



Vendor Registration and Agreement Form

BCPL Mini Comic-Con®

Walkerton Branch Library

Saturday March 9, 10am-4pm

Name: _____

Name of Business (if applicable): _____

Address: _____

City: _____

Phone: _____

Email: _____

Website and/or Facebook page: _____

Types of items selling/featured: _____

Vendor requirements

Vendors will be provided a space of 6'x 8'

of tables required (provided) - 3' or 6': _____

Power supply required: _____

Other: _____

Vendor's area is located in the Library Hall at Walkerton Branch Library. Vendors will be able to set up either Friday, March 8 between 4:00pm-4:45pm or Saturday March 9 between 9:30am-10:00am to set up and must vacate the premises by 4:30pm on Saturday March 9. There is no table fee for this event.

AGREEMENT:

We ask that all vendors please be respectful of decisions that the staff may have to make concerning the Vendor's area the day of the convention. We are working to make the experience great for everyone, and may have to make changes in the initial plans or layout.

We will try our best to prevent problems from occurring, but we cannot plan for every contingency. Should a problem arise, please speak to a staff member.

VENDOR CONTRACT TERMS AND CONDITIONS:

1) Bruce County Public Library agrees to provide up to 2 3'x3' vendor tables a 6'x8' space. Bruce County Public Library agrees to make tables and exhibit space available to the Vendor by no later than 4:00pm, Friday March 8, 2019 for load in and setup. Any vendor setting up Friday March 8 agrees must vacate the building by 4:45pm. Door to Library Hall will be locked overnight. Doors for vendors open 9:30am Saturday March 9. Vendor agrees to vacate Walkerton Branch Library premises by no later than 4:30pm on Saturday March 9.

2) Bruce County Public Library agrees to be responsible for promoting the show including use of Vendor logo, website, Facebook page and will promote using social media. Bruce County Public Library makes no representations as to the number of attendees and/or customers who will be in attendance.

3) Subletting of tables is not permitted.

4) Each application will be processed on a first come - first served basis by merchandise category, with exceptions on a case-by-case basis (at the discretion of Bruce County Public Library).

5) Vendor shall be responsible for the actual setup of its displays. Bruce County Public Library shall not be liable for any loss or damage to Vendor's property or for any personal injury suffered by Vendor or any of its agents. Vendor will hold Bruce County Public Library harmless for any personal injury or damage to goods that may occur.

6) Bruce County Public Library, upon request, agrees to limited assistance in loading and unloading Vendor's materials and to assist with setting up of tables. Vendor will hold Bruce County Public Library harmless for any personal injury or damage to goods that may occur as a result of this assistance. Vendor **MUST** have a signed this agreement with Bruce County Public Library to utilize this resource.

7) The following activities are prohibited in the Vendor's area at all times: Smoking or any burning of objects; vaporized chemicals and diffusers of scents; sales of food or beverage products that are not prepackaged; consumption or possession of alcoholic beverages or cannabis and cannabis products, sales of bladed weapons or sales of 18+ material. Bruce County Public Library as an organization has no restrictions on sales of

prepackaged food items. The Walkerton Branch Library would prefer if a mess is made, you help clean it up. Please be aware if you bring prepackaged food items you do so at your own risk, we will defer to any requests from the venue should they arise.

8) All vendors shall have a signed copy of the Bruce County Public Library Vendor Contract (this document) on file with Bruce County Public Library. No vendor shall be allowed to sell merchandise or services at the convention without having a signed copy on file with Bruce County Public Library. No party shall be allowed to sell merchandise or services outside of the space deemed "Vendor's area" or in these areas outside of the given hours.

10) All vendors must set up their tables by Saturday March 9 by 10am, or send written notice of reason for being late no later than 1 week before the con. Vendors will have 45 minutes of setup time on March 8, from 4pm to 4:45pm. After 4:45, the Library Hall will be locked. Under no circumstances will it reopen until 9:30am the next morning. From Saturday night to Sunday morning, the vendor area will be locked from 5pm to 9:30am the next morning when volunteers arrive. Tables which have not begun setup at that time (and those for which we do not have a written notice for) may be offered to the waitlist at the sole discretion of Bruce County Public Library. If event is cancelled, a time will be arranged for the vendor to remove their display. Vendors will have 30 minutes of time to close down shop on March 9.

A) We request that if you cannot claim your table, you refer us to a replacement vendor who can.

B) Vendor agrees to hold Bruce County Public Library harmless for any lost investments or revenues as a result of either:

(a) unclaimed or cancelled tables

(b) if Bruce County Public Library Mini Comic-Con® is cancelled because of an Act of God or other event beyond the control of Bruce County Public Library

C) Any breach of the provisions of this paragraph 10 due to communication failures will be handled in a best faith manner.

