



2019 VENDOR APPLICATION

Thank you for your interest in participating in the 29th Annual Victoria Symphony Splash! This year's event will be held on **August 4th, 2019**.

Symphony Splash could not survive without the support of local businesses. This by donation event is attended by over 45,000 locals and visitors

PART A: VENDOR INFORMATION

Business Name: _____

Contact Name: _____

Email: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

PART B: CART INFORMATION

*A 10' x 10' space is included with your event license fee. **If additional space is required, an additional fee will be charged.** Each additional 10' x 10' space will be **\$100.***

Dimensions requested are subject to approval by the Victoria Symphony.

Setup details: _____

i.e. trailer, truck, tent, booth etc.

Does your set up require you to be on a certain side of the street?

___ YES ___ NO Details: _____

Dimensions requested: _____ ft x _____ ft

Will you be using a generator? ___ YES ___ NO

Please read our generator policy in the guidelines.

PART C: ITEM LIST

Please list below the items you would like to sell at the event. Please note that **20% of gross receipts** are to be donated to the Victoria Symphony Society.

<u>Item</u>	<u>Cost</u>

PART D: DOCUMENTS AND PAYMENTS

PLEASE NOTE: before your application is approved, the Victoria Symphony must receive the following by **Tuesday, July 16th**:

- A signed and dated copy of this application form
- Proof of approval from VIHA** for operation of your mobile food cart on Splash Day (for those businesses who are not a permanent mobile food cart, you must submit a Special Event Application through VIHA)
- Proof of insurance:** Please provide a Certificate of Insurance which adds the Victoria Symphony Society and the City of Victoria as **ADDITIONAL INSUREDS** to your insurance for **Sunday August 4th, 2019**. Minimum \$2,000,000 General Liability.
 - The names and addresses should appear as follows:
 - **Name:** Victoria Symphony Society
 - **Address:** Suite 610 620 View Street, Victoria BC V8W 1J6

 - **Name:** Corporation of the City of Victoria
 - **Address:** 1 Centennial Square, Victoria BC V8W 1P6

Please refer to table below to determine fee.

	10x10 Early Bird (Received by June 30th)	10x10 Received after June 30th	Extra Space Early Bird (Received by June 30th)	Extra Space (Received After June 30th)
First Time Vendor	\$275	\$325	\$375	\$425
Returning Vendor	\$175	\$225	\$275	\$325

Examples:

First Time Vendor, 10X20 space, received before June 30th: \$275 plus \$100 = \$375

Returning Vendor, 9X17 space, received after June 30th: \$225 plus \$100 = \$325

Returning Vendor, 10x10 space, received before June 30th: \$175

Initial Vendor Fee: \$ _____

Extra Space Fee: (\$100 per extra 10x10 space) \$ _____

TOTAL: \$ _____

Please send a cheque to the Victoria Symphony office with the TOTAL determined above, call in to pay over the phone or come into the office to pay in person!

Please note that as a vendor participant at Victoria Symphony splash, you are required to remit a vendor fee prior to the event, plus a donation of 20% of sales after the event.

A tax receipt will be provided for your after event donation.

The above named vendor:

- Has filled this form and agrees to the terms outlined.
- Recognizes that by signing this agreement, he/she is agreeing to the guidelines and code of conduct.

Vendor

Victoria Symphony Representative

Date

Date

Office Use Only

GUIDELINES

Payment Schedule

This form and your event license fee must be sent to the Symphony office by **Friday, July 19th**. **Late applications will not be considered.** You will be sent a copy of this signed agreement, which will serve as your authorization into the event. **Please have a copy of this agreement with you on Sunday, August 4, 2019.**

The 20% donations from total sales can be paid either by mail or in person at the Symphony office at 620 View Street, Suite 610, Victoria, BC V8W 1J6. **Payment is due by Wednesday Thursday 15th.**

Generator Policy

Because of the noise produced by generators, for many years they were not permitted. However, after a successful trial at the 2016 Splash, we will continue to allow generators **subject to the following restrictions:**

- The generator **must** be an inverter generator
- At full load, the decibel output cannot exceed 64dB
- If your generator is found to be loud, you will be required to turn off your generator during the concert, that is, between 7:20 pm – 8:20 pm and 8:40 pm – 9:45 pm.
- Failure to comply will result in not being invited back to participate at Victoria Symphony Splash.

Please note that we may need to visit your food truck prior to Splash to hear the generator before approving your application.

Setup and Teardown Times

Contact information, a site location map and directions to the site entrance will be sent to you with the signed agreement.

The Victoria Police Force begins closing streets downtown between 1:45 and 2:00 pm, starting at Wharf and Courtney streets. Due to the many bus stops in what becomes the Vendor Area, that block on Government is the last street to close. While we anticipate a selling start time of 3pm, the staggered nature of the street closures makes the timing difficult to accurately state. **You will be assigned a specific load-in time at a later date.**

Selling to finish by **9:30 pm**. Vendors off the street by **10:15 pm**.
Vendors are not to remove exhibits before the streets are opened.

CODE OF CONDUCT

1. You will take direction from your on-site contact during load-in and be patient and understanding of any delays that may arise.
2. You will set up and remain in assigned locations only.
3. You will not engage in solicitation through onsite activities (i.e. runners through the crowd).
4. You will not distribute samples unless they have been approved by the production team and City to determine appropriateness.
5. You will not distribute any pamphlet, handbill, circular, flyer or other printed or written matter. Distribution is prohibited at the event or any time prior to the event. Displays of these materials must be kept to a minimum.
6. You will not solicit the names/email addresses or any other personal information for membership or any other lists as this is strictly prohibited.
7. You will make an effort to serve products in biodegradable, compostable containers, and provide biodegradable utensils. **Using Styrofoam containers to serve product will result in paying the “First Time Vendor” rate and exclusion from early bird pricing for Victoria Symphony Splash 2019.**
8. You will provide your own garbage can with bags and recycling bin.
9. You will prominently display an ‘Approved Splash Vendor’ sign at your exhibit (signs to be provided by Victoria Symphony Society).
10. You will provide all equipment needed, as equipment will not be provided by the Victoria Symphony Society.