



# 2019 EXHIBITOR APPLICATION & AGREEMENT

## Corporate

**EVENT DATE:**

Saturday, November 23, 2019, 12:00pm - 8:00pm  
Exhibitor Booth Hours: 12:00pm - 8:00pm

**LOCATION:**

Surrey City Hall Plaza  
13450 104th Avenue, Surrey, B.C., V3T 1V8

**APPLICATION DEADLINE:**

September 27, 2019

**PLEASE COMPLETE AND RETURN TO:**

Sheenam Kaler, Special Events Coordinator  
City of Surrey, Special Events  
13450 104th Avenue, Surrey, B.C., V3T 1V8

Phone: 604-591-4203  
SKaler@surrey.ca

[www.surrey.ca/treelighting](http://www.surrey.ca/treelighting)

## STEP 1: WHO ARE YOU?

COMPANY NAME: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 WEBSITE: \_\_\_\_\_  
 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 Fraser Health Authority ([www.fraserhealth.ca](http://www.fraserhealth.ca))

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' vendor space	\$1000			
10'x20' vendor space	\$1600			
20'x20' vendors space	\$2000			
10'x10' Tent (marquis style)	\$250			
10'x20' Tent (marquis style)	\$300			
20'x20' Tent (marquis style)	\$400			
10'x10' Solid Tent Wall	\$40			
10'x20' Solid Tent Wall	\$65			
Table (8')	\$15			
Table (6')	\$15			
Chairs	\$3			
Fencing (describe)	\$5/foot			
Tent Light	\$15			
Power (2 x 15A circuits)	\$50			
			SUBTOTAL	\$
			ADD: GST 5%	\$
			TOTAL with GST	\$

### STEP 4: HOW WOULD YOU LIKE TO PAY?

CHEQUE (make payable to "City of Surrey - Special Events")

VISA     Mastercard (Please call Sheenam Kaler @ 604-591-4203 regarding payment via credit card)

Personal information is collected for the purposes of processing your application to participate as an exhibitor at Surrey Tree Lighting Festival. The City of Surrey is collecting this information under s.26(c) of the *Freedom of Information and Protection of Privacy Policy Act*. For questions regarding the collection of personal information, please contact: The Manager of Special Events, 13450 104th Avenue, Surrey, BC, 604-591-4598.

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

I have read and agree to the attached Terms of Agreement

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SHOWDAY AND LOAD-IN INSTRUCTIONS

## **BOOTH HOURS:**

Saturday, November 23, 12:00pm - 8:00pm (subject to change if needed)

## **LOAD IN TIMES:**

Saturday, November 23, 8:00am - 11:30am. Please note there is NO vehicle access to your booth; it is recommend you have extra staff and a dolly on hand for the load in.

## **LOAD OUT TIMES:**

Saturday, November 23, between 8:00pm and 9:00pm. Please note there is NO vehicle access to your booth; it is recommend you have extra staff and a dolly on hand for the move out.

## **ADDRESS & DIRECTIONS:**

Surrey City Hall Plaza, 13450 104th Avenue, Surrey, B.C., V3T 1V8

## **PARKING:**

Each exhibitor will receive 1 parking pass closer to event date.

## **ORDERING BOOTH ACCESSORIES:**

All booth extras (power, tables, chairs, etc) must be ordered 14 days in advance, or they may not be available. Extension cords will not be provided. We recommend that each exhibitor who requires electricity bring a 50' extension cord.

## **LIGHTING:**

Exhibitors are responsible for providing their own lighting. Note: sunsets at ~4:30pm.

## **TENT WEIGHTS:**

If you are bringing your own tent, you must have sufficient tent weights to hold down the tent.

## **CONTACT INFORMATION:**

The onsite Vendor Coordinator is Sheenam Kaler, 778-846-0147. Prior to the event, Sheenam will contact you with details on your specific vendor location and answer any further questions.

# TERMS OF AGREEMENT



1. The Exhibitor agrees to abide by all rules and regulations adopted by the City of Surrey and that the City of Surrey 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 Surrey
3. All electrical service will be supplied by the electrical company chosen by City of Surrey. 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 will hold the City of Surrey and the owners of the buildings and grounds harmless from any damage or liability arising from any injury or damage to said Exhibitor, his agents, servants or employees, or to the property of the said Exhibitor occurring in the buildings or grounds or the approaches and entrances thereto, except by negligence of the City of Surrey.
5. In the event the Exhibitor fails to register by the deadline established for the event without prior written authorization, the City of Surrey 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 Surrey as liquidated damages for breach of this contract and the City of Surrey may thereupon relet the space.
7. City of Surrey reserves the right to reject or prohibit exhibits or Exhibitors or to relocate exhibits or Exhibitors when the City of Surrey'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 Surrey assumes no responsibility for loss and damage thereto. The Exhibitor will assume all responsibility for loss of damage to his property due to fire, theft, flood, lightning, earthquake, explosion, or any other cause beyond the control of the City of Surrey
9. The exhibitor agrees to have liability and property damage and insurance to limits satisfactory to the City of Surrey and proof of such insurance shall be available to the City of Surrey 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 last day of the Show. The Exhibitor also agrees to remove this exhibit, equipment and appurtenances from the Show premises by the final move out time limited, 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 where accompanied by "Release Forms" provided by the City of Surrey
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 Surrey 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 Surrey 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 City of Surrey in the event of the Show not being held and City of Surrey 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 building columns and floors or to standard booth equipment.
13. The Exhibitor agrees to observe all union contracts and labour relation's agreements in force, agreements between the City of Surrey 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 his 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. City of Surrey 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.