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SAVINGS

## **2015 CITY GROUPS APPLICATION & AGREEMENT**

### **EVENT DATE:**

Saturday, September 5th, 2015  
Event Hours: 11:00am - 9:00pm  
Exhibitor Booth Hours: 11:00am - 8:00pm

### **LOCATION:**

Minoru Park  
7191 Granville Avenue, Richmond, BC

### **APPLICATION DEADLINE:**

Friday, August 14th, 2015

### **PLEASE COMPLETE AND RETURN TO:**

Steffa Ufnal  
City of Richmond, Major Events Section  
6911 No. 3 Road, Richmond, BC V6Y 2C1

Phone: (604) 204-8529  
Email: [sufnal@richmond.ca](mailto:sufnal@richmond.ca)

[www.richmondworldfestival.com](http://www.richmondworldfestival.com)

## STEP 1: WHO ARE YOU?

COMPANY/ORGANIZATION NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ TWITTER: \_\_\_\_\_ FACEBOOK: \_\_\_\_\_

COMPANY BIO (2-3 sentences): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STEP 2: WHAT ARE YOU DOING?

BOOTH NAME (as you would like it to appear in 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 OR BEVERAGES?  Yes  No

WHAT ARE YOU PLANNING TO SAMPLE? \_\_\_\_\_

\*Food permits must be secured from The Coastal Health Authority

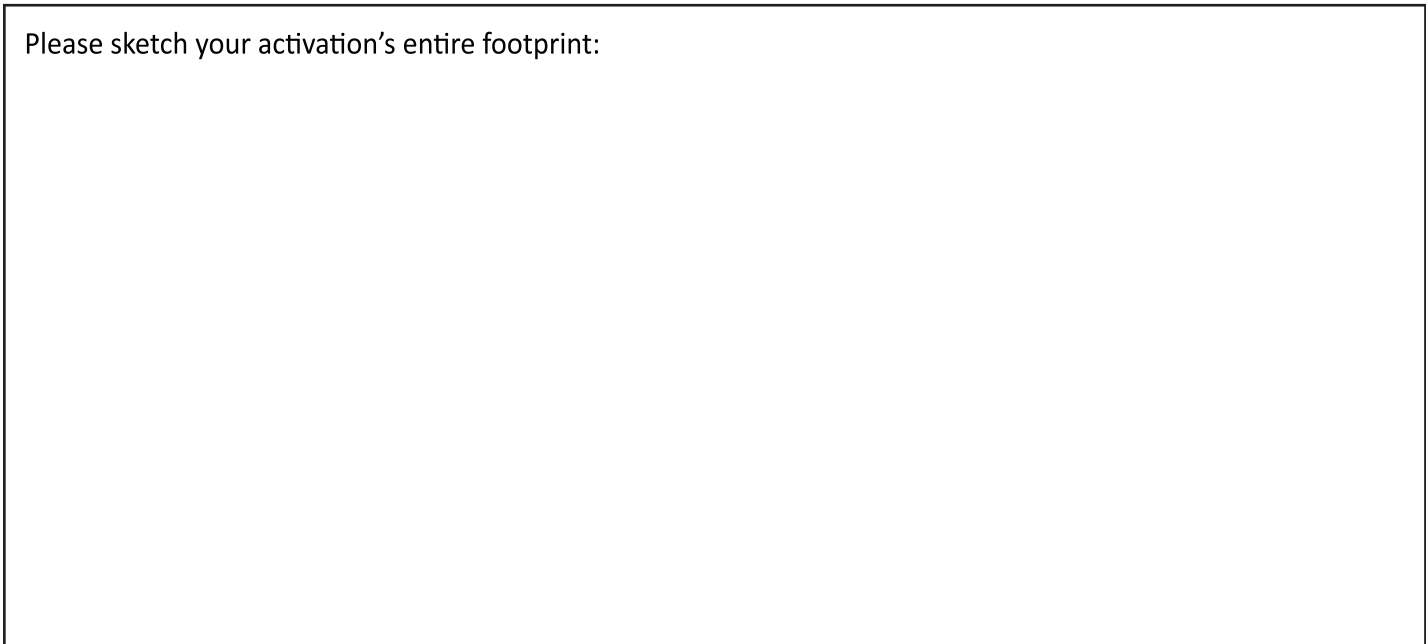
DO YOU REQUIRE POWER FOR YOUR BOOTH?  Yes  No

