



**June 22<sup>nd</sup> – June 25<sup>th</sup>, 2017**

**Atlanticade Headquarters Site  
Riverfront Park, Assumption Blvd  
Downtown Moncton, NB  
(Behind Delta Hotel)**

## **VENDOR REGISTRATION**

Contact:  
330 MacNaughton Avenue  
Moncton, NB  
Canada E1H 2K1  
Phone: 506-855-5749  
Fax: 506-855-9375  
E-mail: [info@atlanticade.ca](mailto:info@atlanticade.ca)  
[www.atlanticade.ca](http://www.atlanticade.ca)



## 2017 Vendor Registration Information

<b>Move In/Set up:</b>	<b>Thursday, June 22</b>	<b>6:00 pm – 10:00pm</b>
<b>Vendor Times:</b>	<b>Friday, June 23</b>	<b>9:00 am – 9:00 pm</b>
	<b>Saturday, June 24</b>	<b>9:00 am – 9:00 pm</b>
	<b>Sunday, June 25</b>	<b>9:00 am – 3:00 pm</b>
<b>Move Out/Tear down:</b>	<b>Sunday, June 25</b>	<b>3:00 pm – 5:00 pm</b>

**Location (Vendor Village):** All vendors are to be located OUTSIDE at the Atlanticade Site located at Riverfront Park, Assumption Blvd, Downtown Moncton (Behind the Delta Hotel) in an area determined by an authorized Atlanticade representative. Vendors are responsible for providing their own tents, shelter, tables, chairs, shelving, etc.

**Cost:**

**\$300.00 (10' x 10' Space)**

**\$600.00 (10' x 20' Space)**

**\$900.00 (10' x 30' Space)**

**Please contact us for larger space requirements**

**Electricity extra (see below)**

**Vendor Permit:** Vendor permit for this event is mandatory and will be supplied by the City of Moncton (via ATLANTICADE) for all registered vendors.

**Space rental:** All spaces will be 10ft x 10ft increments. Vendors will be responsible for supplying their own tables/chairs and accessories. If you are intending to supply your own outdoor tent, provide a description including the size and design. All tents must meet building and safety code requirements. Any tent exceeding 10ft x 20ft requires a special permit from the City of Moncton and must be arranged through Atlanticade a minimum of 45 days in advance of the event. ATLANTICADE reserves the right to refuse tents that are not in suitable or safe condition.

**Electricity/Water:** Normal power outlets/electricity will be made available to vendors at a cost of \$60.00; however your requirements are to be clearly indicated on your registration form. Vendors are responsible for providing their own water, if required.

**Trailers/Storage/Utility Vehicles:** Any trailer, storage and/or utility vehicle intended for the use of storing product or providing vendor accommodations during the event must be clearly identified at the time of booking and pre-authorized by Atlanticade prior to the event to determine if an on-site location can be made available and what, if any, additional charges may apply.

**Acceptance:** Acceptance is on a first come basis. The organizers reserve the right to refuse any applicant.

**Payment Terms:** Payment must be received in full on or before May 30, 2017. ATLANTICADE reserves the right to refuse admission to any application not paid by this date.

**Cancellation Policy:** Vendor cancellation will be accepted for full refund up to June 15th 2017. No refunds will be provided to cancellations made after this date. Cancellation of the event due to circumstances beyond the control of the organizers, including but not limited to; an act of war, or a terrorist act, any fees paid will be returned after any and all show expenses incurred to date by the organizers have been paid in full. In the event that the vendor space is unavailable due to fire, flood, storm, government intervention or any other external force beyond the control of the organizers, and it is deemed necessary to cancel or postpone the event; the organizers shall not be held responsible to reimburse the exhibitors for any losses, direct or indirect, incurred by the vendor.

**Vendor Representative(s):** Each vendor must have a designated individual as their official representative. This representative will receive all correspondence regarding this agreement, and be responsible for their space during the show. The representative shall also be responsible to ensure that any and all persons associated with their space are aware of the details and stipulations within this agreement.

**Vendor Responsibilities:** The vendor is responsible to provide or pay for any additional labor, equipment, (including tables, chairs, shelving, tents, etc) and services they request for any services not explicitly outlined in this document. The vendor also agrees to pay for any damage they cause to the display area, or provided accessories. If the vendor's materials fail to arrive in time for the show, the vendor remains responsible for the rental expenses of their reserved space.

