



Vendor & Exhibitor Application

Written By: Laura Andrews
Date: 07/18/2024



H.O.P.E (Helping Other People Everywhere) Ottawa-Carleton Inc.
406-1390 Prince of Wales Drive
Ottawa, ON, K2C 3N6
613-237-1433
hopevendors@hopeottawa.com

**HOPE Volleyball SummerFest
VENDORS and EXHIBITORS
APPLICATION PACKAGE**
Event Date: Saturday July 12th, 2025

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

Monday, June 23rd, 2025 – 4:00 PM

Rates and Application for Vendors and Exhibitors

GENERAL INFORMATION	
BUSINESS NAME:	
CONTACT PERSON:	
ADDRESS:	
PHONE NUMBER:	ALTERNATE PHONE NUMBER:
EMAIL ADDRESS:	
DESCRIPTION OF VENDOR/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 WISH 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"/>
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 WISH 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"/>
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 WISH 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"/>
TABLES – 6' NO SKIRT	\$15 EACH AMOUNT: _____	<input type="checkbox"/>
BLACK FOLDING CHAIRS	\$5 EACH AMOUNT: _____	<input type="checkbox"/>
ARE YOU BRINGING A GENERATOR? (THIS DOES NOT APPLY IF BUILT IN TO YOUR TRUCK)		
GENERATOR ESA GROUNDING FEE	\$25 EACH AMOUNT: _____	<input type="checkbox"/>

TOTAL PAYMENT: _____

Please continue to the next page and complete all necessary fields

General Information – PLEASE READ

- Deadline to submit your completed application is Monday, June 23rd, 2025 at 4:00pm. Late applications will not be accepted.
- If you are a **FOOD VENDOR**, you are required by Ottawa Public Health to complete your “Certified Food Handler Training,” otherwise you could be shut down on Event Day. No refund will be offered in the event you are shut down due to a lack of proper certifications.
- If you are bringing a generator, you must inform the H.O.P.E. office prior to June 23rd, 2025 and pay a fee of **\$25.00 per generator for electrical grounding**. This does not apply if your generator is built in to your truck.
- Applications **must include full payment** in order to be considered **complete**.
- Acceptable payment methods are: cash, cheque, or e-transfer.
 - If selecting e-transfer, it must be sent to info@hopeottawa.com.
- Cheques 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. The H.O.P.E. Vendor Committee will contact you to confirm. Acceptance will be subject to your agreement to the festival rules and regulations.
- Vendors and Exhibitors are welcome to procure tents on their own. There is no requirement to rent through H.O.P.E.
- H.O.P.E. representatives reserve the right to determine the location of your Vendor spot.
- **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 requires that you carry your license and certification on you if your vehicle or setup requires it. Please check with TSSA to see if you need certification; you could be shut down if you require it but do not have it on hand.
- **It is the responsibility of the Vendor/Exhibitor to secure proper insurance**, and send a Proof/Certificate of Insurance in H.O.P.E. (Helping Other People Everywhere) Ottawa Carleton Inc.’s name to hopevendors@hopeottawa.com. **H.O.P.E. is not responsible for damages or lost/stolen goods.**
- Signed applications and documentation can be emailed to hopevendors@hopeottawa.com *OR* mailed or dropped off in person to the H.O.P.E. Main Office:
 - ATTN: H.O.P.E. Admin
406-1390 Prince of Wales Drive
Ottawa ON K2C 3N6
- Questions? Please contact both: info@hopeottawa.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 H.O.P.E. 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 Rules and Guidelines** applicable to HOPE Volleyball SummerFest.

