

The Hospice Craft & Gift Show Responsibilities Form Saturday, November 15th, 2014

I _____ of _____ hereby agree to the following:
Name Company (if applicable)

- I agree to provide at least 5 photographs of the items to be sold at the show with the application, payment or deposit cheque. I agree that the photographs sent are now the property of Doane House Hospice and will not be returned. I understand that the photographs may be used for advertising purposes.
- I agree to sell only what has been approved by Doane House Hospice
- I have reviewed and agreed to the Criteria Policy on the reverse side of the Application Form.
- I understand that no application will be considered without the required full payment of \$100 or deposit of \$50 per space. Payment/deposits will not be processed until the application has been approved
- I understand that the spaces are considered unconfirmed without the required deposit and the signed Application and Responsibilities forms, and that failure to submit the balance of payment by **Friday, September, 19th, 2014** may result in the forfeit of the reserved space without refund of the deposit.
- I agree to abide by all local by-laws, fire, and electrical safety codes.
- I will ensure that my table is safely and pleasantly decorated as well as skirted to the floor, and is adequately stocked.
- I understand that the display must be within the allotted space, must not encroach in aisles, walkways or other vendor spaces, and must adhere to general Health & Safety guidelines.
- I understand that I must ensure that my booth is staffed at all times.
- I will not sublet my space without specific permission from Doane House Hospice.
- I agree to obtain permission from Doane House Hospice, in writing, regarding any changes or additions to the products sold at the event as listed in the Application Form.
- I will only use safety standard lighting or electrical equipment and understand that I am solely responsible for the operation of all electronic equipment brought into the Newmarket Community Centre.

- I understand that the Newmarket Community Centre does not provide technical assistance and that I will ensure that all my equipment works well in advance.
 - I understand that my table must be ready and stocked by 9:30 am and that I must vacate the Newmarket Community Centre by 5:00 pm.
 - I understand that I am responsible for removing all stock, waste, and recycling amounts.
 - I agree that any signage displayed must be professionally printed.
 - I agree to ensure that no items are fastened to any interior walls.
 - I will receive my table allocation and 2 vendor passes on the day of the event.
 - I will publicize the Hospice Craft & Gift Show to the best of my ability.
 - I agree to provide the contact information that I wish to be made public by completing and submitting the attached **Website Information Form**. This information is optional and may be used by Doane House Hospice for my promotion i.e. on the Doane House Hospice website.
 - I understand that in the event that the Hospice Craft & Gift Show is cancelled by Doane House Hospice, neither Doane House Hospice nor the venue will be held liable in any way.
 - I understand that in the event that the Hospice Craft & Gift Show is cancelled by the Newmarket Community Centre, neither Doane House Hospice nor the venue will be held liable in any way.
 - I understand that the registration fee is non-refundable except in the event of cancellation of the Craft & Gift Show by Doane House Hospice and/or the Newmarket Community Centre.
 - I accept that there will be a \$50 charge for any N.S.F cheques.
- I have liability insurance for the event
- I do not have liability insurance for the event

I/We hereby agree to abide by the above responsibilities at the Hospice Craft & Gift Show 2014.

Signature: _____ Date: _____

The Hospice Craft & Gift Show Website Information Form

- Yes! I would like my information on the Doane House Hospice website. (Please fill out the details below)
- No Thanks! I do not want my information on the Doane House Hospice website.

Contact Name	
Company Name	
Address	
Telephone Number	
Email Address	
Website	
Tag Line or One Sentence Describing Products	