



## Okotoks Show & Shine Merchandise Vendor Application Form

This application form is for businesses to express their interest in participating as a vendor at The Okotoks Show and Shine August 19<sup>th</sup>, 2018. The Show and Shine reserves the right to limit the number of vendors dealing in sales of similar products. The Show and Shine further reserves the right to select and approve all products for sale, exhibition or promotion during the event.

**Application Deadline: June 28<sup>th</sup>, 2018**

### Vendor Information

Please complete all of the information below. Applications must include all noted information. If all information is not completed the application will not be valid.

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Company Name

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Type of Service/ Product(s)

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Contact Person's Name

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Web-site Address

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Email Address	Phone Number
Mailing Address	City, Postal Code
Size of Space Requested	

Once participation is confirmed, an agreement/contract will be issued. The agreement along with full payment (cheque made to the Okotoks Show & Shine or email money transfer (okotokskintreasurer@hotmail.com) as well as proof of insurance must be submitted no later than Friday June 28th, 2018.

I, the undersigned, acting as a representative for myself or the party named herein,

\_\_\_\_\_ fully understand and agree to the terms and  
Name/company/partnership (please print)

conditions as outlined in this merchandise vendor application.

I have enclosed the required documents as outlined.

\_\_\_\_\_  
Signature

## Important Information

### Preference will be given to:

- Local vendors (business or home address in Okotoks/ Foothills)
- Good quality, well priced items
- Submissions which sell outdoor event needs for example: sunscreen, umbrellas, disposable cameras
- Submissions which incorporate green initiatives

### Submission Requirements:

- All submissions are subject to a selection process
- Price list, product list, product photograph should be submitted with application
- Late submissions will not be accepted
- Limited number of spaces available
- Food and/or beverage sales and/or give aways are not permitted at your booth
- Certificate of insurance for \$1,000,000 liability naming the Okotoks Kinsmen Show and Shine and the Town of Okotoks as an additional insured

### Location & Space Allocation:

- Elizabeth Street
- Lot Sizes: 10' x 10 and 10' x 20' spaces available
- Electricity is not provided
- The location of each booth will be determined by the Show & Shine in advance of the event

### Set-up & Take Down:

- Merchandise vendor will be required to do their own set-up and take down
- Vendors will be required to supply their own tent, tables, chairs and power-silent generators (not to exceed 70 dB)
- Motorized vehicles are restricted to roadways and may not drive on Elizabeth Street once event begins
- Set-up: Access, 6:00 a.m. to 7:00 a.m., August 19<sup>th</sup>, 2018
- Set-up must be completed by: 9:00 a.m., August 19<sup>th</sup>, 2018
- Late arrivals will not be accommodated
- Take-down: no earlier than 4:00 p.m., August 19<sup>th</sup>, 2018
- Signage must be confined to your booth
- This is an outdoor event, come prepared for weather
- Booths must have a clean, attractive and professional appearance

### Space and Fees:

- 10' x 10' space - \$100
- 10' x 20' space - \$200
- Larger spots available upon request – please inquire for sizes and cost