INITIAL ALL

<p><u>EVENT HOURS</u></p> <p>Saturday, July 12th, 2025 from 7:00am to 7:00pm.</p> <p>Volleyball games and entertainment will end at 7:00pm. You may shut down at 6:30pm or stay open until 7:00pm.</p>	
<p><u>PRE-EVENT</u></p> <p>A member of the HOPE Volleyball SummerFest Vendor Committee will contact you no later than June 25th, 2025 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 the Event.</p>	
<p><u>LOAD-IN</u></p> <p>Friday, July 11th, 2025 from 8:00am to 4:30pm for all Vendors and Exhibitors. Prior to load-in, you must register with a member of the Vendor Committee. Any Vendor or Exhibitor using a generator must be on-site by 12:00pm on Friday, July 11th for electrical inspection performed by City of Ottawa officials.</p>	
<p><u>EVENT DAY</u></p> <p>Vendors and Exhibitors with vehicles/carts must be on-site no later than 7:00am on Saturday, July 12th. If you arrive after 7:00am, you will not be allowed on-site at the event. H.O.P.E. will not issue a refund if you arrive late and are not allowed on-site.</p>	
<p><u>LOAD-OUT</u></p> <p>You may start shutting down at 6:30pm on Saturday, July 12th. For safety, it is HOPE’s policy that anyone found shutting down prior to 6:30pm will not be able to participate on-site at future events. When you are ready to load your vehicle, please contact a member of the Vendor Committee to determine what time you may bring your vehicle on-site. This helps to coordinate the flow of vehicles on/off the site and to ensure vehicles are entering and leaving the site safely.</p>	

<p><u>RESTOCKING</u></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 Event hours. 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 Committee.</p>	
<p><u>PARKING & VEHICLES</u></p> <p>Parking will be available off-site for Vendors and Exhibitors. You will need to request a parking pass prior to Monday, June 23rd. You will receive your parking pass on Friday, July 11th if your account is in good standing. If possible, please 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></p> <p>Any Vendors and Exhibitors who plan to bring propane tanks on-site must inform the Vendor Committee no later than Monday, June 23rd. You are responsible for reporting this to the Ottawa Fire Department, as well as Kathryn Downey, Supervisor of Public Health Inspection with the City of Ottawa (613-580-2424 x23476).</p>	
<p><u>GENERATORS</u></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. If you plan to bring a generator on-site, you must inform the Vendor Committee no later than Monday, June 23rd; a \$25.00 fee will incur for the grounding of your generator.</p>	
<p><u>WATER</u></p> <p>There is NO water hook up available.</p>	
<p><u>ALCOHOL</u></p> <p>The Event site has certain licensed areas. HOPE Volleyball SummerFest will be the only vendor of alcoholic beverages. 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 future events. Should you experience any difficulties with intoxicated individuals, please refer the matter immediately to a HOPE Volunteer, security guard or police officer. Do not attempt to police the situation yourself.</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 the Event, and to limit the number of similar participants. There will be no under-cutting of a competitor’s pricing. Should this issue 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 goods, food or beverages.</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 Monday, June 23rd, 2025.</p>	
<p><u>TABLE RENTALS</u></p> <p>Should you choose to rent tables through HOPE, they will be provided without coverings or skirting. You may bring your own if necessary or desired.</p>	
<p><u>FLOORING</u></p> <p>All food preparation spaces on-site at the 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 the necessary flooring in order to participate at the Event.</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>The deadline to provide Proof of Liability Insurance (minimum of \$2,000,000.00 per occurrence) is Monday, June 23rd, prior to the closing of the Vendor Application period. Your Insurance Certificate must name H.O.P.E. (Helping Other People Everywhere) Ottawa-Carleton Inc. [HOPE Volleyball SummerFest] as an additional insured. Vendor and Exhibitor Applications that do not include a Certificate of Insurance will not be considered complete.</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 12th, 2025.</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>	

CANCELLATION BY VENDOR OR EXHIBITOR

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.

CANCELLATION BY H.O.P.E.

H.O.P.E. may cancel this agreement for any reason upon giving the Vendor or Exhibitor ten (10) days written notice, and upon receipt of such notice, H.O.P.E. 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.

GENERAL

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.

Signature: _____

Printed Name: _____ Date: _____