**INTERNATIONAL WOMEN’S DAY**

**“EMPOWERMARKET”**

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**SATURDAY, MARCH 9, 2024 | 5 P.M. TO 9 P.M. | 1174 ITALIA LN., KINGSTON**

**VENDOR DETAILS**

**Criteria:**

* Woman-owned/run business
* Located in the Kingston and surrounding area
* No food vendors

**Vendor Fee:** $88.50 plus tax ($100.00 total) **plus a door prize valued at $25+**

***Optional:*** 50 Swag Bag Inserts *(Ex. business cards, brochures, coupons/vouchers, small promo items, samples, etc.)*

Includes:

* Booth Size: 8’ x 6’
* Set-Up Options *(based on availability)* of 8-foot rectangular table, 3 x 3’ square table with white linen & chair(s), clothing rack and access to power *(bring your own extension cord)*
* Your business listed on our event website and Facebook page as a vendor
* Your business name featured in our newsletter *(over 750 subscribers)*
* Your business tagged in a social media post on Facebook & Instagram listing our vendors *(over 2000 followers on Facebook and 1000+ followers on Instagram)*
* Business logo displayed on slideshow during event
* Two-hour set-up period from 3pm-5pm day-of event *(possible set-up day before TBD)*
* 1 food ticket to use at the live ricotta gnocchi station *(There will also be a charcuterie station onsite)*

**ARE YOU A CLOTHING VENDOR?**

**CONSIDER TAKING PART IN OUR FASHION SHOW FOR JUST $50 MORE!** (5 spots available)

Same amenities as above, plus:

* 1 rolling clothing rack
* 10 minutes to present looks and promote your business during the fashion show
* A shout out post about your business on our social media feeds
* An advertisement of your choice featured in our newsletter *(over 750 subscribers)*

*(NOTE: Vendor must coordinate their own MC, models, outfits, hair and makeup.)*

**Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Vendor (Contact Person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Business Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Social Media Handles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please checkmark the items/amenities you’d like provided at your booth:**

* 8’ rectangular table
* 3x3’ square table *(limited number available)*
* Access to power *(Please bring your own extension cord)*
* Table Linen
* Chair(s): \_\_\_\_\_\_
* Clothing Rack *(limited number available)*

**As part of your vendor requirements, we ask that you provide a door prize valued at $25 or more. Please describe the door prize you will be providing us and its value:   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**We would like to provide swag bags to the first 50 people who register for the event.  
Would you like to contribute anything to the swag bags?** *(This is a great way to promote your business and encourage sales by providing potential customers with coupons, samples, business cards, etc.)*

**If yes, please checkmark the items you plan to include and provide a description:**

* Coupons/Vouchers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Samples: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Promo Items *(Ex. pens, stickers, keychains, etc.):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Business Cards/Branding Materials
* *Other:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For promotional purposes, what is the estimated value of your swag bag items: $\_\_\_\_\_** (per bag)

**Anything else we should know? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vendor Agreement**

**THE VENDOR ACKNOWLEDGES THE FOLLOWING STATEMENTS:**

Once you have received written approval by the ICC, to confirm your spot as a vendor, the fee to participate in the event is $88.50 plus tax ($100.00 total). This fee is non-refundable, even in the event that the vendor cannot attend the event. This fee can be transferred to a different vendor willing to take the original vendor’s place with written consent from the ICC. Payments must be received prior to the event date of Saturday, March 9, 2024. Your booth is not confirmed until payment is received.

The vendor agrees to submit a door prize donation valued at $25.00 or more.

The vendor fee is to be paid by E-Transfer to [accounting@italo-canadianclub.com](mailto:accounting@italo-canadianclub.com) **with the password “Italian”,** by cheque *(made out to the Italo-Canadian Club of Kingston)*, or cash delivered to 1174 Italia Lane, Kingston.

The vendor confirms they have all necessary training, permits, licenses, etc. required to be selling their products.

All of the vendor’s items should be free standing or attached to the walls using sticky tack. No tape, nails, attachments, or glue to walls of the building. No support attached to the ground with bolts, or cement. Displays must not go beyond the measured booth dimensions. The show organizer will choose the booth location of each vendor. All possessions, decorations and garbage of the client or vendors must be taken down and removed from the hall at the end of the event.

No external food or alcoholic beverages may be sold or handed out to guests. The ICC will be the exclusive food vendor for this event.

The confirmed set-up time for vendors is from 3pm-4:45pm on Saturday, March 9th. The vendor agrees to arrive 30 minutes before the event or with enough time to complete their booth set-up by 4:45pm. *(There may also be time to set-up on Friday, March 8th. This will be confirmed closer to the event.)*

By signing this application, the Italo-Canadian Club of Kingston and/or its representatives, shall not be held accountable or liable for injury, loss, theft, damage, to the person or property of the vendor or representatives resulting from or arising out of negligence at the event. The ICC will take all necessary care; however, we cannot assume responsibility for loss or damage to property left in the Club prior to, during or after the event. For lost items, if found, we typically keep them for one week before donating or disposing of them.

Damages inflicted to the ICC property will be the responsibility of the client to pay for.

The vendor understands some of the indoor spaces, outdoor parking lot and surrounding areas outside are under surveillance 24/7.

The Italo-Canadian Club may promote your business in the form of publishing your vendor information on event pages, newsletters, giving your business a shout out during the event and/or by posting about your business on social media. The vendor grants permission for the Italo-Canadian Club of Kingston to do so. PLEASE EMAIL A COPY OF YOUR LOGO TO: [bookings@icckingston.com](mailto:bookings@icckingston.com)

The ICC will not tolerate verbal or physically abusive behaviour towards any member of staff, guest, or individual.

The vendor understands and agrees with all of the above. Any vendor who signs this agreement but does not meet all criteria is subject to expulsion from the market without a refund.

VENDOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please retain a copy of this agreement for your personal records.*

**Thank you for your interest in becoming a vendor with the Italo-Canadian Club of Kingston. Your application is subject to approval by the Club. Please submit this application to the contact provided below.** **Do not submit payment until your participation has been approved.**