



**Over the Rainbow Market
OSDC 2023, Inc.**
470-207 Bank Street Ottawa, ON
K2P 2N2 Ottawa2023.com

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VENDOR APPLICATION FORM 2023

CONTACT INFORMATION

Organization Name:

Phone Number:

Contact Name:

Cell Phone Number:

Address:

E-Mail:

City:

Postal Code:

Website:

DESCRIPTION OF YOUR ORGANIZATION

Large Retail

Non-Profit

Small Retail

Community Groups

Describe the products and services you wish to sell or showcase:

TERMS, CONDITIONS, AND AGREEMENT

VENDOR SELECTION

The Ottawa 2023 convention (the "Event") will be held THURSDAY-SATURDAY JULY 6-8, 2023. The Event will operate the following times (times are subject to change):

Thursday, July 6, 2023 - 11:00 AM to 5:00 PM.

Friday, July 7, 2023 - 9:00 AM to 6:00 PM.

Saturday, July 8, 2023 - 12:00 PM to 8:00 PM.

Vendors for the Event are selected based on their application submission together with the Event needs and exclusivity/supplier arrangements. Submission of this application does not guarantee acceptance. Vendors will be contacted to confirm their participation in the Event, or otherwise.

Vendors who have been selected to participate in the Event will be notified by email and will indicate acceptance with a signed release and waiver of liability that must be returned to the Ottawa 2023 convention.

FEES (Discounts available for multiple booth rentals from same vendor)

Approved Non-Profits & Community Groups - \$100

Small Retail - \$125

Large Retail - \$300

Large Retail, Small Retail, Community Groups & Non-Profits

Vendor booth size is 8 feet by 8 feet.

Booth sizes noted above are the maximum fixed sizes for the stated fee. Vendor booths exceeding their allocated booth size will be subject to additional fees.

Vendor minimum fee is payable by cheque/credit card and MUST be received by MAY 30, 2023. Only those vendors approved in writing will have their payments processed. There will be no refunds unless main convention is canceled.

In the event Vendor fails to (i) submit payment as outlined herein; or (ii) attend the event, regardless of cause, the Vendor fee will not be returned.

ADDITIONAL SERVICES

Any requests by the Vendor for special services to be provided in addition to the services listed in this Agreement may be subject to additional fees at Ottawa 2023's discretion.

BOOTH RESTRICTIONS AND SAFETY

No food and/or beverage sales/gifts by vendors is permitted.

Vendor booths must be portable and equipped with all required appliances and safety devices in compliance with local laws and regulations.

Vendors must ensure appropriate operational and safety requirements are met relating to the provision of their goods and services.



VENDOR GUIDELINES

1. Move-In / Move-Out Times

All booths must be set-up between 9:00 am and 11:00 am on Thursday, July 7, 2023 and all vehicles MUST be removed from the loading dock by 11:00 am. All booths must be dismantled and removed by 10:00 PM on Saturday, July 8, 2023.

2. Booth Space & Sound

Vendors must not extend their displays beyond the space allotted. Any Vendor wanting to use sound equipment (video or audio tapes) will need written permission from the Ottawa 2023 and should keep the volume at a minimum to avoid distracting other vendors or dancing. Vendors are responsible for obtaining a SOCAN license.

3. Vendor Booth Operation

Vendors shall be self-sufficient and be responsible for all costs incurred in the setup operation and tear down of their booth. All staff working in the vendor booth are the responsibility of the vendor and the vendor assumes all responsibility for their training and activities. Provision of monetary change is the responsibility of the Vendor.

Vendors must supply their own booth setup at the Event subject to Ottawa 2023 or Event Coordinator approval. All specified self- contained units must be pre-approved by the appropriate authorities to supply or sell the products listed. Each booth includes 1-rectangle table and 2-chairs.

Where a Vendor plans to use electricity, please coordinate with Ottawa 2023 for availability, pricing and confirmation.

There is limited additional storage space provided on site for non booth hours. Coordinate your needs for storage prior to event.

Vendors are expected to keep their booth clean and assist with ensuring the best possible experience for Event participants.

4. Inspections

Vendor booths equipped with electrical and mechanical systems are subject to inspection by Ottawa 2023 and The Westin technical personnel to ensure optimum safety and must meet all building and electrical code.

All booths are subject to inspection by a) the Fire Department, and b) Ottawa 2023. Vendors are required to ensure their booth meets all standards set by all inspection authorities.

5. Signage

Vendors must display a sign with their business name on or within their allocated booth space and visible to the public at all times.

6. Licensing and Permits

Vendors are responsible for all licensing and permits and are required to provide special occasion and business licensing no later than May 30, 2020 where applicable.

VENDOR PARKING

Vendors will be responsible for parking at standard City of Ottawa rates posted.



USE OF TEMPORARY STRUCTURE OR OBJECTS AT THE WESTIN FACILITIES

Ottawa 2023 and the Event take no responsibility for Users' failure to safely erect, secure and use a Temporary Structure or Object in booths.

Definitions:

Temporary Structure or Object - items such as event tables, displays or other structures or objects of a similar nature.

Users - Individual(s) or Organization using Ottawa 2023 or The Westin materials.

Manufacturer - refers to the manufacturer of the Temporary Structure or Object.

INSURANCE

Vendors must provide its own certificate of insurance of public liability with respect to the Vendor's use of The Westin and/or Ottawa space.

INDEMNIFICATION

The Vendor agrees to indemnify and hold harmless Ottawa 2023 and The Westin, respective management team, directors, volunteers, contractors, and staff from any litigation as a result of their being accepted and operating a booth at the Event for any reason.

VENDOR ACKNOWLEDGEMENT

All information provided by me in this application is accurate and complete. I have read and understand this Vendor Agreement, and if selected as a vendor for Ottawa 2023 event, I agree to abide by its terms and conditions.

Signature

Print Name

Organization / Business Name

Date (MM-DD-YYYY)

TERMS, CONDITIONS, AND AGREEMENT

In consideration of your agreement to allow me/us to participate on site prior to, during, and after Ottawa 2023 convention, **July 6-8, 2023 (the "Event")**, I/we hereby covenant and agree on behalf of myself/ourselves, my/our heirs, assigns, personal representatives and next of kin, that:

i) I/we hereby give a **FULL RELEASE AND WAIVER OF LIABILITY OF AND FROM ALL CLAIMS** that I/we have, or may have in the future against Ottawa 2023 and/or /The Westin contracted by Ottawa 2023 for any loss, damage, injury or expense that I/we may suffer as a result of my/our participation in the Event due to any cause whatsoever including the negligence of Ottawa 2023 and/or The Westin contracted by Ottawa 2023 or those associated in any way with the Ottawa 2023 and/or The Westin contracted by Ottawa 2023 or the facilities at which the Event takes place, including their respective officers, directors, employers, agents, servants, volunteers, and representatives (the "Releases"), for from any breach of contract or statutory duty or other duty of care, and

ii) I/we hereby **AGREE NOT TO SUE and I/WE further agree TO INDEMNIFY, DEFEND AND SAVE HARMLESS** the Releasees from all expenses, fees, liability or damage award or cost of any type whatsoever, and howsoever arising, from my/our participation in the Event.

I/WE HAVE READ AND UNDERSTAND THIS WAIVER, RELEASE AND INDEMNITY including the giving up of my/our right to sue and other substantive legal rights.

SIGNED, SEALED AND DELIVERED this _____ day of _____, 20____.

Signature

Print Name

Organization / Business Name