

## **Vendor Guidelines**

Ladysmith Days is an annual event held in August for the last 40 years thanks to the volunteers of the Celebrations Society, sponsors and donations. For 2018 we will be holding our event August 4<sup>th</sup> and 5<sup>th</sup>.

It is our intention to provide a fun family weekend of events and activities suitable for everyone. It is our hope that in joining us as a merchant or food vendor that you will keep to the spirit of the event and enjoy the weekend as much as we do.

Here are the guidelines for vendor applications for this year

1. All vendors are expected to keep in mind the spirit of the event and behave accordingly. Vendors that are disruptive to other vendors, volunteers or the general public may be asked to leave and will not be invited back for future events by the Celebrations Society. All complaints must be brought to the Coordinator and not be aired publicly.
2. Vendors must submit all relevant and completed paperwork via mail or email by June 30<sup>th</sup> including the funds to secure their booth space. No cheques will be accepted after this date. After this date please contact the Vendor Coordinator directly to arrange delivery of paperwork and payment via cash or money order.
3. NSF charges will be applied to any returned cheques and must be paid before attendance at the event is confirmed by the Coordinator via cash or money order. Vendors will not be invited back without payment of fees.
4. Vendors are expected to adhere to the directions of the Coordinator, Celebrations Society and Town of Ladysmith staff in regards to set up location at Transfer Beach. It is understood that the Coordinator will endeavor not to move a vendor already set up, however in the interest of a safe and enjoyable event this may be required.
5. Merchant vendors are restricted to Saturday August 4<sup>th</sup> only as space is limited and events by major sponsors will be taking the market space Sunday August 5<sup>th</sup>. Exceptions may be made for interactive or service booths to attend both days as space allows. (additional day rate fee required)
6. Food Vendors are strongly encouraged to remain onsite until the fireworks have concluded on Sunday August 5<sup>th</sup> (approx. 10:30pm). We do require a significant number to join us for the evening. We do realize this is not possible in all cases,

so inform the Coordinator if you are unable to remain so arrangements can be made for your departure.

7. Vendors are responsible for their own set up and cleaning their area before leaving including garbage removal
8. Transfer Beach is a no dog area during our event. No animals will be allowed onsite other than service dogs.
9. Smoking is not allowed in the market area at Transfer Beach at any time. No alcohol permitted onsite.
10. Cancellation refunds will be addressed on a case by case basis. Please be aware an administrative fee may be required to process and may not be processed until our event has concluded. No Refunds will be available for vendor cancellations after July 15<sup>th</sup>. A back up list of vendors will be kept by the coordinator in case of cancellations.
11. While previous vendors are encouraged to apply, space is limited at Transfer Beach and the Coordinator and/or the Celebrations Society reserves the right to refuse any application. Food vendors will be limited to 7 spaces; Merchant vendors will have approximately 20-30 spaces. The Coordinator will follow the guidelines for vendor selection
  - Vendors local to Ladysmith BC, the Stz'uminus First Nation, and then working outward the surrounding area from Parksville/Qualicum to Shawnigan Lake and onward on a first come first serve basis on clearance of paperwork and space availability.
  - Youth vendors and service clubs
  - Variety of food and merchandise offered between vendors. It is our intent a wide variety of items is offered to the public throughout the event.
  - Vendor behaviour at past events in the area

\*These guidelines are subject to amendment up to and including events dates. \*