

SURREY FUSION FESTIVAL

FOOD · MUSIC · CULTURE

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SAVINGS

2020 EXHIBITOR APPLICATION & AGREEMENT

EVENT DATE:

July 25 & 26, 2020, 11:00am - 10:00pm
Exhibitor Booth Hours: 11:00am - 7:00pm

LOCATION:

Holland Park
King George Blvd & Old Yale Road

APPLICATION DEADLINE:

April 10, 2020

PLEASE COMPLETE AND RETURN TO:

Sheenam Kaler, Special Events Coordinator
City of Surrey, Special Events Section
13450 104th Avenue, Surrey, B.C., V3T 1V8

Phone: (604) 591-4203
skaler@surrey.ca@surrey.ca

www.surrey.ca/fusionfestival

STEP 1: WHO ARE YOU?

COMPANY NAME: _____
CONTACT NAME: _____ TITLE: _____
ADDRESS: _____ CITY: _____ PROV: _____ POSTAL CODE: _____
WEBSITE: _____
PHONE NUMBER: _____ EMAIL: _____
COMPANY BIO (2-3 sentences): _____

STEP 2: WHAT ARE YOU DOING?

BOOTH NAME (as you would like it to appear in the program): _____
ONSITE CONTACT PERSON: _____ CELL: _____
PLEASE DESCRIBE YOUR DISPLAY AND ACTIVITIES: _____

TOTAL FOOTPRINT SIZE (as confirmed by your City contact): _____

WILL YOU BE SAMPLING FOOD? Yes No

WHAT ARE YOU PLANNING TO SAMPLE? _____

*Food permits must be secured from The Fraser Health Authority (www.fraserhealth.ca)

DO YOU REQUIRE POWER FOR YOUR BOOTH? Yes No

DESCRIBE WHAT YOU WILL BE POWERING: _____

HOW MANY AMPS? _____ HOW MANY WATTS? _____ HOW MANY CIRCUITS? _____

Please sketch your activation's entire footprint:

STEP 3: WHAT DO YOU NEED?

Please let us know what supplies you need us to order for you.

You are welcome and encouraged to bring your own supplies.

ITEM	QUANTITY	TOTAL COST (TBD)
10'x10' vendor space		
10'x20' vendor space		
20'x20' vendor space		
10'x10' Tent Rental (marquis style)		
10'x20' Tent Rental (marquis style)		
20'x20' Tent Rental (marquis style)		
10'x10' Solid Tent Wall Rental		
10'x20' Solid Tent Wall Rental		
Table (8')		
Table (6')		
Chairs		
Fencing (describe)		
Tent Light		
Power (2 x 15A circuits)		

STEP 5: DO YOU AGREE TO OUR TERMS OF AGREEMENT?

I have read and agree to the attached Terms of Agreement

Print Name

x _____
Signature

Date

SHOWDAY AND LOAD-IN INSTRUCTIONS

BOOTH HOURS:

Saturday, July 25, 2020 -- 11:00am - 7:00pm

Sunday, July 26, 2020 -- 11:00am - 7:00pm

LOAD IN TIMES:

Friday, July 24, between 12:00pm and 5:00pm

Saturday, July 25, between 8:00am and 10:00am

Please note NO vehicles will be allowed on the Holland Park grounds or paved pathways when setting up unless granted special permission. Exhibitor tents can be setup on site during the times listed above. Security will be onsite, although it is not recommended to leave valuable merchandise overnight.

LOAD OUT TIMES:

Sunday, July 26th starting at 7pm

All Exhibitor materials are to be removed from the festival grounds starting at 7pm on Sunday, July 26th (unless previous arrangement with the vendor coordinator have been made) in order to clear the area for the evening concert performances. Crews will be available to assist in the smooth transport of tents and goods to the parking area. We strongly suggest bringing a cart or dolly to transport your gear.

ADDRESS & DIRECTIONS:

Holland Park, King George Blvd & Old Yale Road, Surrey, BC

PARKING:

Park in a lot on the south side of Holland Park; access via 98B Avenue. Passes will be distributed closer to the event with parking details.

ORDERING BOOTH ACCESSORIES:

All booth extras (power, tables, chairs, etc) must be ordered 14 days in advance, or they may not be available. Extension cords will not be provided. We recommend that each exhibitor who requires electricity bring a 50' extension cord.

