



Wednesday, November 29, 2017  
Caesars Windsor, Ontario  
Augustus Ballroom



## VENDOR APPLICATION & AGREEMENT

### CONTACT INFORMATION (All information REQUIRED)

Applicant Name(s): \_\_\_\_\_

Booth/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: **ON** Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website and/or Facebook page, Twitter handle: \_\_\_\_\_

\_\_\_\_\_

Name of any other individual(s) that will be assisting with set up/tear down/selling at event  
(Required by Caesars Windsor to issue Security Passes):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: it is strongly encouraged to bring an assistant to this event as Volunteer resources for take-down or relief breaks cannot be guaranteed.**

### PRODUCT INFORMATION

Category (please check one): *Please use one of the listed categories*

- Fine Art/ Photography       Clothing       Leather       Wood
- Jewelry       Metal       Fibre Art       Sculpture
- Literary Arts       Fine Craft (other)       Ceramics/Pottery

Please complete the following section IN FULL:

1. The price range of your work is from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.

2. Briefly describe your work and list the items you will sell (**Artists are encouraged to create and sell works that celebrate Canada's 150<sup>th</sup> birthday, although not mandatory**).



\_\_\_\_\_  
\_\_\_\_\_

3. Do you plan to donate a Raffle Prize (optional)? Please describe.

\_\_\_\_\_  
\_\_\_\_\_

## TERMS AND CONDITIONS FOR VENDORS

1. Applications are juried. Jury decisions are final. As to whether or not an application has been accepted for participation, all applicants will be notified no later than Saturday, October 28, 2017.
2. Applicant must be the sole designer/creator/producer of the items being sold. Mass produced items are not acceptable. Raffles/giveaways are not permitted at vendor tables.
3. Vendors must sell only the type of work/items approved in advance through this process.
4. One 6' table with black spandex table cover is included in reservation fee. Only 6 ft table spaces are available. No additional tables. Racks or other displays must fit within the provided space. No additional space in front of each table is available for use.

*NOTE: Your booth may qualify to bring your own personal rack or table if a 6 ft table is not required. Artilicious requires that table covers be black for event uniformity. In addition, Artilicious may be able to accommodate open space requests (i.e. for large sculptures and/or easels). Please indicate requirements in this application (on the attached sheet).*

5. Booth locations will be allocated by the Committee and assignments will be communicated on or before vendor arrival on Wednesday, November 29, 2017.
6. Arrival for set-up must occur on Wednesday November 29, 2017 between 1:00-4:30 pm (NO EXCEPTIONS); Set-up must be completed by 4:45 pm.

*NOTE: Caesars Windsor requires the names of all individuals who will be onsite during set up and tear down so that security passes may be issued. Final names can be provided by responding to a pre-event email issued a few weeks before the event.*

7. Signage MAY NOT be hung/adhered to the wall(s) – Table-top or attached to front of table signage only.
8. Booth to be open and staffed from 4:45 pm to 8:00 pm. Absolutely no dismantling shall occur before 8:00 pm.
9. Vendors will be responsible for collecting payments for items sold at their booths, packaging of sales, signage identifying their business, as well as any props needed for set up of their specific items (i.e. easels). Extension cords, money for making change, bags, etc. must all be provided by the vendor. Any cords must be safely secured to avoid a tripping hazard and arranged inconspicuously (please bring tape, etc.).

*NOTE: There will be no petty cash available to make change for cash sales, so please come prepared.*

10. The Kidney Foundation of Canada or Caesars Windsor is not responsible for any pilferage, breakage or other loss to vendors. Insurance coverage for artist works is NOT provided by The Kidney Foundation of Canada or Caesars Windsor during this event.
11. Booth reservation payment will only be processed if the vendor is approved and is non-refundable.
12. Booth reservation fee includes enjoying the food at the event (ONE meal ticket per booth/table). Regular price (advanced rate) tickets are available and MUST be purchased in advance by including payment with this application. No price reduction is available for vendors which choose to bring their own dinner to eat at their booth. If you purchase additional advanced tickets with this application, they will be mailed to you in advance of the event. Alternatively, additional full-priced tickets may be purchased online by visiting [kidney.ca/WindsorEssex](http://kidney.ca/WindsorEssex), Nancy John's Gallery (4755 Wyandotte St. E.), or Windermere Art Gallery (2120 Windermere Road) in advance by Saturday, November 25<sup>th</sup> (\$25) or at the door (\$30).
13. Any donated raffle prizes must be available and ready for pick-up by Monday, November 13, 2017. You will be receiving an email with regards to arrangements for this pick-up or delivery.

**I HAVE READ THE TERMS AND CONDITIONS PERTAINING TO THE PARTICIPATION IN ARTILICIOUS AND HEREBY UNDERSTAND AND AGREE BY THEM.**

**Signed by Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION REQUIREMENTS**

CONTRACT MUST BE SIGNED, DATED, AND RECEIVED BY: **SATURDAY, OCTOBER 14, 2017.**

	<b>Quantity Purchased</b>	<b>Total</b>
Vendor tables: \$45 each (includes one (1) meal)		\$
Regular price (advanced rate) tickets: \$25 each		\$
I cannot participate but would like to make a monetary donation to The Kidney Foundation of Canada		\$
<b>Notes: Taxes <u>are</u> included in the above fees. All tickets purchased on the day of the event are \$30 each.</b>	<b>TOTAL AMOUNT</b>	<b>\$</b>

Please return your completed form by:  
 Email: [emuscat@kidney.on.ca](mailto:emuscat@kidney.on.ca)  
 or Mail: The Kidney Foundation of Canada  
 Attn: Erika Muscat  
 PO Box 22033  
 11500 Tecumseh Rd. E.  
 Windsor, ON N8N 5G6

Make cheques payable to: *The Kidney Foundation of Canada*

Please find my cheque enclosed <input type="checkbox"/>		Please charge my credit card <input type="checkbox"/>	
Credit Card No.:		Expiry Date:	
Cardholder Name:			
Signature:			
Billing address if different from above:			

Submission Checklist:

- Completed Application
- Four (4) photos (.jpg or .png) of actual work you intend to sell emailed to [emuscat@kidney.on.ca](mailto:emuscat@kidney.on.ca) AND [art4all@hotmail.ca](mailto:art4all@hotmail.ca)
- Vendor Fee (All booths will receive a receipt once payment has been processed.)

It is recommended that you make a copy of this application form for your own records.

**ADDITIONAL REQUESTS/NEEDS**

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The Kidney Foundation of Canada appreciates your support. At the Foundation, our goal is to make giving simple. We recognize your right to privacy and we pledge to protect it. The information you have provided to us will be used to process your donation (s) and to provide you with a tax receipt, where applicable. From time to time, we may use your contact information to keep you informed of other activities, events and/or fundraising opportunities in support of the Foundation.

If you would like to be added to our contact list, kindly check below.

- I wish to appear on The Kidney Foundation of Canada's contact list.