

# VENDOR AGREEMENT

## “Matthews House Hike for Hospice” Sunday, May 7, 2023 10-2pm Adjala-Tosorontio Municipal Grounds

This Agreement authorizes you to operate a concession at the Matthews House Hike for Hospice on the above date and time, non-refundable fee. All applications with supporting documents and full payment of \$25 should be submitted by April 24, 2023.

### Vendor Information

Name of Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_ Contact Person \_\_\_\_\_

Cell # (day of event) \_\_\_\_\_ Email \_\_\_\_\_

Description of all items for Sale \_\_\_\_\_

Any other special requests \_\_\_\_\_

**PAYMENT FEES:**  
**TOTAL PAYMENT: \$25**

**Proof of insurance? Yes** Vendors are required to add Matthews House to their liability insurance as additional insured for the day of the event. A minimum \$2 million coverage is required.

**VENDORS:** Certificate of Insurance naming Matthews House as additional insured

**Please initial in the box to indicate you have read and understood the agreement.**

Payment method:

EMAIL TRANSFER: to [Donations@matthewshousehospice.ca](mailto:Donations@matthewshousehospice.ca) With the comment “Hike for Hospice Vendor Fee”

Please indicate here any special needs or requirements.

**NOTES:**

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**Terms and Conditions:**

1. Matthews House reserves the right to restrict the type and number of vendor concessions.
2. Vendors may only sell those products listed on the application form. Matthews House reserves the right to enforce the vendors' product list. Failure to comply will result in vendor being asked to vacate the premise, forfeit all fees and future eligibility to this event.
3. Matthews House reserves the right to assign exhibitors to designated areas and occupancy and use shall be confined to the designated area.
4. All vendor fees shall be paid prior to set up. Vendors shall check in with Matthews House organizers prior to set up. Booths are NON-TRANSFERABLE without prior permission by Matthews House
5. Vendors agree to provide all of their own equipment, including **tables, chairs, booths, and tents**. You are free to be as creative as you wish within your space, but be prepared to deal with the elements of the weather as the event is outdoors. There is no power available.
6. Set-up: Vendors may begin installation of vendor concession between **9:00-10:00am**. All Vendors must be fully operational by **10:00am** on the day of the event. Tear-down: For the safety of ALL concerned vendors must NOT dismantle and/or remove concession booth before **2:00pm**. Vendors are required to dismantle and remove the concession booth prior to **3:00pm**.
7. Vendors shall be responsible for leaving the area in a neat and tidy condition.
8. Matthews House shall not be liable for personal injury, or the damage, loss or other destruction of the concession booth by reason of fire, accident or other destructive causes, and each exhibitor shall lease vendor space at their own risk.
9. If Matthews House should be prevented from holding the event by any cause beyond its control, or if it cannot permit the vendor to occupy their rented space due to circumstances beyond its control, including but not limited to, strike, fire, civil disobedience, inclement weather, lockouts, acts of God, etc., Matthews House will refund to the exhibitor fee, and Matthews House shall have no further obligation or liability to the vendor.
10. Matthews House shall have full power in the interpretation and enforcement of all rules contained herein and the power to make such amendments hereto and such further rules and regulations governing participation in this event.
11. Matthews House assumes no responsibility for any persons, goods or equipment owned by the vendors or staff. Further, by signing this agreement, the vendor agrees to waive any claim, costs or liability against Matthews House for any cause whatsoever and this shall constitute due notice that the vendor assumes all risks and liabilities arising out of their participation in “Matthews House Hike for Hospice”.
12. Vendors will have no open fires or BBQ's or any machinery producing smoke or excessive noise. No flyers are allowed to be placed on visitor's vehicles.
14. It is the responsibility of the vendor to secure the appropriate insurance and approvals for the operation of their concession booth and shall supply the following with their application:
  - a) Third party liability insurance, no less than \$2,000,000.00
  - b) If required, Special Occasion Food permit from the Simcoe District Health Unit; and
  - c) If required, Electrical Sticker and Certification (Ontario Electrical Safety Certificate)
15. Any personal information that Matthews House retains is kept in such a manner as to always ensure its security and confidentiality. Matthews House will only use this source of information as a reference to inform those vendors of future organized events that may be of interest to the vendor therein participating. Matthews House does not sell or trade any personal information with third parties.

**Vendor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_