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	UNIT COST*	QUANTITY	TOTAL
10'x10' City of Richmond dept/program	No Charge		
10'x10' City of Richmond based non-profit	No Charge		
10'x10' Tent Rental (popup tent)	\$90		
10'x20' Tent Rental (marquis tent)	\$350		
20'x20' Tent Rental (marquis tent)	\$450		
8'x10' Solid Tent Wall (for marquis tent)	\$25		
8'x20' Solid Tent Wall (for marquis tent)	\$35		
Table (8')	\$15		
Table (6')	\$15		
Chairs	\$3		
Fencing (describe)	\$3/foot		
Tent Light	\$15		
Power (2 x 15A circuits)	\$75		
		SUBTOTAL	\$
		ADD: GST 5%	\$
		TOTAL with GST	\$

### STEP 4: HOW TO PAY?

CHEQUE (make payable to "City of Richmond")

# SHOWDAY AND LOAD-IN INSTRUCTIONS



## EVENT DATE/HOURS:

Saturday, September 5th, 2015, 11:00am - 9:00pm

## BOOTH HOURS:

11:00am - 8:00pm

## LOAD IN TIMES:

Friday, September 4, 1:00pm- 7:00pm

Saturday, September 5, 8:00am - 10:00am

Please note that vehicle access to the site will be limited. The Exhibitor Coordinator will manage access to the plaza and to an area close to your booth location. Exhibitor tents can be setup on site during the times listed above.

## LOAD OUT TIMES:

All Exhibitor can begin loading out at 8:00pm; however, you are welcome to stay later if preferred. No

vehicles will be allowed on the plaza until 10:00pm. Volunteers may be available to assist in the transport of your supplies to the parking area. We strongly suggest bringing a cart or dolly to transport your gear.

## ADDRESS:

Minoru Park, 7191 Granville Avenue, Richmond, BC

## PARKING:

Vendors will be given one parking pass that will allow them free parking in the parkade. Additional parking will be available at Richmond Centre Shopping Mall (note, subject to change)

## ORDERING BOOTH ACCESSORIES:

Tents, table, and chairs will be available to rent and if you require power, please detail in the application form. Please bring your own extension cord (50' minimum).

## LIGHTING:

Vendors are responsible for their own lighting.

## TENT WEIGHTS:

If you are bringing your own tent, you must have sufficient tent weights to hold down the tent. All vendors will be located on turf where no spiking is allowed..

## CONTACT INFORMATION:

The onsite Exhibitor Coordinator is Steffa Ufnal, cell number 778-231-2550.

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

\_\_\_\_\_  
Print Name

x \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# TERMS OF AGREEMENT



1. The Exhibitor agrees to abide by all rules and regulations adopted by the City of Richmond and that the City of Richmond 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 Richmond.
3. All electrical service will be supplied by the electrical company chosen by the City of Richmond. 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 agrees to assume and hold harmless the City of Richmond, its officers, employees and agents from, all liability to any person or property of whatsoever kind or nature which occurs as a result of activities for which the Exhibitor was granted an approval for this Event in the City of Richmond, except that which results from the negligence or willful misconduct of the City of Richmond, its employees, agents, or representatives.
5. In the event the Exhibitor fails to register by the deadline established for the event without prior written authorization, the City of Richmond 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 Richmond as liquidated damages for breach of this contract and the City of Richmond may thereupon relet the space.
7. The City of Richmond reserves the right to reject or prohibit exhibits or Exhibitors or to relocate exhibits or Exhibitors when the City of Richmond'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 Richmond assumes no responsibility for loss and damage thereto. The Exhibitor will assume all responsibility for loss or damage to their property due to fire, theft, flood, lightning, earthquake, explosion, or any other cause beyond the control of the City of Richmond.
9. The Exhibitor agrees to have liability and property damage and insurance to limits satisfactory to the City of Richmond and proof of such insurance shall be available to the City of Richmond 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 Show. The Exhibitor also agrees to remove this exhibit, equipment, and appurtenances from the show premises by the final move out time, 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 when special permission is provided by the City of Richmond.
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 Richmond 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 Richmond 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 the City of Richmond in the event of the Show not being held and City of Richmond 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 the building columns and floors or to standard booth equipment.
13. The Exhibitor agrees to observe all union contracts and labor relations agreements in force, agreements between the City of Richmond 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 their 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. The City of Richmond 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.