



## ***2010 Vendor Welcome Package***

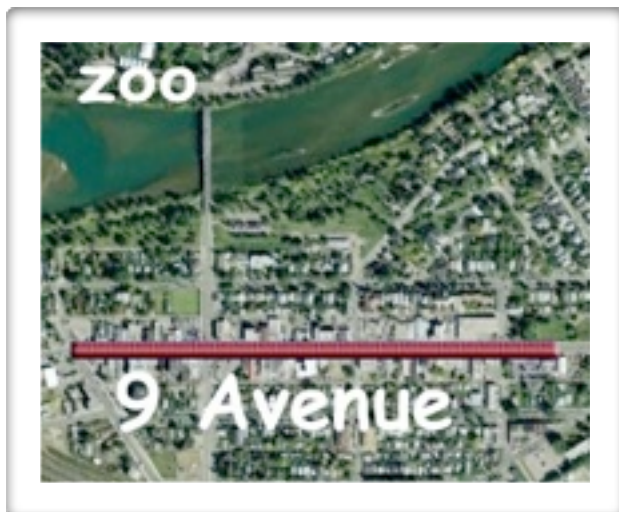
**5th Annual  
Inglewood SunFest  
Saturday - July 31st**



Last year there was an estimated 30,000 people who came down to enjoy the street performers, fashion shows, talented musical acts, local artists displaying their works and all the great shopping along the street.

Over 200 vendors participate in the festival including both local restaurants and merchants.

## **This is your invitation to join us!**



9 Ave S.E. between 11-14th Street gets closed down to allow festival goers to wander and enjoy the sites, sounds and tastes of



Inglewood Sunfest is the kickoff event for the ...

**CALGARY  
LAVITSEFRINGE**

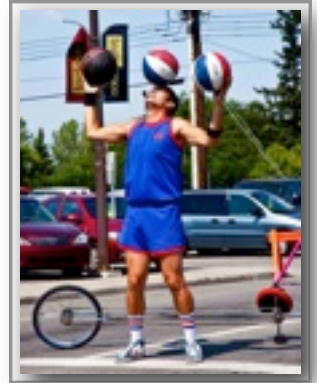


# 2010 Registration Form

I am a...

- Artisans, Home Based Business or Non-Profit **\$195**
- Existing Business with retail store **\$395**
- Food Service Provider **\$395**

All booths include one - 8' table (GST will be added)



### Extras...

- Concierge Service \$150: show up to find a tent and table already set up for you. End of the day, pack up your merchandise and leave everything else behind.
- Tent Weights \$20: weights & ropes provided for your tent

Detailed description of goods/products sold: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibitor / Artist Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Early Bird Incentive...** We allocate booth locations based on the time you register. The sooner you register, your booth gets placed closer to the middle of the event.

Number of booths required: \_\_\_\_\_ Total Amount Payable (include extras) \$ \_\_\_\_\_  
(Plus GST)

Payment:  Cheque made out to AO Shirley Foundation (no postdated cheques)  
 Visa  Master Card Expiry: \_\_\_\_/\_\_\_\_

Card # \_\_\_\_\_

Participant's display all goods at their own risk. AO Shirley Memorial Foundation is not responsible for damage, theft or loss of an participant's property, or personal injury resulting from participation in the SunFest. Assistance from festival staff will not be available for booth set-up unless you are a concierge client. I have read the entire Exhibitor's agreement/SunFest Rules and Regulations found on the website [www.inglewoodsunfest.com](http://www.inglewoodsunfest.com) & 2010 Vendor Registration Form and agree with the conditions set forth. I recognize that by signing below I have entered a contract with the AO Shirley Memorial Foundation.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Fax: (403) 236 - 0662  
Address: A.O. Shirley Foundation  
3 Riverwood Close SE  
Calgary, AB T2C 3Z4

Phone: (403) 265-3378  
Email: [Vendors@InglewoodSunFest.com](mailto:Vendors@InglewoodSunFest.com)

# SUNFEST RULES AND REGULATIONS

## 1. The Producer will:

- a) Produce the SunFest (street fair) in Inglewood between 11-14 Street - 9 Avenue SE to take place on Saturday July 31, 2010 open to the public from 11:00 am through to 5:00 p.m.;
- b) Provide for the exhibitor's use a 10' x 10' space on the roadway which will be closed to vehicles during this time. The producers reserve the right to designate table assignments and to modify them if deemed necessary;
- c) Produce and distribute promotional material including posters, brochures and provide media with public service announcements.
- d) Communicate with the vendor via the email address provided in the application.

## 2. The Exhibitor/Vendor will:

- a) Pay the producer the appropriate sum as defined in the registration form
- b) Provide his/her own chairs, display equipment, tent, and sinks
- c) Release the AO Shirley Memorial Foundation, Calgary International Fringe Festival Society, Inglewood Business Revitalization Zone their Board of Directors and staff, the City of Calgary and the merchants of Inglewood from any liability for any damage, loss, theft, breakage or injury to property or persons;
- d) Complete all necessary forms and provide full payment upon registration (no post-dated cheques) to validate this agreement;
- e) Unload and load at the requested times of 8:00 am and 5:00 p.m. respectively, and shall adhere to parking instructions. Exhibitors **must** be situated at booth location by no later than 10:00 am to set-up. Failure to do so will automatically release booth location back to the producer and no refund will be issued. Exhibitor may not dismantle before 5:00 p.m..
- f) Keep area clean and tidy with extra stock and personal items stores under tables, behind the skirting out of public view;
- g) Agree to abide by the rules and regulations of Calgary Health Region as they pertain to the handling of food. All participants selling food must include a photocopy of the certificate of completion of the Food Safety Course, a completed Special Event & Trade Shows Application Form along with their registration form by no later than June 15th, 2010.**
- h) Supply their own garbage containers and clear their own trash at the end of the day if they are selling or giving away any food items;
- i) Sign the bottom of the Registration form and consider that form the producer's copy of the Exhibitor's Agreement form. The exhibitor will keep the Exhibitor's agreement (this form) for his/her reference.

