10' | \$350 | <input type="checkbox"/> |
| SPACE UP TO 15' X 15' | \$550 | <input type="checkbox"/> |
| SPACE UP TO 20 X 20' | \$1,050 | <input type="checkbox"/> |
| SPACE UP TO AND OVER 30' X 30' | \$1,500 | <input type="checkbox"/> |
| ONCE YOU HAVE CHOSEN A SPACE YOU WANT TO RENT DO YOU NEED 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 | <input type="checkbox"/> |
| BLACK FOLDING CHAIRS | \$5 EACH | <input type="checkbox"/> |
| RATES FOR EXHIBITORS (NO SALE OF GOODS & SERVICES) | | |
| SPACE UP TO 10' X 10' | \$550 | <input type="checkbox"/> |
| SPACE UP TO 15' X 15' | \$800 | <input type="checkbox"/> |
| SPACE UP TO 20' X 20' | \$1,200 | <input type="checkbox"/> |
| SPACE UP TO AND OVER 30'X30' | \$1,500 | <input type="checkbox"/> |
| ONCE YOU HAVE CHOSEN A SPACE YOU WANT TO RENT DO YOU NEED 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 | <input type="checkbox"/> |
| BLACK FOLDING CHAIRS | \$5 EACH | <input type="checkbox"/> |
| RATES FOR ARTISANS (SALES OF GOODS OR SERVICES ONLY, NOT FOOD) | | |
| SPACE UP TO 10' X 10' | \$350 | <input type="checkbox"/> |
| SPACE UP TO 15' X 15' | \$550 | <input type="checkbox"/> |
| SPACE UP TO 20' X 20' | \$1,050 | <input type="checkbox"/> |
| SPACE UP TO AND OVER 30' X 30' | \$1,500 | <input type="checkbox"/> |
| ONCE YOU HAVE CHOSEN A SPACE YOU WANT TO RENT DO YOU NEED 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 | <input type="checkbox"/> |

| | | |
|--|----------|--------------------------|
| BLACK FOLDING CHAIRS | \$5 EACH | <input type="checkbox"/> |
| TOTAL PAYMENT DUE <input type="checkbox"/> | | |

Please continue to the next page and complete all necessary fields

General Information

- Deadline to submit completed applications is Friday, June 23rd, 2017. **Late applications will not be accepted.**
- 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 HOPE 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.
- HOPE representatives reserve the right to determine location of your 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.
- It is the responsibility of the vendor/exhibitor to secure proper insurance. 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 HOPE.
- Signed applications can be E-mailed or dropped off to the HOPE Main Office which is located at: 739A Ridgewood Avenue, Ottawa, ON K1V 6M8, Attention Hope Admin

E-mail: vendors_exhibitors@hopehelps.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.

| | Initials |
|---|-----------------|
| <p>EVENT HOURS</p> <p>Saturday, July 15, 2017 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>PRE-EVENT</p> <p>A member of the HOPE Volleyball SummerFest Vendor/Exhibitor Liaison Committee will contact you no later than June 28th, 2017 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>LOAD-IN</p> <p>Friday, July 14 from 8:00am to 11am and from 3:00pm 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 14. For electrical inspection!</p> | |
| <p>EVENT DAY</p> <p>Vendors and exhibitors with vehicles/carts must be on-site no later than 7:00 am on Saturday, July 15th. 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 aren't allowed on-site.</p> | |
| <p>LOAD-OUT</p> <p>You may start shutting down at 6:00 pm on Saturday, July 15. 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 flow of vehicles on/off the site and to ensure vehicles are entering and leaving the site safely.</p> | |
| <p>RESTOCKING</p> <p>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>PARKING & VEHICLES</p> <p>Parking will be available off-site for vendors and exhibitors. You will need to request a parking pass prior to June 23rd. You will receive your parking pass on Friday, July 14th 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>PROPANE Any vendors and exhibitors who plan to bring propane tanks on-site must inform the Vendor & Exhibitor Liaison Committee no later than Friday, June 23rd. We 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>GENERATORS</p> <p>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 Friday, June 23rd, and a \$25.00 extra will be charged for grounding of your generator.</p> | |
| <p>WATER</p> <p>There is NO water hook up available.</p> | |
| <p>ALCOHOL</p> <p>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>PRODUCTS & PRICING</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>EXHIBITORS</p> <p>No exhibitor may sell any food or beverage.</p> | |
| <p>GIVE-AWAYS</p> <p>Samples of promotional items or give-aways must be provided to a HOPE representative for approval prior to June 23rd.</p> | |
| <p>TABLE RENTALS</p> <p>If you rent tables through HOPE, these are provided without coverings or skirting. You may bring your own if necessary.</p> | |
| <p>FLOORING</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>SUB-CONTRACTING Under no circumstances shall the vendor or exhibitor subcontract in whole or in part the concession granted to it herein.</p> | |
| <p>INSURANCE Deadline to provide proof of liability insurance (minimum of \$2,000,000.00 per occurrence) is June 23rd. The insurance certificate must name H.O.P.E. (Helping Other People Everywhere) Ottawa-Carleton Inc. [HOPE Volleyball SummerFest 2016] as an additional insured.</p> | |
| <p>INDEMNITY -The vendor or exhibitor hereby agrees to indemnify and save HOPE 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 15, 2017.</p> | |

