

**NATIONAL CAPITAL DRESSAGE INC.
VENDOR APPLICATION**

Please complete in full either using the boxes provided in Word or by hand printing, scan and send to odf@nationalcapitaldressage.ca.

Event: OTTAWA DRESSAGE FESTIVAL
Wesley Clover Parks, Ottawa
May 17 – 20, 2018

Business Name:

Contact Name:

Phone:

Mobile: Email:

Website:

Mailing Address:

City/Province/Postal Code: Home Phone/Alternate Contact:

Type of business/product:

Vendor space requested:

Type of booth, tent or mobile display:

Equipment and goods/merchandise that will be on site:

Authorized signature:

Print Name:

Set up location will be on a first come first served basis with final decision from ODF staff. Consideration is given to the size of the tent or vehicle.

TERMS AND CONDITIONS

VENDORS WILL RECEIVE designated vendor space, show program, listing in show program (if reservation made two weeks before the show) and web site link.

COST: Vendor space will be provided no charge. Sponsorship and prize donations are gratefully accepted.

SET UP is between 12:00 am and 6:00 pm the day before the show (May 16, 2018). Vendors will provide their own materials, equipment and labour in order to set up their booth and acknowledge that National Capital Dressage Inc. will not provide any tents, water hoses, extension cords or any other equipment. Vendor booth placement will be acontrolled by National Capital Dressage Inc. and Vendors agree not to set up any booth anywhere on the show site other than the location specified. Vehicles must be removed from Vendor site by 7:00 am each show day.

REMOVAL: Vendors agree to remove their booths as well as all materials, equipment and other property by 8:00 pm on Sunday, May 20, 2018, at the conclusion of the Event. Vendors must leave the portion of the Facilities occupied by their booth in the same condition as it was in prior to the Event.

Hours of operation: Vendors are requested to open by 9:00 am each day of the show and close no earlier than 4:30 pm.

LIABILITY INSURANCE: All Vendors are required to obtain their own insurance.

UTILITIES SUPPLIED: NONE guaranteed

RELEASE OF LIABILITY AND TERMS OF AGREEMENT

I hereby agree to release and hold harmless National Capital Dressage Inc. and the Ottawa Dressage Festival, their officers, agents and insurers, the management of this show from any loss, damage or injury resulting from participation in this event. By signing this document, it is understood and agreed that all merchandise displayed is at the vendor's own risk. Neither National Capital Dressage Inc. or any of those involved with putting this show together assumes any liability or responsibility for the merchandise, equipment or goods that are the property of the Vendor.

Any loss due to theft, fire, soiling, accidental breakage or any other act, natural or otherwise, such as storms and bad weather, will be the responsibility of those to whom the merchandise belongs. It is my responsibility as Vendor to setup and remove my vendor displays and all associated with my display. I understand that I must operate during show hours and that there may be vendor restrictions.

I hereby agree to the terms and conditions of this vendor application.

Read, understood and agreed this day of , 2018.

Signature:

Print name:

Email to odf@nationalcapitaldressage.ca.

THANK YOU!