LIGHTING:

Vendors are responsible for providing their own lighting. Note: sunsets at ~9:00pm.

TENT WEIGHTS:

If you are bringing your own tent, you must have sufficient tent weights or spikes (less than 30cm) to hold down the tent.

CONTACT INFORMATION:

The onsite Vendor Coordinator is Sheenam Kaler, 778-846-0147. Prior to the event, Sheenam will contact you with details on your specific vendor location and answer any further questions.

TERMS OF AGREEMENT

1. The Exhibitor agrees to abide by all rules and regulations adopted by the City of Surrey and that the City of Surrey will have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the show.
2. The exhibitor agrees to use the space(s) provided only for the display of the products or services specified in this agreement and agrees not to sublet the space(s) unless written authorization is provided by the City of Surrey
3. All electrical service will be supplied by the electrical company chosen by City of Surrey. All electrical equipment or apparatus used must be approved by the appropriate Hydro authorities prior to the Show unless such equipment or apparatus has been given C.S.A. certification. The exhibitor agrees to abide by any decision made by the Hydro authority in the event of any dispute. Equipment not approved may be required to be removed from the Show.
4. The Exhibitor will hold the City of Surrey and the owners of the buildings and grounds harmless from any damage or liability arising from any injury or damage to said Exhibitor, his agents, servants or employees, or to the property of the said Exhibitor occurring in the buildings or grounds or the approaches and entrances thereto, except by negligence of the City of Surrey.
5. In the event the Exhibitor fails to register by the deadline established for the event without prior written authorization, the City of Surrey reserves the right to relet such space(s).
6. In the event the Exhibitor fails to comply in any respect with the terms of this agreement, all rights of the Exhibitor hereunder will cease and terminate. Any payment made by the Exhibitor on account hereof will be retained by the City of Surrey as liquidated damages for breach of this contract and the City of Surrey may thereupon relet the space.
7. City of Surrey reserves the right to reject or prohibit exhibits or Exhibitors or to relocate exhibits or Exhibitors when the City of Surrey's opinion such moves are necessary to maintain the character and/or good order of the Event. No monies will be returned to Exhibitors under these conditions.
8. The Exhibitor's property will be placed on display and exhibited at his/her risk and the City of Surrey assumes no responsibility for loss and damage thereto. The Exhibitor will assume all responsibility for loss of damage to his property due to fire, theft, flood, lightning, earthquake, explosion, or any other cause beyond the control of the City of Surrey
9. The exhibitor agrees to have liability and property damage and insurance to limits satisfactory to the City of Surrey and proof of such insurance shall be available to the City of Surrey before the opening of the Event.
10. The exhibitor agrees that no display will be dismantled or goods removed during the entire run of the Event and the display will remain intact until the closing hour of the last day of the Show. The Exhibitor also agrees to remove this exhibit, equipment and appurtenances from the Show premises by the final move out time limited, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred. The removal of equipment or material from the grounds will not be allowed before move out except where accompanied by "Release Forms" provided by the City of Surrey
11. In the event the building should be destroyed by fire or the elements or if any circumstances whatsoever should occur which might make it impossible for the City of Surrey to permit Exhibitors to occupy the premises or if the Event is cancelled, the Exhibitor will pay for space only for the period the space was or could have been occupied by the Exhibitor, and the City of Surrey in no way, will be responsible for claims or damage which might arise in consequences thereof. A refund of all monies received from the Exhibitor will be made by City of Surrey in the event of the Show not being held and City of Surrey will be released from any and all claims for damages or otherwise.
12. The Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to other Exhibitor's property. The exhibitor may not apply paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment.
13. The Exhibitor agrees to observe all union contracts and labour relation's agreements in force, agreements between the City of Surrey and official contractors serving the building and/or companies operating on the grounds in which the building is located. The Exhibitor will not do anything directly or indirectly with his display which may be a violation of any law, bylaw, ordinance or regulation of any governmental body or which may be in violation of the regulation of the Canadian Fire Underwriters Association or any other similar body.
14. The Exhibitor agrees to maintain qualified personnel in the display at all times during the Show hours.
15. City of Surrey will not assume any responsibility for losses or damages incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own property, including insurance if deemed necessary.