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**TWINFEST**

**Email Application to tkofcd@gmail.com**

**Application for Crafts Vendors**

TwinFest will take place July 14, 2018 at 11 am to 4 pm, End of Steel Park, Edmonton. The festival will provide space for small and home-based retail and commercial businesses to showcase and sell their products and services. Products must be appropriate for sale at a family-friendly, community festival. Space is allocated through a “first-come, first-served” process with a goal to create a diverse product mix.

**Vendors**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **QUANTITY** | **PRICE** |
| NON PROFIT/ARTISAN | Click here to enter text. | $25 |
| BUSINESS/CORPORATE | Click here to enter text. | $100 |
| SECURITY DEPOSIT | Click here to enter text. | $0 |

Number of Booths Required Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_

Total $Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_

Venue for festival: End Of Steel Park, Edmonton

Contact: Click here to enter text.

Business name: Click here to enter text.

Address: Click here to enter text.

City/Province: Click here to enter text.

Postal code: Click here to enter text.

Phone number: Click here to enter text.

Email:Click here to enter text.

Website: Click here to enter text.

**Booth Space and Fee**

* Vendors are responsible for supplying their own equipment (i.e. tents, tables, chairs).
* 10 x 10 ft. space per vending booth.
* E-transfer to [tkofcd@gmail.com](mailto:tkofcd@gmail.com) or check to **TKOFCD**, P. O. Box 3009, Beaumont, T4X 1K8.
* Application deadline is July 10.
* You will not be registered if you send a post-dated cheque. A $60.00 fee for NSF cheques will be imposed.

**Set-up**

* Vendors may start loading into the site starting at 8:00 am.
* Participants in the craft selling area must be set-up and in place for 11:00 a.m.
* Parking is available in nearby streets, school and church lots. Parking lot at the facility is reserved. Festival staff can recommend suitable lots near the event site. All structures (tents) must be weighed down, No staking or attaching to other permanent structures

**Take-down**

* Will commence after 3:00pm. If you are selling well then you can stay open until the festival ends at 4:00 pm
* Vehicles are NOT allowed onto the event site until after audience has cleared and ONLY at approval of Operations Coordinator after 4:00 pm

**Application Process** - Applications must be received by June 30th. Notification of acceptance will take place in a timely manner via email or telephone.

**Product or Service to be offered for sale:**

Please list all products or services to be sold; organizers reserve the right to reject products or services they feel are not appropriate for a family-friendly event.

|  |  |
| --- | --- |
| 1 | Click here to enter text. |
| 2 | Click here to enter text. |
| 3 | Click here to enter text. |
| 4 | Click here to enter text. |
| 5 | Click here to enter text. |

**RULES AND REGULATIONS**

**1. TKOFCD will:**

a) Produce TwinFest on July 14, 2018.

b) Produce and distribute promotional material including posters, brochures and provide media with public service announcements.

**2. The Exhibitor/Vendor will:**

a) Pay the producer the appropriate sum as defined in the registration form and security deposit

b) Provide his/her own chairs, tables, display

c) Release the Trebi Kuma Ollennu Foundation for Community Development (TKOFCD) its Board of Directors and staff and the City of Edmonton, 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, and shall adhere to parking instructions.

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 the festival and TKOFCD

h) Supply their own garbage containers and clear their own space at the end of the day

i) Sign the bottom of the Registration form. The exhibitor will keep the Exhibitor’s agreement (this form) for his/her reference.

**3. The vendor** must sign the Vendor Agreement (this form). The agreement will become effective upon receipt of the completed Registration form, the vendor agreement and full payment, dated at the time of registration.

**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 nature, strikes, 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.

I have read the above conditions and agree to save and hold harmless the TwinFest Committee, Trebi Kuma Ollennu Foundation for Community Development (TKOFCD), and the City of Edmonton and any of their officers, agents, servants and employees free from liability for a) any damage to or loss of equipment under this agreement b) any personal injury (including death) associated with the Vendor’s participation under this agreement. The Vendor recognizes their responsibility to provide adequate insurance policies to cover such an eventuality c) any and all suits or claims alleging damage or injury (including death) to any person or property that may occur or may be alleged to have occurred as a result of the Vendor’s participation and negligence arising from the preparation, manufacture, storage, display or sale of items and, at its own expense. The Vendor shall defend any and all such actions and pay all legal charges and other costs, arising thereof.

**Signature** Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please make a copy of this application and mail to TwinFest, P. O. Box 3009, Beaumont, T4X 1K8, Alberta

Please bring either samples of your product or email detailed photos for our review.

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| Office Use Only | | |
| Approved |  | |
| Date: |  | |
| Payment received | Yes | No |
| Date Received: |  | |