



LANGLEY'S

INTERNATIONAL

FESTIVAL

Langley's International Festival

August 7th, 8th & 9th, 2009

Douglas Park, 20550 Douglas Crescent, Langley, BC

2009 EXHIBITOR/VENDOR MARKETPLACE AGREEMENT

By completing the agreement for an exhibitor/ vendor subsequently called exhibitor /vendor it is agreed to adhere to all the terms as outlined within this document. Langley's International Festival Society (LIFS) requests the full cooperation of each exhibitor or vendor.

Eligibility:

Langley's International Festival Society (LIFS) reserves the right to determine the eligibility of an exhibitor or vendor for inclusion in the Festival. It will be the sole judgment of LIFS if the exhibitor/vendor shall be deemed unsuitable in any respect. The agreement will be cancelled immediately and the exhibitor/vendor 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 an exhibitor/vendor must be submitted in writing to marketplace@internationalfestival.ca or address # 80 – 2270 – 196th Street, Langley, BC V2Z 1N6.

If cancellation is on or before July 15, 2009 the exhibitor/vendor will incur an administrative fee of \$50 per space.

If cancellation is received after July 15, 2009 there will be no refund.

Exhibitor/Vendor 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 Marketplace Exhibitor/Vendors:

Each space area includes:

LIFS will provide 'each' Exhibitor/Vendor with a 10' x 10' space (100 square feet) in pods of 4 (creating 2 marketing sides).

Marketplace Exhibitors/Vendors - will be provided with (two) 8 foot tables and (two) chairs (additional tables and chairs available at a cost upon request)

Two (2) identification badges will be provided.

Electrical supply is available at a cost upon request (only 20 spots available).

Exhibitors/Vendors 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 vendors or attendees. The LIFS does not bear any legal responsibility for damages created by the exhibitor/vendor during the festival.



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Space Areas Construction and Regulations:

All exhibitors/vendors will provide their own canopy or tent to accommodate their allocated 10' x 10' space. If the exhibitor/vendor has a larger than 10' x 10' space – they need to inform the Marketplace Coordinator, Zosia at 604-530-9342 and/or e-mail marketplace@internationalfestival.ca for re-allocation to an odd-size area. The back wall shall not exceed eight feet in height, including signs or company name, logo or product information.

The surface for the Marketplace Vendors 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:

The Exhibitor/Vendor will behave in responsible manner to the attendees throughout the festival. The Exhibitor/Vendor 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. The Exhibitor/Vendor will be escorted to leave the premises, immediately. The exhibitor/vendor will be invited back after 6:00 pm. to the venue retrieve their properties. LIFS is not responsible in any way for any losses incurred for 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 exhibitor/vendors during and after the festival.

Printed Materials and Signage:

Distribution of promotional materials printed by vendors and/or their agents **is** restricted to the exhibitor/vendor space.

The LIF 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.



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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.

Exhibitors/Vendors may not assign, sublet or apportion to others all or part of the space allotted to the exhibitor/vendors company, and may not advertise or display goods or services other than those manufactured, distributed or sold by the exhibiting/vendors company in the regular course of its business.

Vendors 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 exhibiting/vendor company must staff exhibits at all times during exhibit show hours.

Each individual staffing a exhibiting/vendor's booth is required to register and must wear the exhibitor badge provided.

Two company representatives per booth will be provided exhibitor/vendor badges.

Set-Up Time:

Vendor set-up time must take place during **scheduled Set-Up Times: 7:00 – 9:00 AM** on Saturday August 8, 2009 • Further directions regarding loading, unloading, a venue map with entrance and exits will be provided to successful vendors one month prior to the event.

Any display area not claimed by 9:00 AM PST on Saturday, August 8, 2009 may be assigned to another exhibitor unless LIFS has been made aware of extenuating circumstances to the Marketplace Coordinator – Zosia Ettenberg 604-530-9342. There will be no refund to the original vendor.

Take-Down Time:

All vendors ***must*** remain until the closing of the show at 6:00 PM on Saturday, August 8, 2009.



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Exhibits/Vendors shall not be dismantled or removed in whole or in part before that time.

All vendors must be packed and removed by 8:00 PM on Saturday August 8, 2009.

Compliance with Local Ordinances:

Each exhibitor/vendor 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:

Exhibitor/Vendors must surrender space occupied in the same condition as it was at the time of occupation.

Vendors will be responsible for any damages to the Marketplace Vendors allocated space.

Vendors 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 exhibitor.

Costs:

Vendor Spaces: \$100.

Extra tables: \$ 10 per table

Chairs: Free

Electrical Power \$ 50

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.



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Vendor Name: _____

Vendor Signature: _____

Company Name: _____

Date Signed: _____

Contact us:

If you have any questions about this Agreement, please e-mail us at:
marketplace@internationalfestival.ca or call Zosia at 604-961-0117.

1. Please complete and sign Application Form
2. Cheque payable to **Langley's International Festival Society or LIFS**
3. A copy of the face page of your insurance policy
4. Mail all of the above to: Zosia Ettenberg, Unit 80, 2270 – 196th Street
Langley, BC V2Z 1N6

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 City of Langley, Township of Langley, Langley School District # 34, City of Abbotsford and Abbotsford School District # 35 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: _____ Date: _____