



VENDOR CONTRACT "WOMEN WITH MOMENTUM"

Thursday, November 28th, 2019

5:30PM - 8:00PM

Strathcona Paper Centre

16 McPherson Drive, Napanee ON K7R 3K6

Thank you for your interest in participating as a vendor at Women with Momentum! We look forward to having you at this event.

Name: _____

Business name: _____

Brief product description:

The first hour of this event will allow for networking and for guests to check out all of the vendors. Dinner will occur at approximately 6:30PM for all vendors and guests.

VENDOR SPACE

- Vendors can set up at 4:30PM and tear down at 8:00PM (tear down may not begin until *after* the event ends). If extra set up time is needed, please contact us.
- Vendors will be provided one 8ft table covered with a black table cloth and chair - all product *must* be able to fit on or underneath the table and may not exceed the space provided due to venue capacity regulations.
- No running water is available.
- Electricity will be available on a first come, first serve basis dependent on table location. Extension cords are the responsibility of the vendor.
- Vendor spaces will be assigned on a first come, first serve basis. Please select your top 3 preferred spaces on the attached map.
- Vendors are responsible for leaving a clean area at the closing of the event. All vendors shall exhibit professionalism.
- Booths/tables may not be shared; anyone selling their products must go through the application process.

PAYMENT

- Cost per vendor table is \$100. This includes a non-refundable dinner and vendor space.
- Vendor spots are not confirmed until we receive payment. Forms and payment must be submitted by Friday, November 8th to guarantee a vendor spot.
- Payment to be made in full, payable to: *Town of Greater Napanee BIA*
- All fees are non-refundable.

I give permission for any photos and/or videos of myself and/or my products and booth to be taken and used by the BIA and Chamber.

Vendor Signature

Date

I **understand** and **agree** that the Town of Greater Napanee Business Improvement Area and Napanee and District Chamber of Commerce or their affiliates will not be held responsible for any liability or accidents, lost or damaged merchandise, theft of merchandise, or any injury incurred during the Women with Momentum event.

Vendor Signature

Date

After reading all of the guidelines, if you have questions or need more information please call feel free to contact Tiffany Lloyd or Megan Sands.

Tiffany Lloyd
613-354-9508
tlloyd@downtownnapanee.com

Megan Sands
613-354-6601
businessmanager@napaneechamber.ca