

Surrey Pride



Vendor Registration Package

**Surrey Pride Vendor Registration Package
2018**



INVITATION AND WELCOME

The Surrey Pride Society proudly invites you to participate as a Vendor of the Surrey Pride Festival 2018. We are very excited to advise that the Surrey Pride Festival is at the New, The Flamingo Music and Event Venue, 10768 King George Boulevard, Surrey BC and held on June 30, 2018. The festival opens at Noon and closes at 5:00PM, and after party to follow for Adults in same Venue. New this Year we have some spaces for Adult Vendors in the Beer Garden Venue.

The Surrey Pride Society promotes and encourages everyone from within and outside the community to participate no matter what gender, race, sexuality, age, religion or cultural diversity that you may be! **EVERYONE WELCOME!!!**

This is an excellent opportunity for Businesses and Organizations to show their support of these goals while promoting themselves to a very supportive and loyal community.

In 2017, an estimated 7,000 people attended the Surrey Pride Festival. The opportunity to host the Surrey Pride Festival 2018 at our new location, The Flamingo Music and Event Venue is allowing Surrey Pride to once again bring our Pride Celebrations in the City of Surrey. It also provides an excellent opportunity to vendors, who choose to participate, to feature their products and to help ensure that this will be the best Surrey Pride Festival to date.

The Surrey Pride Festival will include a Main Stage with a variety of New and Exciting Entertainment, Youth Venue, Adult Venue with Beer Garden, Bands, a Variety of Food Choice Delights and hopefully YOU!

We welcome your involvement and thank you for supporting Surrey Pride 2018.



VENDOR INFORMATION

Permits/Licenses

- Vendors are responsible to obtain all required permits and licenses and must visibly display these during the festival.

Application Rates

- All applications must be received with full payment by May 15, 2018. The rate schedule is on the application form. Please select the rate that best matches the description of your Business/Origination.

Vendor Environmental Responsibility

- We take Pride in our environment. With the increasing global focus on environmental sustainability we are committed to minimizing our impact at Pride. We ask that you leave the site the way you found it. Garbage, recycling, bottle containers will be made available on site. Only these containers are to be used by all vendors. There will be a recycling area in the venue on event day.

Vendor Space

- The Surrey Pride Festival Coordinators will assign you a space, including a table and 2 chairs. You can rent additional tables and chairs and this must be indicated on the Vendor application form and submitted by the application deadline. Vendors are encouraged to bring their own tent or booth structure for the Surrey Pride Festival site as long as it fits within the assigned space (Outside Spaces Only) No Tents on inside booths. Please note there will be no reduction in cost should you not require table and chairs included in the application fee. All booths are assigned based on the application receipt date.



Vendor Set Up

- Surrey Pride Festival setup starts on Saturday June 30, 2018 at 10AM. Set-up completion, including removal of all non-essential vehicles, must be completed by 11:30AM.
- Email the Festival Coordinator Henry Lorteau: president@surreypride.ca prior to event day if you have any questions or special needs. Should your vehicle be part of the display or presentation, please be sure to indicate this on your application and obtain approval prior to setup.

Tear Down

- Vendors are required to remain until festival ending, NO EXCEPTIONS
- Festival site tear down cannot commence sooner than 5 pm on June 30, 2018. Vendor spaces must be returned to their original condition. This includes the removal of any and all garbage and recycling used in your displays. No vehicles are permitted on-site for tear down until 5 pm. Each Vendor must check out with onsite event staff located at the Surrey Pride booth to ensure the safe return of all equipment & cleanliness of the site itself.

Electrical

- **No electricity** is provided for festival vendor sites **except for inside vendors**. If you require power you will need to rent a generator. All generators must be registered with the event. Generators must be operated on the outer lying booths only in order to avoid noise intrusion and to vent exhaust away from other vendors. Note: generators must be noted on your application form. Electrical is not available last minute on the day of the festival.

Sound

- No broadcasting will be allowed on any booth site other than from battery powered, portable, domestic-use radio/CD/DVD/iPod units. Sound must not interfere with any neighboring booths or the main stage area.



Alcohol and Illegal Substances

- Alcoholic beverages and all other illegal substances are not permitted within the festival area. If you are found to be in possession of such items, you will be asked to leave the festival site and forfeit your payment.

Duty and Custom Clearance

- Selling vendors are responsible for the payment of duties and customs and brokerage clearance for any and all goods they wish to import into Canada for sale at the festival sites.

Payment Options

- Accepted method of payment is by Cheque, receipts are available upon request. Cheque to be made payable to **Surrey Pride Society**. Payment **MUST** be received with your application to process.

