



LANGLEY'S

INTERNATIONAL

FESTIVAL

## Langley's International Festival Society

August 27<sup>th</sup> & 28<sup>th</sup>, 2011  
Willoughby Community Park, 7888-200<sup>th</sup> Street, Langley, BC

### 2011 L.I.F.S. COMMUNITY PAVILION - EXHIBITOR AGREEMENT

**Community Pavilion is reserved for non-profit organizations and/or societies.**

**Please make a copy of this form for your records. Thank you**

By signing the agreement for a Community Pavilion Exhibitor subsequently called 'Community Exhibitor' you and your party agree to adhere to all the terms as outlined within this document. Langley's International Festival Society (**LIFS**) requests the full cooperation of each Exhibitor.

#### **Eligibility:**

**LIFS** reserves the right to determine the eligibility of a Community Exhibitor for inclusion in the Festival. If, based on the sole judgment of **LIFS** the Community Exhibitor shall be deemed unsuitable in any respect the agreement will be cancelled immediately and the Community Exhibitor will be asked to leave the premises. Spaces will be assigned once payment and all applicable forms have been received and processed.

#### **Cancellations:**

- Any cancellation of participation as a Community Exhibitor must be submitted in **writing** to Community Pavilion Coordinator Terry Morrissey at [terrence1@shaw.ca](mailto:terrence1@shaw.ca) or mail to: P.O. Box # 7 - 20378 Fraser Highway, Langley, BC V3A 4G1.
- A 'cancellation' is not valid unless the cancelling party receives confirmation from LIFS that their request has been received
- If cancellation is on or before August 15, 2011 the Community Exhibitor will incur an administrative fee of \$50 per space.
- If cancellation is received after August 15, 2011 there will be **no** refund.
- Community Exhibitor no-shows and any exhibit space not staffed during the exhibition will be treated as cancellations. There will be no refunds for these cancellations.

### **Space Areas for Community Exhibitors:**

1. **LIFS** will provide 'each' Community Exhibitor with a 6' x 5' space within the Pavilion.
2. Community Exhibitors will be provided with one table and one chair (additional tables and chairs are available at an additional cost – upon request.)
3. **LIFS** will provide two (2) identification badges.
4. **LIFS** will supply Electricity for a cost upon request.
5. Community Exhibitors are responsible for their own power bars, extension cords, equipment, etc. Cords and equipment must be placed and secured so as not to present a hazard to other Exhibitors or attendees. The **LIFS** does not bear any legal responsibility for damages created by the exhibitor/vendor during the Festival.

### **Space Areas Construction and Regulations:**

- All Community Exhibitors will be provided a 6' x 5' space within the Pavilion space.
- The surface for the Community Pavilion Exhibitors is grass.
- Decorations are to be professional, representing 'authenticity' (if possible) a 'country of origin' flag, and/or product.
- Decorations that reflect against the character of **LIFS** or utilize objectionable or attention-getting tactics are prohibited.
- Noise from electrical or mechanical apparatus or other types of displays may not interfere with or cause annoyance to other exhibitors. **LIFS** reserves the right to determine at what point sound constitutes interference with others and if it must be discontinued.

### **Responsible Behaviour Services & Products:**

- Community Exhibitors will behave in responsible manner to the attendees throughout the Festival.
- Community Exhibitors that offer services or products need to comply with the community moral standards, municipal by-laws and/or provincial and federal laws and regulations.
- Any misbehaviour and/ or misconduct and/ or any complaints will not be tolerated. Community Exhibitors will be escorted to leave the premises, *immediately*.

- Community Exhibitors who have been escorted out of the Venue will be invited back after 6:00 pm. to retrieve their properties. **LIFS** is not responsible in any way for any losses incurred due to this irresponsible behaviour.
- **LIFS** bears no legal responsibility for damages incurred to any third party and/or their properties in the process of eating, consuming, applying and/or using, etc. of products and services offered by the Community Exhibitors before, during or after the Festival.

### **Printed Materials and Signage:**

- Distribution of promotional materials printed by Community Exhibitors and/or their agents is restricted to the Community Exhibitors individual space.
- **LIFS** shall impose a \$1000 fine on any company/business or its agents distributing materials outside of the space described above.
- Materials are not permitted in **LIFS** Information Area.
- Materials that may be used to contact patrons of your display should abide by anti-spam rules, which require you to obtain permission to email them, unless it's on an individual basis.

### **Music, Photographs and other Copyrighted Materials:**

No vendor shall use any copyrighted music, photographs or other copyrighted materials without obtaining the proper permits and licenses to do so. **LIFS** bears no legal responsibility for any copyrighted fees, materials or legal actions.

