



King Township
2585 King Road, King City, ON L7B1A1
905.833.5321 | events@king.ca

VENDOR REGISTRATION FORM 2024

Thank you for your interest in being a vendor at the One of a King: Handmade Holiday Market on Saturday, November 23, 2024, from 12pm to 5pm and Sunday, November 24, 2024, from 10am to 3pm at the King Township Municipal Office. Kindly take a few minutes to complete the Vendor Registration Form and email it to events@king.ca. Please read all information listed below. An information package will be distributed to confirm vendors once registration and payment is complete. Please note – If you are under 18 years of age, parental/guardian permission is required.

Business Name: _____

First & Last Name: _____ Phone #: _____

Address: _____ Email: _____

Productions: _____

At my booth, I will accept these payment options: Cash Credit Debit

VENDOR INFORMATION:

- Indoor spaces are limited.
- Please bring your own tablecloth & any props required for your table set-up.
- Set up is from 10:00 a.m. to 11:45 a.m. on Saturday, November 23 (Show opens at 12:00 p.m.)
- All vendors selling food must complete a copy of the Vendors Application from York Region Health (see attached).

VENDOR FEES (Please select one):

- **King Township (Inside, heated)** **\$100 + HST**
Quantity Requested: _____
- **Power Rental Fee** **\$10 + HST**
limited availability – provide details below.
Description of Power Requested: _____
- **Table Rental Fee** **\$10+ HST per 6 ft table.**
Quantity Requested: _____
- **Chair Rental Fee** **\$3+ HST per chair**
Quantity Requested: _____

GUIDELINES:

- The Township of King will not be responsible for personal injury nor for the damage, loss or theft of property of any persons or individuals howsoever arriving or occurring.
- All individuals shall endeavour to keep the premises clean by placing waste appropriate receptacles.
- The Township of King is not responsible for any individual property brought onto the site at any time.
- No flammable objects or liquids are to be used for any purpose.
- No smoking will be allowed in any facility or on the grounds except designated areas.

IMPORTANT:

- Spots are limited – submit your application early.
- Tables and chairs are only available upon request, and all requests must be submitted by November 8th, 2024
- Power is available upon request and subject to availability.
- Full payment MUST be received by November 8th, 2024. Non-receipt of full payment by King Township will be deemed as evidence of cancellation and your reserved booth may be sold to an exhibitor on the waiting list.
- Vendors may cancel to receive an 80% refund by giving email notice to the Events Team (events@king.ca) by November 15, 2024. After this date, there are no refunds for cancellations.
- Any vendor who does not comply fully with the attached Vendor Agreement will immediately have their vendor privileges cancelled without a refund.
- Online payment can be made by creating an account at townshipofking.perfectmind.com. Please indicate what payment method you prefer, and a staff will be in contact with you.
- Cheques must be made out to the Township of King.
 - Please mail cheques to:

Township of King
Attn. Special Events
2585 King Road
King City, ON
L7B1A1

Payment Method:

- Cheque
- Online (Credit Card) * if selected, staff will follow up for next steps.

EVENT VENDOR AGREEMENT / RELEASE AND WAIVER FORM

ATTENTION: PLEASE READ THE FOLLOWING CAREFULLY

(If you are under 18 years of age, a parent/guardian signature is required)

I, by signing below, in participating in the **One of a King: Handmade Holiday Market** and in consideration of the organizing stakeholders and the Township of King (the "Township") allowing me to participate in this event and related activities, fully understand and agree to the following:

1. I will not be considered to be an employee or independent contractor of the Township.
2. No fee, payment, salary, wage or employee benefits (such as accident, disability, medical, dental or other insurance coverage) whatsoever will be paid to me, by the Township and I will not be covered by the Township's Workplace Safety Insurance Board coverage.
3. I acknowledge that performing event activities may involve certain elements of risk or the chance of an accident and I hereby release the event stakeholders, the Township and its elected officials, officers, employees and agents and their respective successors, assigns, heirs, and executors from all claims for loss, damage, or injury, except for that which is caused solely by the negligence of the Township, its employees, or its agents.
4. I will abide by all applicable event policies and rules as may be amended from time to time and will follow all instructions of the appropriate event management staff in carrying out activities.
5. I will not use facilities, equipment and property without the approval of an event management staff.
6. I will not use facilities, equipment and property owned or rented by event organizers or by the Township for personal purposes.
7. I will immediately notify the appropriate event supervisor or management staff of any incident that involves property damage or personal injury to myself or any other person during my participation in event activities.
8. I hereby give my permission to the Township and Event Stakeholders for the use of my picture, taken by a photographer employed by or volunteering for the event in any promotional material including advertising, brochures, publications, website, video productions and other uses.
9. I waive the right to any fee or compensation for either the photographic setting or the use or reproduction of any resulting photographs.
10. I understand that these materials may be used by the event stakeholders or its agents, sponsors or partners.
11. I shall comply with all applicable provincial orders and directives, guidelines of public health authorities for the Province of Ontario and York Region Public Health, and, if application any protocols and guidance issued by applicable governing bodies.

By signing this form:

- I acknowledge that I have read and understood the preceding conditions, release, and waiver; and
- I agree to the preceding conditions, release, and waiver.
- I have been provided this document in advance and have had the opportunity to review and obtain independent legal advice on the terms and have asked any clarification questions I may have

If the volunteer is under the age of 18, by signing this form as a parent or guardian:

- I acknowledge that I have read and understood the preceding conditions, release, and waiver; and
- I agree to the preceding conditions, release, and waiver as they apply to my child.
- I have given permission for my child to participate as a volunteer in the event listed above.

Print Name: _____

Signature of Vendor: _____ **Date:** _____

For Vendors aged 14 to 17 years:

Print Name: _____

Signature of Parent/Guardian: _____ **Date:** _____