11) The Vendor agrees to comply with all municipal, provincial, and federal requirements, if any.

12) All vendors will obey federal, provincial, and local laws and ordinances regarding the sale of material which, intentionally or unintentionally, infringes upon the trademarks or copyrights of another party. Any vendor selling material which infringes upon the trademark or copyright of another party may be ejected without warning and without refund. Bruce County Public Library reserves the right to inspect and/or eject questionable material at any time. This includes, but is not limited to, the

following products: Bootlegged videos Fansubbed videos Bootlegged (burned) audio CDs, VCDs, and DVDs Burned or Bootleg video games (e.g. Playstation, Dreamcast). Bruce County Public Library takes no responsibility for any infringing material, and will fully comply with all requests from license holders and law enforcement to inform vendors of infractions. Vendors hold all responsibility toward licensed material and having written documentation on-hand of proper license permissions.

13) Vendors shall not display material which is deemed offensive or inappropriate. Bruce County Public Library has the sole right to determine what is or is not offensive or inappropriate and reserves the right to judge the acceptability of all displays. Vendors who continue to display material which has been deemed to be offensive or inappropriate may be ejected without warning. Furthermore, vendors shall not sell any “adult”-deemed material at the convention, in compliance with Bruce County Public Library policy, including but not limited to DVDs, VHSs, pornographic images/artwork and other adult material usually not for sale to customers under 18 years of age. No adult material may be viewed by, sold to, or distributed to minors, and we require that vendors not bring adult-themed material at all. The presence and sale of weapons is prohibited. In addition, questionable material or hate speech (such as paraphernalia and images from groups such as KKK and Nazi or Nazilike merchandise) are strictly prohibited.

15) Vendors are expected to follow the same rules of behavior as the rest of the convention attendees, including during off-hours. Any Vendor ejected from the convention during those hours must leave immediately.

17) Vendor is responsible for providing its own insurance, if desirable, to protect Vendor and Vendor’s property from damage, loss, theft, harm or injury. Bruce County Public Library will not obtain insurance on Vendor’s behalf. Vendor is solely responsible for its own company exhibited material, goods, samples, and other property.

18) The Walkerton Branch Library will lock the Vendor’s area after hours. Bruce County Public Library is not responsible for any loss or damage to Vendor’s property which may occur.

19) Bruce County Public Library requests that you only use painter’s tape for temporary room decorations. Please do not use staples, nails, tacks or other forms of tape. Do not place stickers or paints, or deface venue materials in any permanent fashion. Signs, banners and flyers may not be posted outside of your table space. You are responsible for bringing your own display tools, shelving, etc.

20) All displays, chairs, tables and merchandise must be maintained within Vendor’s designated area throughout the hours of the convention. Vendors are asked not to encroach upon their neighbor’s space unless they are given permission. Vendors that do not arrive for set up of the Vendor’s area during the set-up times or do not give

prior notice will forfeit their space. After the initial spaces are filled, Bruce County Public Library will keep a waiting list of other interested vendors and notify them of availability.

21) Vendors may dismantle their display prior to the closing of the event and is at the discretion of the Vendor. Bruce County Public Library will not be held responsible for any issues arising from an unstaffed booth during the event. There will be a staff member available to monitor the area to accommodate breaks. Bruce County Public Library will not be held responsible for any theft or damage that occurs at the event.

22) Assignment of space and accommodations will be by Bruce County Public Library staff only. We will try to accommodate as many special requests as possible but cannot guarantee where you will be located.

23) Vendor will hold harmless Bruce County Public Library and event facilities or any of their respective officers, agents, employees, members, representatives or affiliates, from any liability, damage, loss, harm, claim, or injury to property or person of the Vendor, Vendor officers, agents, employees or other persons, whether caused by the negligence of Bruce County Public Library or event facilities, or from theft, fire, water, accident, or any other cause whatsoever.

24) Bruce County Public Library reserves the right to make changes to or amend this contract and has the final say on all matters pertaining to the use and function of the Vendor's area during the run of the show.

Vendor has read the **VENDOR CONTRACT TERMS AND CONDITIONS attached hereto and acknowledges that such terms and conditions are fully incorporated herein, and are binding on the parties hereto.**

Agreed to this date: _____

Vendor Store/Business: _____

Vendor Representative (printed name): _____

Vendor Signature: _____

Bruce County Public Library Signature: _____

Vendor Contracts should be signed and returned to the event organizer through email or mailed to:

Bruce County Public Library
1243 MacKenzie Rd
Port Elgin, ON, N0H 2C6