

# Small Business Expo – Business after Hours



***Wednesday, April 20, 2011***

***4:00 pm to 7:00 pm***

***The Laurel Packinghouse***

## Vendor Registration Form

Six foot table – draped (includes 2 admissions)	\$ 84.82
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<b>HST on Space</b>	<b>\$ 10.18</b>
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<b>Total Payable</b>	<b>\$ 95.00</b>
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Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Product/Service Vendor will be showcasing: \_\_\_\_\_

Any additional requirements or comments \_\_\_\_\_

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Payment for booth space – [click here](#).

Completed registrations should be sent to [dicky@kelownachamber.org](mailto:dicky@kelownachamber.org).

If accepted, I agree to abide by the conditions, which have been provided with this Application, and acknowledge that in the event of a dispute, ruling of the Show Manager will prevail. In consideration of my participation in this showcase, I hereby agree to hold free from any and all liability the chamber and its respective officers, and members and waive, release and forever discharge any and all rights and claims for damages which may or which may hereafter accrue to me arising out of or connected with my activities with the Business after Hours/Small Business Expo.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

***If food is being served: It is the responsibility of the vendor to obtain a Short Term Premise Permit***

## **Vendor Rules & Regulations**

## Small Business Expo – Business after Hours

Set up times: April 20 <sup>th</sup>	2 pm – 3:30 pm
Event	4 pm – 7 pm
Take down	AFTER 7:00 pm

1. Payment in full must accompany this application to reserve table space.
2. Tables will be allocated on a first come first served basis and the allotment of tables will be at the discretion of the committee. Exhibitors must be Chamber members.
3. Admission tickets must be booked /paid for in advance with booth registration. The tickets will be handed out at the event, and the coordinator reserves the right to ask for proof of age for beverage tickets.
4. Set up is between 2 pm – 3:30 pm ONLY and you may NOT take down prior to 7:00 pm.
5. Event management will not be responsible for any loss, theft, or damage to exhibits. No staples, tacks, nails are permitted to be used on supplied tables. Table cloth fasteners and tape are to be removed.
6. Vendor tables are for showcasing, display and vending purposes only. Draws and/or raffles are encouraged at your table. Vendor's to be responsible for getting draw prizes to winners. You are not permitted to use public microphone to announce winners.
7. If food is being served you must obtain a Short Term Premise Permit from Interior Health Authority.
8. It is the Vendor's responsibility to have their own coverage/insurance for public liability, bodily injury, property damage and product liability.
9. Vendors are responsible to remove all wares, recycling and garbage at space. LET'S LEAVE IT CLEAN!!!
10. No flammable/compressed gas, or use of burning/open flame.
11. If using generators/appliances, all electrical wiring, plugs, etc are to be CSA labelled/approved, and in safe working conditions
12. Vendors and/or replacement staff must be present at table at all times during the event.
13. Refund will not be granted if cancelled after 4 pm April 15<sup>th</sup>.
14. Event management reserves the right to reject or prohibit exhibitors at anytime before or during the event.