**What We Look For:** Quality, uniqueness and sale-ability. In making our selection of vendors, products and/or services will be assessed based upon the organizing committee's perceived value of the exhibit in order to ensure that high standards of this event are met. Displays, products and vendor personnel must be, and/or act in "reasonable good taste suitable for general public viewing". Full reimbursement of registration fee will be returned to any vendor requested by the Atlanticade Executive Committee to vacate the event premises. No tickets of any kind are able to be sold within the event grounds and/or activities without the permission of Atlanticade Organization.

**Proprietary Property:** The ATLANTICADE/Atlanticade logo is the property of ATLANTICADE and is not to be used without written permission from the Atlanticade Executive Organizing Committee.

**Appearance of Space:** Signage, logos, etc. are to be in reasonable good taste suitable for general public viewing. No signage may be permanently affixed to the provided exhibit space. All garbage must be placed in the appropriate containers.

**Use of Space:** The vendor shall not sublet or share their space with another vendor without the express written consent of ATLANTICADE. Vendor displays must not extend beyond their purchased dimensions, and shall in no way impede upon display space of other participating vendors, walk-ways, thru-ways, exits, or distances between vendor spaces stipulated by the fire marshal required to ensure public safety.

**Security:** ATLANTICADE will not be responsible for any missing or damaged product. On-site security will be provided for vendors from 10:00 pm to 6:00 am Thursday, Friday, and Saturday evenings.

**Amendments to Rules:** The organizers reserve the right to make changes, amendments and additions to these rules at any time, and these shall be considered binding to the exhibitors once they receive notification. Anything not explicitly outlined herein are subject to decision of the organizers.

**Amenities:** Washrooms will be available on the festival grounds.



## 2017 Vendor Liability and Waiver

**Liability:** Neither ATLANTICADE nor any of our supporters shall be held responsible for any lost or stolen articles at, or in transit to and from the show. The vendor agrees to indemnify to hold harmless ATLANTICADE and our supporters for all damages, costs, and/or claims or expenses arising from the vendor's use of the area.

**Waiver:** As a vendor at ATLANTICADE we hereby release, waive and forever discharge ATLANTICADE, and all supporting bodies, associations, advertisers and sponsors and all of their respective agents, officers, directors, employees, volunteers, servants, contractors, representatives, successors and assigns of and from all claims, demands, damages, costs, expenses, actions and causes of actions, whether in law or equity, in respect of our participation and notwithstanding that same may have been contributed to or occasioned by the negligence of any of the aforesaid. I further undertake to hold and save harmless and agree to indemnify all the aforesaid for and against any and all liability incurred by any or all of them arising as a result of or in any way connected to my participation in the said event. I certify that I shall heed all traffic laws while participating in this event.

I acknowledge having read this waiver agreement, fully understood its terms and sign freely and voluntarily without any inducement.

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### 2017 Vendor Registration Form

**Payment Deadline: May 30, 2017**

**Please print clearly.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Description of exhibit including sale items and/or distribution material:

\_\_\_\_\_  
\_\_\_\_\_

**PRICE:**      **\$300.00 (10' x 10')**              **\$600.00 (10' x 20')**              **\$900.00 (10' x 30')**

Please contact us for larger space requirements. As vendor space will require City and Site approval, please indicate the dimensions of all space you will require at your vendor site. Vendors are responsible for their own tents, shelter, tables, chairs, shelving, etc.

**TENT DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_

**ELECTRICITY REQUIREMENT:**                      **Cost of \$60.00:**      Yes ( )      No ( )

**TOTAL OWING:** \$ \_\_\_\_\_

**Method of Payment:** Cash ( )      Cheque ( )      Money Order ( )      Online Payment ( )

Please contact us directly for payment via credit card.

**Make payable to:** ATLANTICADE, 330 MacNaughton Avenue, Moncton, NB, E1H 2K1

**CONTRACT:** By signing this agreement, I am committing to attend and confirm that I have read the attached Exhibitor Registration Package and hereby understand and agree to abide by any and all terms and conditions therein.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_