

NATIONAL CAPITAL DRESSAGE VENDOR APPLICATION

for

OTTAWA DRESSAGE FESTIVAL

Wesley Clover Parks, Ottawa

May 30 – June 2, 2024

Please complete **BOTH PAGES** of this application in full and submit to vendors@nationalcapitaldressage.ca along with a high-quality electronic version of your logo.

Business name: _____

Contact name: _____

Phone: _____ **Cell:** _____

Email: _____

Website/Facebook page: _____

Mailing address: _____

Type of business/product: _____

Vendor space requested: _____

Type of booth, tent, or mobile display: _____

Equipment and goods/merchandise that will be on site:

Logo attached: Yes No

Authorized signature: _____

Print name: _____

Vendor location is based on “first come first served” with final decisions made by Ottawa Dressage Festival organizers. Consideration is given to the size of the tent and/or trailer of the Vendor.

TERMS AND CONDITIONS



VENDORS WILL RECEIVE designated Vendor space, mention in the show program (if application received prior to printing), a link to their website or social media site on the Vendors page of the National Capital Dressage Inc. website, and mentions on the Ottawa Dressage Festival's social media accounts.

COST: Vendor space is provided at no charge. However, all Vendors are asked to donate a prize.

SET UP is between 12:00 pm and 6:00 pm the day before the show (May 29, 2024). 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 controlled by National Capital Dressage Inc. and Vendors agree not to set up any booth anywhere on the show site other than the location specified. There is no parking or vehicle movement on the competition site during the day. Vehicles must be removed from Vendor site by 7:00 am each show day and parked in designated areas. This does not apply to vehicles that will not be moved for the entire show.

REMOVAL: Vendors agree to remove their booths, as well as all materials, equipment, and other property by 8:00 pm on Sunday, June 2, 2024, at the conclusion of the Event. Vendors must leave the portion of the Facilities occupied by their booth in the same condition 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. Food vendors will be provided with an electrical outlet, normally 30 amp.

COVID-19: Vendors are required to follow all COVID-19 protocols and comply with federal/provincial/local regulations. Please refer to www.nationalcapitaldressage.ca for any COVID-19 protocols required at Wesley Clover Parks.

Release of Liability and Terms of Agreement

I hereby agree to release and hold harmless National Capital Dressage Inc., the Ottawa Dressage Festival, and Wesley Clover Parks and their officers, agents and insurers, and 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 the Ottawa Dressage Festival assume any liability or responsibility for the merchandise, equipment, and/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 understand I will be charged for any damage to the site or property at Wesley Clover Parks

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

Read, understood, and agreed this _____ day of _____, 202__.

Signature: _____

Print name: _____