### **Managing your Space Area:**

- Subletting space is prohibited.
- Community Exhibitors may not assign, sublet or apportion to others all or part of the space allotted to the Community Exhibitor's company, and may not advertise or display goods or services other than those manufactured, distributed or sold by the Community Exhibitor's company in the regular course of its business.
- Community Exhibitors must set up in the booth allocated to their application. Changes are prohibited.
- **All garbage and cardboard must be removed from your site at the end of the show.**

**LIFS** will impose a \$250 fine for not complying with the regulations as described above.

### **Space Area Staffing and Vendor Badges:**

- Qualified employees of the Community Exhibitor's company must staff exhibits at all times during exhibit show hours.
- Each individual staffing a Community Exhibitor's booth is required to register and must wear the exhibitor badge provided.
- Two representatives per booth will be provided Community Exhibitor's badges.

### **Set-Up Time:**

- Community Exhibitors set-up must take place during the scheduled Set-Up Time: **Friday, August 26, 2011: 3pm to 9pm.**
- Further directions regarding loading, unloading, a venue map with entrance and exits will be provided to successful Community Exhibitors two-weeks prior to the event.
- Any display area **not** claimed by **9:00 PM PST** on **Friday, August 26, 2011** will be considered **cancelled**. There will be no refund.
- LIFS will provide on- site security for the overnight periods to oversee this area.

### **Take-Down Time:**

- All Community Exhibitors ***must*** remain until the closing of the show at 6:00 PM on Sunday, August 28, 2011.
- Community Exhibitors shall not dismantle or remove their property in whole or in part before that time.
- All Community Exhibitors must be packed and removed by: **Sunday, August 28, 2011: 8pm**

### **Compliance with Local Ordinances:**

- Community Exhibitors will be individually responsible for compliance with local health, fire and safety and regulations.
- Local fire codes and ordinances require that the aisles be clear at all times.
- Demonstration areas shall not be placed on the aisle line of an exhibit.

### **Damage to Festival Venue:**

- Community Exhibitors must surrender space occupied in the same condition as it was at the time of occupation.

- Community Exhibitors will be responsible for any damages to the Community Exhibitor’s allocated space.
- Community Exhibitors also agree to hold harmless **LIFS** from and against any and all claims and demands which may arise from or be assessed in connection with the foregoing undertakings and responsibilities of the Community Exhibitors.

**Costs:**

Community Exhibitors will receive a 6’ x 5’ space within the pavilion and are supplied with one table and one chair per space. The cost (below) includes both days.

**Please choose the “Quantity” you require and multiply it by the “Subtotal” to calculate your “Payment Amount”.**

Item	Cost	HST	Subtotal	Quantity	Payment Amount
6’ x 5’ space	\$50.00	\$6.00	\$56.00		
Extra Tables (each)	\$10.00	\$1.20	\$11.20		
Extra Chairs (each)	\$5.00	\$0.60	\$5.60		
Electrical Power: per unit(30amp)	\$50	\$6.00	\$56.00		
<b>Total Payment Due</b>					<b>\$</b>

**General:**

- All matters and questions not covered by the Agreement herein are subject to the decision of **LIFS**.
- The Agreement may be amended at any time by **LIFS** and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original Agreement.
- Every effort will be made to accommodate special requests, but they cannot be guaranteed.

**Acknowledgement:**

Please sign below to acknowledge you have read and understand the policies and procedures in this document. By signing this Agreement, you agree to abide by all statements made within this Agreement. Also, by signing this Agreement you authorize

**LIFS** to use any photos and videos of you and/or your business/group on the **LIFS** website, in the media or as promotional materials in the future.

Community Exhibitor Name: \_\_\_\_\_

Community Exhibitor Signature: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**LIABILITY RELEASE:**

In consideration for being permitted to take part in this event, we agree to perform diligently, preventing harm or injury to ourselves or others, and to keep indemnified the Organizers, Langley's International Festival Society and the additionally insured; the Township of Langley, City of Langley, Langley Events Centre, Langley School District # 35, Langley Facilities Society and Ten Feet Sports & Entertainment and their respective agents, officials, servants, and representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury, loss, or damage to persons or property, whomsoever caused arising out of or in, notwithstanding that the same may have been contributed to or occasioned by the negligence of the said bodies or any of their agents, officials, servants, or representatives. It is understood and agreed that this agreement is to be binding on the applicant, its heirs, executors, and assigns.

**Signature:**X \_\_\_\_\_ **Date:**X \_\_\_\_\_