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**VENDOR INFO FORM**

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

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

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**As part of your vendor requirements, we ask you provide 25 swag bag inserts. These could be some or all of the options listed below. For the items you intend to include, please elaborate.** *(If providing samples/promo items, specify what they will be, for coupons/vouchers, specify what they can be used towards/their value.)*

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

**For advertising 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:**

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 and agreement to the contact provided.** **Do not submit payment until your participation has been approved.**

Once you have received written approval by the ICC Contact, to confirm your spot as a vendor, the fee to participate in our event, the vendor fee is $75.00, taxes included. 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 Contact.

The vendor fee is to be paid by E-Transfer to 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 fee is due by Monday, February 27, 2023.

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

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 show.

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

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

The Italo-Canadian Club agrees to provide one eight-foot rectangular table, a white linen, two chairs and access to power (please bring your own extension cord).

No tape, nails, attachments, or glue to walls of the building. No support attached to the ground with bolts, or cement. Nothing may be suspended from the ceiling. Displays must not go beyond the measured booth dimensions or should not obstruct a clear view of any other booths. The show organizer will choose booth location.

The vendor agrees to arrive 30 minutes before doors open (one hour before the event start time) or with enough time to complete their booth set-up.

The Italo-Canadian Club may promote your business in the form of publishing your vendor information on event pages, 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.

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.*