



Langley's International Festival Society

August 27th & 28th, 2011
Willoughby Community Park, 7888-200th Street, Langley, BC

2011 L.I.F.S. FOOD VENDOR/EXHIBITOR AGREEMENT

Please make a copy of this form for your records. Thank you

By signing the agreement for a Food Vendor/Exhibitor subsequently called 'Food Vendor/Exhibitor', you and your party agree to adhere to all the terms as outlined within this document. Langley's International Festival Society (**LIFS**) requests the full cooperation of each Vendor/Exhibitor.

Eligibility:

LIFS reserves the right to determine the eligibility of a Food Vendor/Exhibitor for inclusion in the Festival. If, based on the sole judgment of **LIFS**, the Food Vendor/Exhibitor shall be deemed unsuitable in any respect, the agreement will be cancelled and the Food Vendor/Exhibitor will be asked to leave the premises immediately. Spaces will be assigned once payment and all applicable forms have been received and processed.

Cancellations:

- Any cancellation of participation as a Food Vendor/Exhibitor must be submitted in writing to: rfergs2@gmail.com or mail to: P.O. Box # 7 - 20378 Fraser Hwy, Langley, BC V3A 4G1
- A 'cancellation' is not valid unless the cancelling party receives confirmation from LIFS that their request has been received.
- If cancellation is on or before July 31, 2011 the Food Vendor/Exhibitor will incur an administrative fee of \$50 per space.
- If cancellation is received after July 31, 2011 there will be **no** refund.
- Food Vendor/Exhibitor no-shows and any exhibit space not staffed during the exhibition will be treated as cancellations. There will be no refunds for these cancellations.

Space Areas for Food Vendors/Exhibitors:

1. **LIFS** will provide 'each' Food Vendor/Exhibitor with either a 10' x 10' or 10' x 15' or 10' x 20' space depending on individual requests.

2. Food Vendors/Exhibitors will be provided with one table and one chair per space (additional tables and chairs are available at an additional cost – upon request.)
3. **LIFS** will provide two (2) identification badges.
4. **LIFS** will supply Electricity for a cost upon request. Each Food Vendor/Exhibitor must specify the amount of power required to run their unit when applying for the space.
5. Food Vendors/Exhibitors are responsible for attaining any items that may be required by the Health Inspector's report to have a food safe space such as sinks, refrigerators etc
6. Food Vendors/Exhibitors are responsible for their own power bars, extension cords, equipment, etc. Cords and equipment must be placed and secured so as not to present a hazard to other Vendors/Exhibitors or attendees. The **LIFS** does not bear any legal responsibility for damages created by the exhibitor/vendor during the festival.

Space Areas Construction and Regulations:

- All Food Vendors/Exhibitors will provide their own canopy or tent to accommodate their allocated space. If the exhibitor/vendor has a larger than 10' x 10' or 10' x 15' or 10' x 20' space – they need to inform Roger Ferguson, Food Coordinator with an e-mail to: rfergs2@gmail.com for re-allocation to an odd-size area. The back wall shall not exceed eight feet in height, including signs or company name, logo or product information.
- The surface for the Food Vendors/Exhibitors is grass.
- Decorations are to be professional, representing 'authenticity' (if possible) a 'country of origin' flag, and/or product.
- Decorations that reflect against the character of **LIFS** or utilize objectionable or attention-getting tactics are prohibited.
- Noise from electrical or mechanical apparatus or other types of displays may not interfere with or cause annoyance to other exhibitors. **LIFS** reserves the right to determine at what point sound constitutes interference with others and if it must be discontinued.

Responsible Behaviour Services & Products:

- Food Vendors/Exhibitors will behave in responsible manner to the attendees throughout the Festival.

- Food Vendors/Exhibitors that offer services or products need to comply with the community moral standards, municipal by-laws and/or provincial and federal laws and regulations.
- Any misbehaviour and/ or misconduct and/ or any complaints will not be tolerated. Food Vendors/Exhibitors will be escorted to leave the premises, *immediately*.
- Food Vendors/Exhibitors who have been escorted out of the Venue will be invited back after 6:00 PM. to retrieve their properties. **LIFS** is not responsible in any way for any losses incurred due to this irresponsible behaviour.
- **LIFS** bears no legal responsibility for damages incurred to any third party and/or their properties in the process of eating, consuming, applying and/or using, etc. of products and services offered by the Food Vendors/Exhibitors before, during or after the Festival.

Printed Materials and Signage:

- Distribution of promotional materials printed by Food Vendors/Exhibitors and/or their agents is restricted to the Food Vendors/Exhibitors individual space.
- **LIFS** shall impose a \$1000 fine on any company/business or its agents distributing materials outside of the space described above.
- Materials are not permitted in **LIFS** Information Area.
- Materials that may be used to contact patrons of your display should abide by anti-spam rules, which require you to obtain permission to email them, unless it's on an individual basis.

