



Trafalgar Castle School

Trafalgar Castle School's May Day

Saturday, May 27, 2023

DEMONSTRATOR/VENDOR APPLICATION

Company/Business Name: _____

Contact Name: _____

Address: _____ City _____

Postal Code: _____ Email address: _____

Business Phone: _____ Mobile Phone: _____

Business Website: _____ (for online promotion)

VENDOR PARTICIPATION

Number of booths (10'X10') _____

Cost per booth \$100 (includes HST)

Vendors will be supplied with one 6-ft table and two chairs. By submitting this application form, I/we hereby understand and agree to be bound by the terms and conditions attached to this application if approved. That Trafalgar Castle School reserves the right to approve the application only if such space is available, provided applicable insurance forms and required criteria/guidelines are met in accordance with the May Day Event Participation Policy and compliance with the Participant Terms and Conditions.

Documents to be included with Application:

- | | |
|---|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Certificate of Insurance (if available) |
| <input type="checkbox"/> Items Exhibit List | <input type="checkbox"/> Hold Harmless Agreement |

COMPANY NAME

CONTACT NAME

SIGNATURE

DATE

Approved:

Fee:

Booth #:

Forms Received:

PARTICIPANT TERMS AND CONDITIONS

EVENT HOURS:	Saturday, May 27, 2023 11 a.m. to 2 p.m.
LOCATION:	401 Reynolds Street, Whitby, ON L1N 3W9
RAIN DATE:	This is an outdoor event with NO rain date . The event will proceed rain or shine.
ARRIVAL/SET-UP:	8 a.m. SITE ACCESS IS LIMITED. MUST be set up and vehicles removed by 10 a.m.
DEPARTURES:	AFTER 2 p.m.
LATE ARRIVALS/ NO SHOWS:	Any space not claimed by or occupied by 10:15 a.m. will be forfeited.
PARKING:	Limited parking available on site.
APPLICATION AND PAYMENT:	MUST be received no later than Friday, May 12, 2023 . Cash, cheque, etransfer or online banking accepted. Ask for details for online banking bill payment. Etransfers to be sent to finance@trafalgarcastle.ca with note "May Day Vendor". Send cheques to: Trafalgar Castle School, 401 Reynolds Street, Whitby, ON L1N 3W9 ATTENTION: Nana Barber, Executive Assistant to the Head of School

PARICIPANT RESPONSIBILITIES:

- Organization or company name clearly displayed;
- Designated area must remain tidy and clean throughout the event;
- All debris must be removed after event by participant;
- Liable for any damages to the space occupied by them;
- Contracted space may not be sublet;
- Booths must be staffed at all times with all goods/services secured;
- Alcohol is not permitted;
- Sale of raffle tickets is prohibited;
- Supply own equipment including tents, canopies, extension cords or water. Canopy stability is the responsibility of the participant. Extra care should be taken when fastening to avoid tripping hazards. Trafalgar Castle School reserves the right to remove such hazards.

SOUND

Any attention disrupting devices such as music, television, voice amplification, etc. must be kept at levels that do not interfere with other exhibitors or entertainment.

INSURANCE/FORM REQUIREMENTS:

The Company, at its sole cost and expense, shall take out and maintain comprehensive general liability and automobile insurance, wherever feasible to do so. A Certificate of Insurance shall be included with the application and name Trafalgar Castle School as an additional insured. Exemptions may be made, on a case-by-case basis.

- | | |
|-------------------------------------|---|
| 1. Vendors/Entertainment/Activities | 2.5 – 5 million liability – Trafalgar Castle School co-named additional insured |
| 2. All participants | Must include a signed Hold Harmless Agreement |

EXHIBITED PRODUCTS/ACTIVITIES RESTRICTIONS:

Products exhibited/distributed are restricted to those products identified and approved on the attached Items Exhibit List and are not permitted outside of their assigned exhibit space.

Consideration for applications and participation selection is based on the following: date application was received, application completion including signed Hold Harmless agreement and Certificate of Insurance, type of product(s) to be sold, fee is included and space availability.



Trafalgar Castle School

MAY DAY EVENT PARTICIPATION

Trafalgar Castle School's May Day is intended to be a family event in celebration of one of the School's oldest traditions. As such, the types of participants and products to be sold need to be deemed appropriate for the event.

ITEMS EXHIBIT LIST

All participants are required to list in detail:

1. Items/products they intend to sell throughout the duration of the event.
2. Activities/demonstrations or give-a-ways to be showcased.
3. Please also indicate if you will require power and if you will be bringing a tent.

All items included on the Items Exhibit List are subject to approval by Trafalgar Castle School. **Please note that Trafalgar Castle School is a nut free facility and no products containing nuts or traces of nuts are permitted at May Day.** No additional products can be sold once the list is approved. Items not on the list will be removed. If a participant chooses to disregard the policies set out, he/she will be asked to leave the event without refund, and prohibited from returning.

<input type="radio"/> I will require power <input type="radio"/> I will be bringing a tent

Trafalgar Castle School, in the best interest of both the event and attributing businesses, reserves the right to move a participant, refuse entry or remove anyone for just cause as outlined in the May Day Event policy.



Trafalgar Castle School

HOLD HARMLESS AGREEMENT

In consideration of the approval for Trafalgar Castle School's May Day on Saturday, May 27, 2023, Trafalgar Castle School will not be held liable for any injuries, damage to property or other loss arising from the use of the facility or grounds, including vehicles parked or driven on the School grounds, whether or not such use is authorized by this Agreement.

The undersigned (jointly and severally, if more than one) covenants and agrees to indemnify and save harmless Trafalgar Castle School, its officers, employees, servants, agents and contractors and their respective heirs, executors, administrators, successors and assigns, with respect to any and all actions, causes of actions, claims, demands, proceedings, costs, damages and expenses whatsoever arising either directly or indirectly from participating in above-noted May Day.

PRINT NAME

SIGNATURE

DATE