

Eckville One-Stop Shopping RULES OF ENGAGEMENT
Saturday November 9, 2019 10:00am to 3:00pm Eckville Community Centre, Eckville

It is hereby agreed that the undersigned will follow the Rules of Engagement set forth. The acceptance of this application will constitute a contract. By signing this contract the Vendor (you) agrees to protect, indemnify and hold harmless the Eckville One-Stop Shopping (EOSS), Savvy Selections Inc. and its team members from any claims, losses and damages to persons or property, fees, fines, expenses and attorneys' fees arising out of or caused by the vendor.

- 1) Vendors are required to disclose all products and services on registration form.
- 2) Appropriate table/floor/shop space will be provided as requested with 8' table(s) and two chairs. All additional set up materials including tablecloths, power cords, racks, display cases, drapes, folding dividers etc. will not be provided.
You are welcome to bring all display walls, racks, screens and stands providing they don't disrupt other shop vendors & fit into your allotted space, please ask if you are not sure.
***A BOOTH or a DOUBLE LINEAR SPACE** is recommended if you require racks & display stands.
- 3) **Refund and Cancellation:** Cancellations will only be accepted up to and including October 31, 2019. All spaces reserved and payments received are non-refundable after 12:00pm October 31, 2019.
- 4) All unauthorized shared spaces will be charged a \$100.00 fee and treated as a double space. Authorization of shared spaces can be obtained by contacting EOSS, Savvy Selections.
- 5) Booth space size is *approximately 10' x 10'* according to building specs provided.
Single & Double spaces are **LINEAR** spaces; racks and shelving units in front of tables (Linear Spaces) infringe on walking space, and are not factored into the layout, if you require racks or shelving units please register a booth space.
- 6) The use of tacks, nails, duct tape, masking tape and other hanging/securing items is strictly prohibited by venue. Any surface damages incurred will be assessed by venue staff and billed accordingly.
- 7) Vendors hereby agree to adhere to and observe all laws regarding Fire, Health, Safety and Food Handling and accept sole responsibility for any fines or expenses incurred due to violation of these laws. Vendors also agreed to be solely responsible for acquiring all necessary Permits and Licenses required for the sale, and or promotion of their products and/or services.
- 8) All vendors agree to conduct themselves in a peaceful, cooperative and harmonious manner as is appropriate to the integrity of Patrons, fellow Vendors, EOSS workers, and Venue staff.
- 9) EOSS reserves the right to move or relocate a Vendor's space, or modify the floor plan of the event for the betterment of the show. All efforts will be made to foremost please the vendor.
- 10) Full payment, registration and signed contract must be received before space will be guaranteed.
- 11) Requests for specific 'shop' space will be accommodated if available/possible.
Example: wall space, corner or double space.
- 12) Set up begins at 7:30am through the main & side entrances of the Eckville Community Centre and continues to 9:45am. Final check up, aisle clearing and final touches will be completed between 9:45am and 10:00am. EOSS doors open at 10:00am and will remain open until 3:00pm. Vendors are asked to refrain from dismantling shops until 3:00pm. Dismantling and move out can occur at the Vendors leisure through the main and side entrances.
- 13) **VENDORS ARRIVING LATER THAN 9:45am WILL NOT BE ALLOWED TO SET UP AND FEES WILL NOT BE REFUNDED.**
- 14) While on-site EOSS team members will make efforts to assist and meet Vendor's reasonable needs.

Please read all 14 terms carefully and accept the agreement by signing the contract below and dating.

Company: _____ Date: _____

PRINTED NAME: _____ SIGNATURE: _____