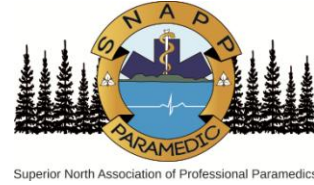




Dryden Hotel and
Conference Centre



Dear Vendors,

George Jeffrey Children's Centre Soapbox Races is one of the premiere fundraising events of George Jeffrey Children's Foundation. Through it we are able to provide a fun, exciting and enjoyable family-friendly event in support of children with physical and developmental disabilities in Northwestern Ontario. This year the races will run June 2nd & 3rd at Waverley Hill & Park.

We have a limited number of spots available to third party vendors to serve refreshments and other entertainment needs of the race audience. Spots are available on a first come basis at a fee of \$100 for the event.

Please Note

There is a very limited amount of power available to vendors who are willing to pay an ESA inspection fee. Please enquire with your power requirements. If we are not able to accommodate your power needs you will be responsible to provide your own power and will not be required to pay an ESA inspection fee.

Thank you for taking interest in joining us at the 2017 George Jeffrey Children's Centre Soapbox Races. If you have any questions regarding setting up a booth at the Soapbox races, please call the Foundation office at 623-6050. We look forward to having you there.

Sincerely,

A handwritten signature in blue ink that reads 'Mary Anne Comuzzi'.

Mary Anne Comuzzi Executive Director
George Jeffrey Children's Foundation

George Jeffrey Children's Centre Soapbox Races

VENDOR REGISTRATION FORM

(Please read and complete entire form)

Organization Name: _____

Type of Booth: _____

Contact Person: _____

Address: _____ Postal Code: _____

Phone: H: _____ W: _____ C: _____

Email address: _____

Please describe in detail the items you would like to sell (subject to approval):

- There is a registration fee of \$100 due upon acceptance. Registration fee is non-refundable. (Does not include electrical inspection. Please read the guideline section)

REGISTRATION FORM AND FEE DUE MAY 19th, 2017

Please select your method of payment:

Cash: _____ Cheque: _____
Visa: _____ MasterCard: _____

Card #: _____ Expiry: _____

Signature: _____

WAIVER: I / we have read and fully understand the Vendor guidelines and restriction for the George Jeffrey Children's Centre Soapbox Races. I / we agree to hold George Jeffrey Children's Centre/George Jeffrey Children's Foundation harmless and free from liability of accident, personal injury, loss, or damage to our property and the property of others during the rental period of the grounds in this event.

DATE

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF CO-APPLICANT
(if applicable)

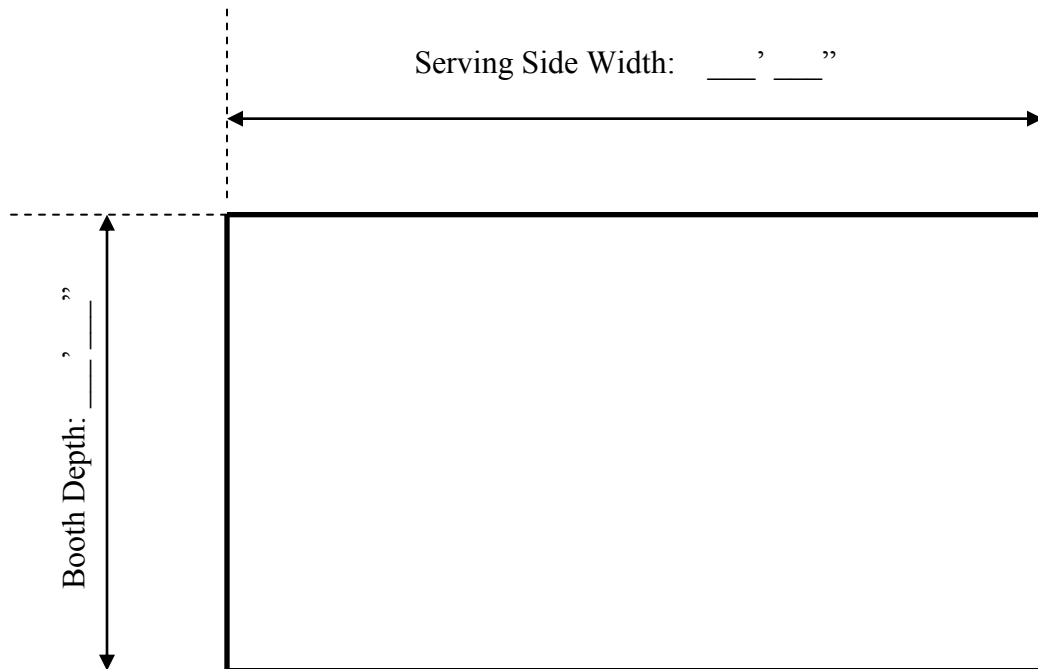
George Jeffrey Children's Centre Soapbox Races

VENDOR POWER AND SPACE REQUIREMENTS

Appliance	Voltage	Fridge
Example: Fridge	110 V	15 A

Please draw your booth layout inside the box with all required information:

- Indicate serving area, side or end, serving shelf, trailer hitch or bumper
- Ensure space required is included in overall measurements
- Measure with full extensions of any canopies, flaps or pop-outs and include any tables or any other appendages that will be used at your booth



George Jeffrey Children's Centre Soapbox Races

BOOTH GUIDELINES

Please review these guidelines thoroughly before submitting your application form.

1. Registration fee of \$100 per booth is to be paid **in full with the registration by May 19th, 2017**. Once your application is accepted and approved, your spot will be approved and your fee will become Non-refundable.
2. Vendors must be committed to attend and open their booth for business on Saturday, June 4th from 10:00 a.m.-6:00 p.m. (There are to be no early closures unless approved by the planning committee).
3. Decorating, Set-up and Signage – You are encouraged to display your tent or trailer in a *tasteful and visually appealing* fashion that promotes your offerings and brand. Your signage should include large print that includes prices and menus. Your booth can be decorated on Friday, June 2nd between 12:00p.m. - 4:00 p.m. Any time needed to set-up or modify outside of these times must be approved by the Soapbox Committee in advance. Contact the Foundation office at 623-6050 to discuss.
4. There is a limited amount of power available. **Please submit your power requirements with this application**. If we can accommodate your request you will be required to pay an Electrical Safety Authority inspection fee. If your power capabilities cannot be handled, you will be required to supply your own power (ESA fee does not apply).
5. All equipment must be supplied by the vending group, including: fire extinguishers, generators, extension cords, barbecues, propane tanks, signage, tarps and rain covers, pens, markers, paper, etc. Please ensure that your equipment is in good working order, conforms to safety guidelines, Health Unit standards and meets fire code requirements.
6. Security will be on site overnight on Friday however, the George Jeffrey Soapbox Races will not be liable for any loss or vandalism of equipment or merchandise.
7. No alcohol is allowed on the property.
8. A limited number of picnic tables will be placed in designated areas **for customer seating only**. Any seating or tables needed for vendor purposes will be the responsibility of the vendor.
9. **No vehicles are allowed in or out of the booth area while the event is in progress.**
10. THE SOAPBOX COMMITTEE RESERVES THE RIGHT TO:
 - Determine the location of the booth on the event grounds
 - Decline applications without justification
 - Restrict the amount of similar products to deter redundancy (please be specific in describing your product offerings)
 - Enforce the vendor guidelines and shut down booths that fail to follow rules