



2022 Four Fires Festival Vendor Contract

This Contract is between _____ (“Vendor”)

And Canoe Cultures Society, (“CCSoc”).

Vendor Space Size:10’ X 10’_unless otherwise specified:_____

Company Name: _____

Booth Name (if different than Company Name): _____

Address: _____

City and postal code: _____

Email: _____ Cell Phone: _____

Website: _____

Facebook: _____

Instagram: _____



Section 1 - Grant of Space

- The deadline to complete and return this contract is September 1st, 2022.
- Upon acceptance of the vendor application, signed contract, and receipt of payment, CCSoc will grant Vendor the right to use a designated booth in the festival (the "Space").
- The festival will take place in Concord Community Park in Vancouver, BC, on Saturday September 10, 2022 and Sunday September 11, 2022.
- Final site plan, specific vendor Space assignments and load-in instructions will be forwarded by CCSoc via email by September 3, 2022.
- Vendor's use of the space is non-transferable. Vendor may not allow anyone else to use the Space without the express permission of CCSoc.
- Vendors may provide tents and tables or rent from CCSoc. No chairs are to be set in vendor lot for customers.
- All electrical equipment brought on-site must follow electrical guidelines. Electrical vendor form must be filled out and returned by September 1, 2022 to gauge power needs. All cords, multi-plugs must be provided by vendor. If power needs are in excess of #1-20-amp circuit, additional charges will apply.
- Vendor responsible for splitters and electrical cords. Festival Maintenance may be available to assist if set up prior to festival. Your signature below verifies your understanding and agreement to this arrangement.

Section 2 - Vendor Items



- You must attach a list of item(s) for APPROVAL to display and/or sell in your Space. Include photos or website link of each type of products being offered and describe the type of display, presentation and items to be sold.
- Vendor must keep property and merchandise within the allotted boundaries of vendor Space.
- Festival staff may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application.
- Vendor is prohibited from selling counterfeit items, unlicensed merchandise, drug paraphernalia or items prohibited by British Columbia or Federal law or any merchandise that CCSoc, at its sole discretion, considers racist, discriminatory or offensive.
- Vendors may not sell any item with the name or image of any act performing at the festival.
- Vendors must provide their own monetary change for customer transactions. CCSOC will not provide or arrange for cash change. Please plan accordingly.

Section 3 - Insurance

- CCSoc requires that a Certificate of Insurance be filed with our office by all vendors selling food.
- The Certificate is to show a minimum coverage of \$1,000,000 per occurrence, General Liability and the **Canoe Cultures Society** and the **Western Canada Community Projects Society must** be named as an additional insured and shown as certificate holder
- Please ensure the term of the insurance (effective date to expiration date) covers September 9, 2022 to September 12, 2022.



Section 4 – Laws, Regulations and Permits

- All commercial vendors are required to exhibit their business license.
- All food and beverage Vendors must ensure that a valid City of Vancouver Environmental Health Permit be exhibited on-site at their Vendor location and a copy filed with our office.
- Vendor must load in prior to festival operation hours. **LOADING IN OR OUT WILL NOT BE ALLOWED DURING FESTIVAL OPERATION HOURS.** Remember you have been selected by our festival because of what you bring to our celebration, please be open for business during the stated festival operation hours.
- For security purposes, any vehicle not displaying a vendor's parking pass, (to be provided at a later date) will not be admitted into the vendor area for loading and unloading.
- Vendors are responsible for obtaining and paying for all business licenses, permits and taxes that are required for its operation including PST and GST.
- Vendors are responsible for paying all mandatory employment remittance contributions for their staff and Worksafe BC.

Section 5 - Green Guidelines

CCSoc strongly encourages environmental responsibility. The following are suggested ways your booth can exhibit eco-friendliness:

- No plastic bags, single use plastic cups, straws, plates, cutlery or Styrofoam.
- Please make plans to reduce your waste including food and single-use products
- Sustainable products should be used when available.
- Please consider ethical procurement of goods and services



Section 6 - General Terms

- CCSoc offers no guarantees or warranties of any kind.
- The event is rain or shine; no refunds will be offered for a no-show.
- Vendor must be set-up and ready for operation by 10 am, Saturday, Sept 10, 2022 and remain operable for all festival hours. Non-compliance may result in forfeiture of booth space.
- Vendors must remove all products and equipment at the end of the festival. Vendor must remove their own trash and properly discard in appropriate trash and or recycling receptacle.
- Vendors must leave the space waste-free and in the same condition as when provided. We strive to leave the property better than we found it, and we need your help to do this.
- Vendor must vacate the festival grounds not later than 12 noon, Monday, September 12th, 2022.
- Highly suggested that vendor not vacate the festival prior to the official closing time without express permission of CCSoc. Violation may result in not being permitted back for future festivals.
- Solicitation - No use of bullhorns or other forms of oral solicitation, customer or perceived incentives in exchange for business. This behavior is grounds for immediate dismissal and you will not receive a refund.
- No motorized vehicles are permitted during event hours. We recommend using dollies, carts, etc. Vendor parking for one vehicle will be supplied. In some special circumstances a second vehicle pass may be supplied.
- Overnight security is provided but CCSoc is not liable for theft or damage to equipment and/or inventory when vendor staff does not attend vendor booths.
- Staff credentials are non-transferrable and are to be used by working staff only.

Section 7 - Causes for Denial or Revocation of Selling Privileges & Disciplinary Actions, and Result Thereof



- Any Vendor who does not abide by guidelines set forth as described on the application, seeks to evade or refuses to make payment of the proper rental and space fees, or ignores the festival operational guidelines will be denied selling privileges and required to leave.
- Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the festival premises and will be cause for denial of selling privileges and required to leave.
- CCSoc may revoke this contract, canceling Vendor's right to occupancy, if CCSoc believes, at its sole and complete discretion that Vendor has violated any of the terms of this contract.
- If CCSoc revokes Vendor's selling privileges or otherwise cancels this contract under the terms listed above, Vendor will immediately vacate under the terms of this contract.

Section 8 - Payment

- Full payment must accompany submission of this contract. Payment can be made via cash, credit card or e-transfer.

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH ALL RULES AND REGULATIONS AS OUTLINED IN THIS APPLICATION.

Vendor Name: _____

Authorized Signature: _____

Date: _____

Please make a copy of this contract for your records. Signed contracts will remain at the CCSOC office. Scan and email to Vendors@fourfires.ca.



FEES (circle one that applies) Each Vendor is given one 10 X 10 space.

1. All artists and artisans who are selling or demonstrating their own handmade items

\$25.00 plus \$1.25 GST for a total of \$26.25 non-refundable fee by August 15, 2022.

2. All commercial vendors selling Indigenous products designed and / or made by other Indigenous artists or artisans.

\$100.00 plus \$5.00 GST, for a total of \$105.00 non-refundable fee by August 15, 2022

3. All food vendors

\$200.00 plus \$10.00 GST, for a total of \$210.00 non-refundable fee by August 15, 2022.

If payments are not made by September 1 the space will be given to the next vendor on the waiting list.