**3.** The agreement will become effective upon receipt of the completed Registration form with full payment, dated at the time of registration along with a counter signature by a representative of the AO Shirley Memorial Foundation.

**4.** There will be no refunds. The producer will not be liable for refunds or any liabilities whatsoever if the festival is disrupted due to any act of God, strikes, weather, statutes or any case beyond the producer's control. This is an outdoor event, rain or shine and the producer will not be held responsible for shelter, alternate indoor sights or alternated dates in the case of inclement weather.

## **HOW WILL I KNOW WHERE MY TABLE WILL BE LOCATED?**

By July 15th, we will send you a map with your location clearly indicated and details regarding set up times and locations.

## **GARBAGE IS THE VENDORS RESPONSIBILITY.**

You are required to clean the 10-foot radius around your table, remove all garbage and take it to a LARGE GARBAGE BIN (not to use existing street receptacles). You may receive extra garbage bags and a map of all LARGE garbage bins from the SunFest office or at the INFORMATION booth on the event day.

## **MORE RECYCLING BINS.**

Please be good to the environment and recycle!

## **TENTING AT YOUR BOOTH.**

If bringing your own 10x10 tent for your location **please ensure that you have the proper documentation with you showing proof that the tent is fire retardant and a minimum of 25 lb. weight for each leg or you will not be allowed to set up your tent.** There will be inspectors on site the day of the event that will randomly select vendors to ensure that they are complying with these city fire code regulations.

## **VENDORS ARE NOT ALLOWED TO START SETTING UP BEFORE DESIGNATED TIME.**

If you do not comply, you will be asked to leave the event and will not be permitted to return in future years. You **MUST** be at your booth location by no later than 10:00 AM to set-up or your table/location will be released back to the SunFest without a refund.

## **WHAT IS PROVIDED WHEN I RENT A BOOTH?**

You are given a 10 x 10-foot space and a 8' table. You may bring a 10 x 10-foot tent. We ask that you please take the space allowance seriously. **Your tents must be fire rated as mandated by the City of Calgary Fire Department and be weighted down by 25 lb. at each point.** You provide your own chairs, tables (we provide 1 table), displays and weather coverings.

## **MAY I DECIDE WHERE MY TABLE WILL GO?**

**SunFest reserves the right to place vendors in any location no matter of their location in previous years.** Keep in mind that Inglewood business owners will have priority for booth locations outside of their establishment.

## **MAY I USE A GENERATOR?**

Generators are not permitted because of the noise and pollution concerns.

## **WHAT HAPPENS IF IT RAINS THAT DAY?**

The SunFest goes rain or shine! Please note however, we do not give refunds due to bad weather.

## **MAY I SELL FOOD?**

Not unless you apply and are approved as a food vendor. Calgary Health Region gives prior approval to all those who wish to sell food. All types of food, even pre-packaged food requires pre-approval. Furthermore, all food must be prepared in an approved site and requires special handling (yes, even if you're preparing popcorn). *A Special Event & Trade Shows Application Form* must be filled out and should accompany your regular registration form. If you need a form, you can download it from our website at

[www.calgaryhealthregion.ca/publichealth/envhealth/program\\_areas/special\\_events/special\\_vendor.htm](http://www.calgaryhealthregion.ca/publichealth/envhealth/program_areas/special_events/special_vendor.htm)

## **WHAT IS THE DEADLINE FOR CALGARY HEALTH REGION SPECIAL EVENT FOOD FORMS?**

Food forms along with a photocopy of the certificate of completion of the Food Safety course must accompany the registration form to complete your registration. This must be provided to the SunFest office by **no later than June 15th, 2010 as it is required by Calgary Health Region**. A schedule of the special event food safety courses provided by Calgary Health Region will be available in February. You can visit their website at [www.calgaryhealthregion.ca](http://www.calgaryhealthregion.ca)

**\*\*We reserve the right to limit the amount of certain types of products sold at the festival.\*\***

## REGISTRATION INFORMATION

**You may pay for up to 4 spaces.** Please note that your additional spaces will be situated side by side, unless otherwise indicated. **You will not be registered if you send a post-dated cheque.** Cheques are required to be deposited upon receiving them in order for you to be registered. A \$30.00 fee for NSF cheques will be imposed.

**Please make all cheques payable to “A.O. Shirley Foundation”**

Mail your registration to:

**A.O. Shirley Foundation  
3 Riverwood Close SE  
Calgary, AB T2C 3Z4**

Fax your registration form to:

**FAX (403) 236-0662**

### **Inquiries:**

**[Vendors@InglewoodSunfest.com](mailto:Vendors@InglewoodSunfest.com)**

Phone: (403) 265-3378

**Table allocation takes place on July 15th, 2010.** You will receive a map indicating your table location and further information regarding the Festival day by the 3<sup>rd</sup> week of July.

***We would like to thank all of our vendors for helping to make our event a growing success over the years!***