Refund Policy

- Neither illness or weather conditions constitute acceptable reasons for cancellation.

Application Deadline

- The application deadline for all Surrey Pride Festival 2018 vendors is May 15, 2018 and **MUST** include your payment.
- Applications received **AFTER** May 15, 2018 may not be accepted and must be approved by the Festival Committee. Please mail applications payable to **Surrey Pride Society** PO Box 22, 10688 King George Blvd., Surrey, BC V3T 4W4. Please do not mail cash.



VENDOR APPLICATION & PAYMENT INFORMATION

****PLEASE RETURN PAGE 5 to 8 TOGETHER WITH YOUR PAYMENT TO THE ADDRESS NOTED BELOW****

Operating Name: _____

Contact Name: _____

Site Contact Person: _____

Address: _____

Phone: _____ Cell: _____

E-mail: _____

Website: _____

- Please briefly describe the type of products/services that you will be promoting:

- Does your set-up include a generator? No/Yes _____
- Does your set-up include a space larger than 12' x 12' (Outside Only)

No / Yes _____ How big is the space you require? _____ sq. ft.

- Request: Inside Venue _____ Outside Location _____
- _____
- Request Adult Venue Inside Beer Garden _____



- Do you require additional tables or chairs? Yes/No _____
(If yes please indicate additional requirements)

Table's _____ Chairs _____

- (If required) Have you applied for or obtained the necessary permits/licenses for your display? Yes / No _____

If No...when do you plan to apply/obtain it? _____

Type of Business/Organization: (Please check which one applies)

Corporation - National or international company selling goods and/or services.

Business - Business selling goods and/or services.

Non-Profit - A "not for profit" group displaying information on the group within the confines of the designated festival site. No Sales activities.

Corporation: \$60.00

Business: \$40.00

Non-Profit: \$25.00

Adult: \$50.00

Vendor fee includes:

- One table 2 Chairs
- If you require extra tables and/or chairs, please contact Henry Lorteau at president@surreypride.ca
- Extra table - \$10.00 each
- Extra chairs - \$5.00 each



You are encouraged to bring your own tent or booth structure for your space, if desired, to guard against the elements, as long as it fits within the space you are allotted. We can offer a contact, if needed, for acquiring tent rentals.

Payment Type: Cheque: \$ _____

PLEASE RETURN PAGES 5 to 8 TOGETHER WITH YOUR PAYMENT TO THE ADDRESS BELOW

Please note that receipt of FULL PAYMENT and the VENDOR APPLICATION & VENDOR AGREEMENT (pages 5, 6 & 7) are required to process your application.

Submit all payments by May15 2018, payable to the **SURREY PRIDE SOCIETY** and mail to:

**Surrey Pride Society
PO Box 22 - 10688 King George Blvd.
Surrey, BC
V3T 4W4**



VENDOR AGREEMENT

Business/Organisation Name:

I, _____, on behalf of _____ and there of or persons associated with same for the proposes of this agreement, hereby acknowledge that the 2018 Surrey Pride Festival is under the direction of Surrey Pride Society and the persons named by Surrey Pride Society to act and agree to abide by the directions and the instructions of the aforesaid persons, and to cooperate with them to ensure the safe and orderly conduct of the festival and the activities ancillary thereto; and further, understand that failure to comply with said directions or instructions or otherwise to be non-cooperative may result in expulsion from the festival site and/or assessment of damages and penalties. There will be no refund of any fees paid by the entrant. This is irrespective of whether the entrant failed to appear on the day of the festival or removed from the festival for failure to adhere to any of the rules and regulations as set by Surrey Pride Society. The applicant understands that Surrey Pride Society has legal possession and control of the Festival site on Sunday June 30, 2018. The applicant therefore understands that the use granted by Surrey Pride Society is a LICENSE TO OCCUPY ONLY; it is not coupled with an interest in the property. Surrey Pride Society retains the right to terminate this license to occupy at any time during the term of the applicant's use if the applicant has been found to have submitted false or misleading intent to the Surrey Pride Society of their undertakings as stated in their original purpose and function while at the Festival site. The applicant agrees to keep and leave the space occupied clean and safe to others as well as clear of refuse, must pay for and utilize the space provided by Surrey Pride Society, to furnish all equipment, inventory, supplies and personnel necessary to the operation of his/her/their space. The Surrey Pride Society reserves the right to make changes or edits to any part of the application at any time.

Date: _____

Print Name: _____

Signature: _____