

valleywide BUSINESS EXPO

Presented by



PREDATOR RIDGE

Thursday May 4, 2017
Predator Ridge, Vernon
4:30 pm – 7:00 pm

Set up: 2:00 pm – 4:00 pm

Take down: after 7:00 pm

VENDOR REGISTRATION FORM

Company Name: _____ Primary Contact: _____
Phone # _____ Primary Email: _____
Address: _____ Product/Service: _____
Visa/ MC # _____ Expiry Date: ____ / ____ CSV # ____ (on back of card)

INVESTMENT SUMMARY

Vendor Table (6" length)

- no covering or chairs provided.
- includes 1 food ticket & 1 drink ticket.

Additional Food & Beverage: _____ (1 food & 1 beverage) @ \$25.00 ea

Vendor Space: \$110.00

GST: \$5.50

Subtotal: \$115.50

Additional food & beverage: \$ _____

TOTAL PAYABLE: \$ _____

Please note:

Power is not provided. Tickets provided on site at check-in.

Payment must be received with registration form to confirm your space.

Payment accepted at your local chamber offices: Cheque, Cash, Visa or MasterCard.

Please make cheques payable to your Chamber of Commerce/Board of Trade.

Refund will not be granted if cancellation after 5 pm Monday May 1, 2017.

Organized jointly by the following chambers in the Okanagan Valley:

Greater Vernon, Kelowna, Lake Country, Peachland, Penticton, South Okanagan, Summerland, & the West Kelowna Board of Trade.

Additional Required Information

Do you plan to use a tent (Max. 10x10)*: Yes ☐ No ☐ How many people will be working at your table? ☐

*As approx. 30 spaces will be indoors where tents will **not be allowed**, please advise the event coordinator if you would prefer outdoor space Email: events@vernonchamber.ca. Once outside space is allocated, no tents will be allowed for indoor vendors.

VENDOR RULES & REGULATIONS

1. Exhibitors must be Chamber members.
2. Booths will be allocated on a first come first served basis and the allotment of booths will be at the sole discretion of the coordinator. **Please note: Power is not provided.**
3. Meal & drink tickets must be paid for in advance with booth registration.
4. Booth space is approximately a 10'X10' but can vary subject to availability and venue layout. The table dressing, sun tent is the responsibility of the vendor as long as it conforms to allotted space. Tent size not to exceed 10'X10' and all display/wares are to be limited to the inside of the tent area.
5. Set up occurs between 2 pm – 4 pm ONLY. **You will be advised as to your specific set-up time.**
6. No staples, tacks, nails permitted to be used on supplied tables. Table cloth fasteners and tape are to be removed.
7. Vendor booths are for showcasing, display and vending purposes only.
8. Draws, raffles are encouraged at your table. Vendors to be responsible for getting draw prizes to winners. You are not allowed to use public microphone to announce winners (you must provide information to hosts to announce).
9. You are NOT authorized to provide food onsite (provided by venue).
10. It's the Vendor's responsibility to have appropriate coverage/insurance for public liability, bodily injury, property damage and product liability. Event management is not responsible for any loss, theft, or damage to exhibits.
11. Vendors are prohibited from subletting space allotted to them, but can share tables with another party only if made known at time of booking space (must also be a Chamber member).
12. Vendors are responsible to remove all wares, recycling and garbage at space.
13. No flammable/compressed gas or use of burning/open flame.
14. Vendors and/or replacement staff must be present at booth at all times during the event.
15. Event management reserves the right to reject or prohibit exhibitors at any time before or during the event.
16. Vendors are to come prepared for weather changes, and event management is not responsible for any effects of nature that may occur during this event.

STATEMENT OF ACCEPTANCE

I agree to abide by the conditions, which have been provided with this Application, and acknowledge that in the event of a dispute, ruling of the Event Management will prevail. In consideration of my participation in this event, I hereby agree to hold free from any and all liability the chambers and its respective officers, and members and waive, release and forever discharge any and all rights and claims for damages which may or which may hereafter accrue to me arising out of or connected with my activities with Valley Wide Business Expo.

Signature of Vendor: _____ Date: _____

PROUD MEDIA PARTNER



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