MELA 2018 VENDORS
SUNDAY SEPTEMBER 9, 2018 11:30 A.M. - 6.30 P.M.

At City of Kitchener Rotunda and Carl Zehr Square at 200 King Street West, Kitchener, ON, N2G 4G7

www.melawaterloo.com
519-846-0715/sheela.spohn@gmail.com

Late booking attempts could be unsuccessful, apply online and secure a spot. Don't get caught out this year. BOOK NOW

Insurance Information
1. Applicants must provide a certificate of insurance to ICA, naming ICA, and the City of Kitchener as additionally insured prior to the Event. This insurance cover shall hold ICA and it's respective directors and officers **and all its associates** and the City of Kitchener free from liability for any claims at all arising from bodily injury, death or property damage arising from or caused by, in any manner whatsoever by or through the Applicant's actions, occupancy and use of the facilities at the Mela.
2. Applicant confirms by this application that it carries a comprehensive general liability insurance with coverage including personal injury, broad form of property damage, contractual liability, operations hazard and product liability, in limits, not less than $2,000,000.00.
3. Damage caused to the hall surface by the Vendor will be charged to the vendor causing the damage.

Additional Financial Information
All booked stalls must be paid in full by September 1 or the stall may be reallocated to another vendor/organisation on the waiting list.

Additional Operational Information
4. All vendors must comply with the policies and rules of the City of Kitchener (a copy of these will be made available upon request).
5. Vendors will be allowed to enter the market from **10.00a.m. to set up their stalls. Selling must stop at 6.00pm**
6. On arrival the Mela Vendor Coordinator will direct you to your stall.
7. Vendors may not trade in any items not agreed to in the booking confirmation, nor try to take up any space in the hall not allocated in the booking confirmation.
8. Vendors must keep the areas around the stalls free from clutter and/or garbage.
9. Do not attach staples to tables, chairs, doors or walls. Use masking or sticky tack only.
10. Power where provided, unless otherwise agreed, will be a single 120 volt outlet. Vendors are required to check their equipment to ensure that it is not faulty. You **must request** a power outlet.
11. No generators allowed on site.
12. If you use amplified sound such as music or microphone the sound level must not be excessive at any adjacent or nearby stall and should be shut off during stage performances. Any vendor infringing this regulation shall have the electricity supply withdrawn.
13. No subletting of stalls is allowed. In the event of a vendor employing another vendor to help run the stall this will be deemed as sub-letting, and prohibited. This clause applies unless a clear agreement with ICA has been reached in advance.
14. Any vendor using threatening behaviour to the public, to the authorities or to Mela staff will be barred from future attendance as a vendor or as a member of the public at the Waterloo Region Mela **and any action considered necessary to abate the behaviour shall be taken by the Mela committee.**
15. If you are unsure about any matters please contact ICA at **519-846-0715/sheela.spohn@gmail.com**
16. ICA reserves the right to prohibit the display and/or distribution of materials they alone deem illegal, obscene or otherwise offensive, in their absolute discretion. ICA may limit the number and location of "same kind" vendors. All decisions are final.
17. Any issues of concern may be discussed with India Canada Association of Waterloo Region (ICA).

<u>VENDOR REGISTRATION – AGENCIES</u>

Please use BLOCK CAPITALS

Contact Name	
Daytime Telephone Number	
Evening Telephone Number	
Fax Number	

Group/Company (if appropriate)

(NO JOINT OCCUPATION OF ONE STALL BY TWO TRADERS WITHOUT MELA APPROVAL)

Contact Address

Postal Code		E-mail

Description of Stall (what you are selling)

(WE MAY LIMIT THE SALES ITEMS ON ANY ONE STALL TO BE FAIR TO ALL TRADERS AND IN ORDER TO AVOID OVER-COMPETITION ON SOME ITEMS)

Requirements (electricity, storage, etc.)

Stall Rates

Location	Cost
AGENCIES (The Mela Organizers will provide 2 tables & chairs for your booth free of charge)	FREE

Vendors may bring their own tables and chairs. Do not take tables and chairs from another group, vendors who do so will not be invited back and may be asked to leave. Please note what you are bringing below:

❑Tables   Number _____ Size _____
❑Chairs   Number _____
❑Other   Please Describe_____

I/We have read and fully understand the Vendor Terms and Conditions and agree to abide by them. Failure to comply with any of the terms, conditions, rules or regulations of this Application shall constitute an automatic termination of this Agreement whereupon the Applicant immediately shall remove the exhibit and articles from the premises and, at their own expense, restore the premises used by the Applicant.

Signature of Vendor _____ Date: _____

Return (with deposit & proof of insurance) to: INDIA CANADA ASSOCIATION OF WATERLOO REGION, 64 Warren Road, Kitchener, Ontario, N2M 4T4
 Please Note: Receipt of application does not assure participation in Mela. All applicants will be contacted as criteria and space is determined