



## VENDOR APPLICATION FORM

Vendor applications should be delivered to the VAC Office by 5pm, July 31<sup>th</sup>, 2018

### GENERAL TERM OF ENTRY

1. Acceptance is at the discretion of the Visual Arts Centre of Clarington
2. Spaces are available on a first-come, first-served basis.
3. This is a rain or shine event, vendors must remain on-site for the duration of the event on both event days (September 29th and 30th). Early take down is not permitted.
4. VAC requires written notification of your cancellation by August 31st, 2018. A refund minus \$15 processing fee will be issued for cancellations received before August 20th, 2018.
5. Vendors are responsible for their own set up and clean up at the start and end of each day.
6. All refreshment vehicles are responsible for own Special Events Refreshment Vehicle License and register with the Region of Durham Health Board at least 15 days prior to the event. Failure to do so may result in removal from the event without refund.

### APPLICATION PROCESS

The application will include: application form, payment (in person or online), and images of your product.

**Online:** Email your application to Vivienne Song, [development@vac.ca](mailto:development@vac.ca)

**In person/by mail:** The package can be mailed to P.O. Box 52, 143 Simpson Avenue, Bowmanville Ontario L1C 3K8, or dropped of at the VAC front office.

### VENDOR SPACE

#### \$75 per vendor space

Vendors can choose between a 10x10' tent space or a vehicle space for vehicles up to 30'.

\*Limited hydro spaces are available on a first come, first served basis.

**DISPLAYS REQUIRING CONSTRUCTION ARE NOT PERMITTED.** A VAC representative will ask you to remove your display if it is anything other than a 10' x 10' tent and/or fencing. No refunds will be issued for removed display.

## **FESTIVAL HOURS "LIVE" ON THE GROUNDS**

The festival takes place on the VAC grounds at Soper Creek Park. Selected must be present for the advertised hours below. Early takedown is not permitted.

Saturday, September 29<sup>th</sup> 2018: 10:30am-4:00pm

Sunday, September 30<sup>th</sup> 2018: 10:30am-4:00pm

**This is a rain or shine event.**

## **CANCELLATIONS**

**VAC requires written notification of your cancellation by August 31<sup>st</sup>, 2018.** A refund minus \$15 processing fee will be issued for cancellations received before **August 20<sup>th</sup>, 2018.**

**You will be required to pay at the time of submitting your application.  
(Payments can be made online or in-person. The VAC accepts Paypal, Cash, Cheque,  
Debit, Visa or Mastercard)**

## Clarington Outdoor Art Festival Vendor Application Form

Company Name			
Contact Name			
Email Address			
Phone:		Cell:	
Website and social media account (if applicable)			
Address:			
Town:		Postal Code:	
Describe your product:			
Type of space:	<input type="checkbox"/> 10x10' tent space <input type="checkbox"/> Refreshment vehicle space		
Submission Fee:	<input type="checkbox"/> \$75.00 (per vendor space)		
Payment Type:	<input type="checkbox"/> Paypal <input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Credit		
Application Checklist:	<input type="checkbox"/> Application Form <input type="checkbox"/> Submission Fee <input type="checkbox"/> Images of your product		