Music, Photographs and other Copyrighted Materials:

No vendor shall use any copyrighted music, photographs or other copyrighted materials without obtaining the proper permits and licenses to do so. **LIFS** bears no legal responsibility for any copyrighted fees, materials or legal actions.

Managing your Space Area:

- Subletting space is prohibited.
- Food Vendors/Exhibitors may not assign, sublet or apportion to others all or part of the space allotted to the Food Vendor's/Exhibitor's company, and may not advertise or display goods or services other than those manufactured, distributed or sold by the Food Vendor's/Exhibitor's company in the regular course of its business.

- Food Vendors/Exhibitors must set up in the booth allocated to their application. Changes are prohibited.
- **All garbage and cardboard must be removed from your site at the end of the show.**

LIFS will impose a \$250 fine for not complying with the regulations as described above.

Space Area Staffing and Vendor Badges:

- Qualified employees of the Food Vendor's/Exhibitor's company must staff exhibits at all times during exhibit show hours.
- Each individual staffing a Food Vendor's/Exhibitor's booth is required to register and must wear the exhibitor badge provided.
- Two company representatives per booth will be provided Food Vendor's/Exhibitor's badges.

Set-Up Time:

- Food Vendors/Exhibitors set-up must take place during the scheduled time: **Friday, August 26, 2011: 3 PM to 9 PM**
- Further directions regarding loading, unloading, a venue map with entrance and exits will be provided to successful Food Vendors/Exhibitors two weeks prior to the event.
- Any display area **not** claimed by **9:00 PM PST on Friday, August 26, 2011** will be considered **cancelled**. There will be no refund.
- LIFS will provide on- site security for the overnight periods to oversee this area.

Take-Down Time:

- All Food Vendors/Exhibitors **must** remain until the closing of the show at 6:00 PM on Sunday, August 28, 2011.
- Food Vendors/Exhibitors shall not dismantle or remove their property in whole or in part before that time.
- All Food Vendors/Exhibitors must be packed and removed by : **Sunday, August 28, 2011: 8 PM**

Compliance with Local Ordinances:

- Food Vendors/Exhibitors will be individually responsible for compliance with local health, fire and safety and regulations.
- Local fire codes and ordinances require that the aisles be clear at all times.
- Demonstration areas shall not be placed on the aisle line of an exhibit.

Damage to Festival Venue:

- Food Vendors/Exhibitors must surrender space occupied in the same condition as it was at the time of occupation.
- Food Vendors/Exhibitors will be responsible for any damages to the Food Vendor’s/Exhibitor’s allocated space.
- Food Vendors/Exhibitors also agree to hold harmless **LIFS** from and against any and all claims and demands which may arise from or be assessed in connection with the foregoing undertakings and responsibilities of the Food Vendors/Exhibitors.

Costs:

Food Vendors will receive a 10’ x 10’, 10’ x 15’, or 10’ x 20’ space and are supplied with one table and one chair per space. The cost (below) includes both days.

Please choose the “Quantity” you require and multiply it by the “Subtotal” to calculate your Payment Amount.

Item	Cost	HST	Subtotal	Quantity	Payment Amount
10’ x 10’ space each	\$300.00	\$36.00	\$336.00		
10’ x 15’ space each	\$400.00	\$48.00	\$448.00		
10’ x 20’ space each	\$550.00	\$66.00	\$616.00		
Extra tables each	\$10.00	\$1.20	\$11.20		
Extra Chairs each	\$5.00	\$0.60	\$5.60		
Electrical Power: per unit(30amp)	\$50.00	\$6.00	\$56.00		
Total Payment Due					\$

General:

- All matters and questions not covered by the Agreement herein are subject to the decision of **LIFS**.
The Agreement may be amended at any time by **LIFS** and all amendments that may be so made shall be equally binding on all parties affected by them, as are

the original Agreement.

- Every effort will be made to accommodate special requests, but they cannot be guaranteed.

Acknowledgement:

Please sign below to acknowledge you have read and understand the policies and procedures in this document. By signing this Agreement, you agree to abide by all statements made within this Agreement. Also by signing this Agreement, you authorize **LIFS** to use any photos and videos showing you and/or your business/group on the **LIFS** website, in the media or as promotional materials in the future.

Food Vendor/Exhibitor Name: _____

Food Vendor/Exhibitor Signature: _____

Company Name: _____

Date Signed: _____

LIABILITY RELEASE:

In consideration for being permitted to take part in this event, we agree to perform diligently, preventing harm or injury to ourselves or others, and to keep indemnified the Organizers, Langley’s International Festival Society and the additionally insured; the Township of Langley, City of Langley, Langley Events Centre, Langley School District # 35, and their respective agents, officials, servants, and representatives from and against all claims, actions, costs, expenses, and demands in respect to death, injury, loss, or damage to persons or property, whomsoever caused arising out of or in, notwithstanding that the same may have been contributed to or occasioned by the negligence of the said bodies or any of their agents, officials, servants, or representatives. It is understood and agreed that this agreement is to be binding on the applicant, its heirs, executors, and assigns.

Signature: X _____ **Date: X** _____