



Gardhouse Enterprises Inc
15 Chamberlain Crescent
Collingwood, ON, L9Y 0E3
Email: ryangardhouse@hotmail.com

Dear Merchandise Vendor:

Thank you for your interest in participating as a Vendor in the 2018 Collingwood Elvis Festival.

This year's event is being held July 27 to 29, 2018 with **vending opportunities will beginning Friday, July 27 at 9am** continuing throughout the weekend. We are looking forward to a wonderful and successful event full of fun and excitement.

Included is our Merchandise Vendor Application Form, which we ask you to complete and return to us as soon as possible, along with the appropriate registration fee and supporting documentation. **Please note that your payment may be processed immediately if we accept your application ahead of the deadline**, otherwise your payment will be held and only processed if we accept your application.

Successful applicants will be notified by telephone or by email. Your payment will then be processed **immediately**. ***NO POST DATED CHEQUES WILL BE ACCEPTED AS PART OF THE APPLICATION.*** All applications must be accompanied by a current dated cheque to be considered.

Hours of operation are as follows: Friday, July 27th 10am – 10pm, Saturday, July 28th 10am – 10pm, Sunday, July 29th 10am – 5pm. Hours will be enforced but you may remain open until midnight on the Friday and Saturday at your discretion.

LOCATION: Booth assignment will occur prior to the event and you will be notified. No placement requests please. Booth location assignment is final.

If you are NOT selected as a 2018 Vendor you will receive a written notification via email and your payment (payment information) and supporting documents will be destroyed.

The Festival Organizers would like to inform you that consideration as a Merchandise Vendor is **not** on a first come first serve basis. Our Vendors are carefully selected in order to offer a wide variety of merchandise from which our visitors may choose. **Please note that our goal is to have vendors that meet our Festival's objectives and preference will be given to local vendors and Elvis memorabilia vendors first.**

Regarding Elvis Merchandise: All products offered for sale must be licensed merchandise displaying the E.P.E. registered trademarks & copyrights or **you will not be permitted to offer it for sale.** If you are found to be selling "unlicensed" Elvis merchandise, the Festival reserves the right to take appropriate and necessary action, without refund or recourse by the Vendor on the festival or its organizers, in order to protect the integrity of our event and our Festival license with Elvis Presley Enterprises.

Each year we have received an increased number of visitors to our Festival, as well as an increased number of Vendors who wish to secure space during the Festival. Therefore, in keeping with the integrity of our event, we would like to provide our visitors with Vendors who display a professional attitude and top quality product.

Sincerely,

Ryan Gardhouse
Vendor Co-Ordinator

John Gabriele
Vendor Co-Ordinator

If accepted, any cancellations must be received prior to June 1st, 2018. There will be a 25% charge deducted from your registration fee before refunding the balance to cover administrative costs. No refunds, or portion thereof, will be issued for cancellations received after June 1st, 2018. All cancellations must be received in writing.

POLICIES & PROCEDURES

MERCHANDISE VENDORS

1. Vendor licenses may be denied, terminated or revoked at any time and for any reason at the sole discretion of the festival or its organizers without recourse, rebate or refund to the Vendor.
2. **All Vendors must supply their own 10'x10' vending tents, including sidewalls, interior lighting, and sandbags to secure your tents and must conform to the fire & safety standards outlined below.**
3. **CAN/ULC S-109M or NFPA # 701** is the minimum standard required in terms of your tent's fire/flame resistance. You are responsible for adhering to this standard. If you are not in compliance and your booth is shut down by the Collingwood Fire Department or Festival organizers, you agree to forfeit your vendor permit, and your vendor fees.
4. Vendor spacing and placement/location is at the sole discretion of the festival organizing committee and will not be changed without the express permission of the festival committee or the vendor coordinators.
5. A valid contact name and on-site cell phone number must be provided on the Application Form for the Vendor to be considered for inclusion. Selection is **not** on a first come first serve basis.
6. Quantity of Vendors accepted is at the sole discretion of the festival committee.
7. **Any** Elvis merchandise vendor found with unlicensed "Elvis" or "Elvis Presley-related" merchandise being offered for sale **will** result in termination of your vending privileges without any refund of fees paid.
8. **Please note that only skeletal security staff is on site overnight and therefore the Festival or its organizers do not accept any responsibility whatsoever for theft or damage to the tents or any products left behind, exposed or unsecured once a vendor has closed down their booth or left that booth unattended for any length of time.**
9. **To Vendors requiring electrical power: The Festival offers 120 amp service. Please ensure that you reserve adequate power supply at the time of your application.** If additional power is required at any time during the Festival Weekend, you will be responsible to pay all on-site electrical charges associated with this request at that time and at the tradesman's rate.

SET-UP/TEAR-DOWN REGULATIONS:

- a) Please report to the Vendor Coordinator or their Agent to sign-in and be directed to your location.
- b) Be on-site by 6pm and set-up by no later than 11pm on Thursday, July 26th of the Festival weekend. You may finalize all set up of your tent, tables, etc at this time. Merchandise may only be moved in on Friday, July 27th after 6am and must be set up by 9am. No merchandise may be sold on Thursday, July 26th. ****NOTE: The Official Collingwood Elvis Festival Merchandise booth may be operating on Wednesday, July 25th and Thursday, July 26th.**
- c) Locations will be assigned in advance. The festival reserves the right to relocate vendors upon arrival to the festival for any reason, at the sole discretion of the festival or its organizers.
- d) Keep adequate supplies and staff to maintain your location all weekend.
- e) Your area is to be cleaned and cleared, all garbage bagged and removed and your unit packed by no later than 7 p.m. Sunday night. It is your responsibility to collect and remove garbage from your location. Please keep it clean, tidy and free of safety hazards. **Failure to maintain your area in a clean & safe manner, throughout Festival weekend, can result in exclusion for consideration as a vendor in future years, and or additional costs being levied against you should extra waste management services become necessary.**
- f) **ALL VENDORS MUST ARRIVE TO THE SITE WITH A \$200 CASH DEPOSIT - \$100 – "Garbage deposit" and \$100 for a "Cleaning deposit". This is fully refundable at the discretion of the organizers. It is designed to ensure that your space is clean prior to move out at the end of the festival and to ensure that garbage is placed directly in the designated bins and NOT in the cans located in public spaces.**
- g) Minimum hours of operation: **Friday** 10am to 10pm. **Saturday** 10am to 10pm **Sunday** 10am to 5pm
- h) You are required to remain open and on-site during all operating hours and until 5pm Sunday evening



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SAFETY POLICIES:

- a) No smoking or open flame devices permitted under tents. Tents must not be accessible to the public.
- b) Approved electrical cords only, and they must be covered with acceptable matting or securely elevated.
- c) Every tent, tarpaulins and decorative materials used in conjunction with tents shall conform to **CAN/ULC S-109M** Standard for flame tests of Flame Resistant Fabrics and Films or **NFPA # 701**.

ACKNOWLEDGEMENT

I, _____, have

- thoroughly read and completely understand the cover letter,
- thoroughly read and completely accept and understand the 'Policies & Procedures' and 'Set Up/Tear Down Regulations',
- thoroughly read and will adhere to the Safety Policies as written
- initialed each page of this application in the **bottom right corner**, and
- understand that, at any time, and for any reason, the festival or its organizers has the right to add, delete, or change any of the policies and that the Festival will inform me of those changes in writing.

Name (Print) _____

Company Name _____

Signature _____
I have the authority to sign this acknowledgement on the Company's behalf

Date _____

COLLINGWOOD ELVIS FESTIVAL

MERCHANDISE VENDOR APPLICATION FORM July 27 – 29, 2018

Gardhouse Enterprises Inc
15 Chamberlain Crescent
Collingwood, ON, L9Y 0E3
Email: ryangardhouse@hotmail.com

(PLEASE PRINT CLEARLY FOR LICENSING PURPOSES)

Company Name: _____ Contact: _____

Address: _____ Phone: _____ On-Site Cell Phone: _____

City/Town: _____ Prov/State _____ Postal/Zip Code _____ Fax: _____

Email: _____

Vendor Space is 10' x 10' in size.

See 'Policies & Procedures: 2 & 3' Your tent(s) must meet fire & safety standards to be eligible for use.

Prices are shown for standard booth space for non-corporate, traditional, merchandise vendors.

- _____ Single Space 10' deep x 10' wide (\$700.00)..... _____
- _____ Double Space 10' deep x 20' wide (\$1,100.00)..... _____
- _____ Triple Space 10' deep x 30' wide (\$1,450.00)..... _____
- _____ Hydro 120 amp (fee included)

Please note that if you cancel prior to June 1st, 2018, there will be a 25% administration fee deducted from your registration fee before refunding the balance to you. No refunds, or portions thereof, will be issued for cancellations received after June 1st, 2018. All cancellations must be received in writing to be valid.

ONLY ONE ELECTRICAL SERVICE PER VENDOR IS PROVIDED
If an additional service is required, please contact our office for pricing.

****Please Note: If additional power is required at any time during the Festival Weekend, you will be responsible to pay on-site all electrical charges associated with this request at that time and at the tradesman's rate.**

Sub-Total: _____
(Don't forget the HST!) → HST (13%) _____
Total Payment Enclosed \$ _____

Do you sell any "Elvis" memorabilia/merchandise? YES / NO
Including merchandise with the name "King of Rock & Roll" "Graceland" "Elvis" "Elvis Presley" "U.E.T.A.C." or his picture, image, or likeness etc. **If so, is it licensed with EPE/Graceland? YES / NO**

Merchandise Description: Please supply a specific description of the product/service you wish to display/sell on the attached product list provided. Only the items described on the attached product list(s) and approved by The Collingwood Elvis Festival are permitted to be displayed or sold. If you have photos of your merchandise please include them with your application. We reserve the right to halt and or refuse the sale of any items which are/were not included on the product list submitted or are felt to disparage or, in any way, belittle the integrity of our Festival or the image, likeness, or integrity of Elvis Presley.

I have read and understand the Policies & Procedures attached to this Registration Form and have attached a signed copy to this application and I agree to abide by the said terms and conditions.

Signed _____ Dated _____

Please make cheque/money order payable to Gardhouse Enterprises Inc.

General Information: (416) 951-4709 Email: ryangardhouse@hotmail.com

The Vendor Checklist

*This checklist was created for your convenience only.
It **does not** have to accompany your registration forms.*

Please ensure that all of the following items are included before sending the application:

- **Completed registration form – with signature**
- **Payment (current dated cheque, money order)**
 - **Ensure HST has been included at 13%**
- **Safety Policies & Acknowledgement – signed and dated**
- **Complete & accurate list of products offered for sale or sample**
- **Photos of your “set-up” from any event for our records**
- **Resume listing past events you have attended/participated in**

Documents to be received prior to July 1st, 2018:

- **Copy of proof of insurance of not less than \$5m.**
 - “Collingwood Elvis Festival” and “Gardhouse Enterprises Inc.” must both be named as additional insured on the policy
- **Proof of approved fire tags (retardant material) used in tents**
 - If applicable