



2019 PRINT EXPO & FAIR
September 28, 2019

VENDOR'S APPLICATION FORM

VENDOR'S DETAILS:

COMPANY: _____
ADDRESS: _____

CONTACT: _____
TEL.: _____
EMAIL: _____
WEBSITE: _____
FACEBOOK: _____
INSTAGRAM: _____

BUSINESS TYPE: Please check applicable boxes

- | | | |
|---|---|--|
| <input type="checkbox"/> Letterpress, Design Services, and Print Making | <input type="checkbox"/> Supplier of materials and/or equipment | <input type="checkbox"/> Other - please describe below:
_____ |
| <input type="checkbox"/> Book Arts | <input type="checkbox"/> Bookbinding | _____ |
| <input type="checkbox"/> Papermaking | <input type="checkbox"/> Educational Institutions and Libraries | _____ |

BUSINESS DESCRIPTION:

Vendor will be invoiced when application has been accepted. At which time, the payment will be due and payable immediately. Furthermore, by signing this application form, Vendor understands and agrees to all of the terms and conditions outlined on the page 2 of this document.

Accepted by Print Expo & Fair
Organizer:

Signed on behalf of Applicant:

Name: _____
Title: _____

Name: _____
Title: _____



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TERMS AND CONDITIONS

1. **FEE**

The Vendor Fee is \$50.00 which includes:

- One 6-ft table, max. two chairs. Please indicate the number of chairs needed.

Two chairs

One chair

- Complimentary lunch provided
- Basic listing in the Print Expo & Fair Guide, online and printed hand-outs to visitors at the day of the Fair.

Vendor will provide, at own costs, all exhibit and materials, transport, set-up and installation, and tear down of the exhibit in the assigned space.

2. **APPLICATION & PAYMENT DEADLINES**

Completed application must be received by no later than **May 31, 2019**.

Upon acceptance of Vendor application and booth assignment, Vendor will be invoiced for the booth. Payment will be due and payable immediately, and can be made via wire transfer or credit card. In any event, full payment must be received by no later than **June 14, 2019**

3. **BOOTH SET-UP & TEAR-DOWN**

Set-up: The venue is open for booth setup at 8:00 AM on September 28, 2019. All loading, un-loading and transporting of exhibits into and out of the venue are the responsibility of the Vendor.

Tear-down: Tear-down and removal of exhibits to begin at 4:00 PM and must be completed by no later than 6:00 PM.

4. **GENERAL NOTES**

Parking: Vendor may temporarily park the car in the loading area only for the purpose of loading/unloading exhibit during the set-up and tear-down period, but must clear the loading area immediately when loading/unloading is completed as a matter of courtesy to other vendors.

Safety and Security: Vendor is responsible for the installation of exhibit, and will ensure that any part of the exhibit is securely installed. The Print Expo & Fair assumes no liability whatsoever for lost or stolen items.

5. **VENUE ADDRESS**

Howard Iron Works Printing Museum & Restoration
800 Westgate Road, Oakville, ON L6L 5N2