VENDOR APPLICATION

Please complete all sections. Incomplete applications may not be considered.

Event name: _____	**Event date(s):** _____
Location: _____	**Application deadline:** _____

1. Vendor Information

Legal business or organization name: _____	
Operating name (if different): _____	
Primary contact: _____	**Title/role:** _____
Phone: _____	**Email:** _____
Mailing address: _____ City: _____ Province/State: _____ Postal/ZIP code: _____	
Website: _____	**Social media:** _____

2. Vendor Profile

Vendor category (check all that apply):

☐ Food or beverage	☐ Arts and crafts	☐ Retail merchandise
☐ Community organization	☐ Service provider	☐ Other: _____

Describe the products or services you plan to offer:

_____

_____

Price range: _____	**Years in operation:** _____
Number of staff on site: _____	**Will you provide demonstrations?** ☐ Yes ☐ No

3. Site and Equipment Requirements

Requested space: ☐ 10 ft × 10 ft ☐ Other: _____	**Location:** ☐ Indoor ☐ Outdoor ☐ Either
Electricity required: ☐ No ☐ Yes—load: _____	**Water required:** ☐ No ☐ Yes—details: _____
Equipment brought by vendor: ☐ Tent ☐ Table ☐ Chairs	**Vehicle or trailer on site:** ☐ No ☐ Yes—size: _____
Additional setup, storage, accessibility, or safety requirements: _____ _____	

4. Fees and Payment

Vendor fee: $_____	**Payment method:** ☐ Cash ☐ Cheque ☐ Other: _____
Payment submitted: ☐ Yes ☐ No	**Payment date:** _____

5. Applicant Declaration

I certify that the information in this application is complete and accurate. I agree to comply with event rules, applicable laws, health and safety requirements, setup and teardown times, and organizer directions. I understand that submitting this application does not guarantee acceptance and that I remain responsible for my products, services, staff, equipment, permits, insurance, taxes, and site cleanliness.

Authorized name (print): _____	**Title/role:** _____
Signature: _____	**Date:** _____

Office Use Only

Application status: ☐ Approved ☐ Waitlisted ☐ Declined
Assigned site/booth: _____ Fee received: ☐ Yes ☐ No
Conditions or notes: _____ _____
Reviewed by: _____ Signature: _____ Date: _____

Keep a copy of the completed application and all supporting documents for your records.