

2019
Vendor/Exhibitor Guidelines and Application



London Yoga Festival
AWARENESS | COMMUNITY | SHARING

1. Vendor/Exhibitor Rules

1.1 Vendors and Exhibitors subscribe to London Yoga Festival purpose, core values, goals and objectives; and agree to fully abide by the vendor rules.

1.2 Definitions:

Artisan – refers to vendors that make and market their own product.

Food vendors are not considered artisans for the purpose of this Event.

Event – refers to London Yoga Festival.

Exhibitor – refers to the person or organization participating in the Event for the purpose of promoting their services.

Food Vendor – Vendors engaged in the preparation and sale of edible product.

Retailer – refers to vendors that make and market the product of a third party.

Vendor – refers to the person or organization participating in the Event for the purpose of selling their product or service. Artisans and retailers are both categories of vendors.

1.3 Application Process:

a) The Vendor/Exhibitor is required to *fully complete and sign* the event application and submit the application with the applicable fees (**\$50 by June 1st, \$75 by August 21st**) in full to contact@londonyogafestival.ca using LYF2019 as the password.

b) Applications must be received no later than thirty (30) days prior to the event (August 21).

c) Water and electrical requirements must be identified on the application.

d) The person signing the application has authority to do so and is responsible for both content and participants' conduct. No one is permitted to sign for or pay for another vendors/exhibitors booth.

e) The Event will assign space based on booth requirement, keeping the best interest of the Event at all times.

f) Fees are non-transferable.

1.4 Approval Process:

a) Applications will be approved/denied based on the event needs, space availability and/or amount of duplicated products. The submission of an application does not guarantee a vendor acceptance into the event. All decisions are at the Event's discretion. The Event has the right to deny or cancel any vendor that does not follow the professional expectations of the event. The Event does not guarantee exclusivity for vendors.

b) Food vendors and those providing personal services to the public are required to comply with Middlesex-London Health Unit Standards.

1.5 Refunds/Cancellations:

Whereas the Event is not-for-profit and with commitments based upon anticipated revenue, there are no refunds available for approved vendors. Approved vendors that cancel or are a "no show" will forfeit their application fee.

1.6 Insurance:

a) Vendor will hold harmless and indemnify the London Yoga Festival against any and all claims and actions arising out of participating in the Event, including, without limitation, expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any liability, suit, action, loss, or damage arising or resulting from participation in the Event.

1.7 Space Allocation:

a) Vendor/exhibitor must utilize their assigned space. Double (or greater) booths must operate side by side. Trading of booth spaces is not permitted.

b) **Vendor must provide their own table**, chairs, carts or other display racks, protective coverings, bags, containers, and any other supplies needed. The furnishings and display fixtures must be durable, sturdy and safe. The Event has the right to refuse any furnishings or display fixtures considers non-sturdy and unsafe.

1.8 Set-up Instructions:

Vendor/exhibitor may begin set up at **6:00-7:30pm Friday, September 20, 2019 or 8:00am Saturday, September 21, 2019.**

1.9 Safety and Security:

In the interest of public safety, a zero tolerance policy is enforced by the Yoga Festival. This means failure to comply with standards may result in removal from the event.

1.10 Conduct:

- a) Vendor/exhibitor must conduct themselves and their employee(s)/assistant(s) in a professional manner. Loud playing of radio or other noise producing items will be managed by the Event Coordinator. No profane language, fighting, or verbal downgrading another vendor allowed.
- b) Strolling sales are not permitted. Vendor/exhibitor must remain in the immediate proximity of their booth to conduct advertising or business.
- c) Vendor/exhibitor is required to keep their space clean.

1.11 Inventory (ALL):

- a) Where required, vendor shall comply with tax requirements.
- b) Vendor is limited to sell only those items identified on their application.
- c) The Event reserves the right to deny the display and/or sale of any product it deems unacceptable or inappropriate.

1.12 General Rules:

On the event day, the booth must be both manned and open for business during all advertised event hours.

1.13 Take-down instructions:

- a) Early take-down is not allowed; tear down commences no sooner than **5:00 pm**.
- b) Vendor shall leave their site in pristine condition. All garbage shall be properly disposed of.
- c) The Event may fine violators or refuse them opportunity to return.

2. Vendor/Exhibitor Registration

2.1 Business Name _____

Business Mailing Address _____

Website _____ *Kindly send us your logo to be posted on the Festival website.*

2.2 Contact Person's Name _____

Cell phone _____

Telephone _____

Email _____

2.3 What products/services will you provide Festival attendees? _____

2.4 Requirements: Space _____ Other _____

2.5 Voluntary silent auction donation to Anova: Item value \$ _____ Brief description _____

2.6 Identify when you will set up: Friday 6:00-7:30pm **OR** Saturday 8:00am

2.7 Agreement:

I agree to abide by London Yoga Festival Vendor/Exhibitor Rules.

Print name _____ Date _____

Signature _____

Please note, the sooner you submit your application, the more we can advertise your presence at the Event.