

# MELA 2019 AGENCIES

**SUNDAY SEPTEMBER 8, 2019 11:30 A.M.-6.30P.M.**

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

[www.melawaterloo.com](http://www.melawaterloo.com)

[hello@icawaterloo.com](mailto:hello@icawaterloo.com)

**Apply online or email to [sheela.spohn@gmail.com](mailto:sheela.spohn@gmail.com) and secure a spot**

## **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 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.

**AGENCIES PROVIDING INFORMATION ONLY MAY BE EXEMPT FROM THE PROVISION OF INSURANCE AND MAY INQUIRE OF THE VENDOR CO-ORDINATOR IF INSURANCE IS NECESSARY.**

## **OPERATIONAL INFORMATION**

4. All vendors must comply with the policies and rules of the City of Kitchener [http://chd.region.waterloo.on.ca/en/healthyLivingHealthProtection/resources/SPECIALEVENT\\_VENDOR\\_APPLICATION.pdf](http://chd.region.waterloo.on.ca/en/healthyLivingHealthProtection/resources/SPECIALEVENT_VENDOR_APPLICATION.pdf)
5. Registered Vendors to start set-up from 10.00a.m and must close by 6.00p.m.
6. 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.
7. Vendors must keep the areas around the stalls free from clutter and/or garbage.
8. Do not attach staples to tables, chairs, doors or walls. Use masking or sticky tack only.
9. 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 and provide your own Fire Extinguisher.
10. No generators allowed on site.
11. 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.
12. 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.
13. 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.**
14. If you are unsure about any matters contact 519-846-0715/sheela.spohn@gmail.com
15. 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.
16. Any issues of concern may be discussed with India Canada Association of Waterloo Region (ICA) at [hello@icawaterloo.com](mailto:hello@icawaterloo.com)

**MELA 2019 SUNDAY, SEPTEMBER 8, 2019 11.30 A.M. – 6.30p.m.**  
**REGISTRATION FORM - AGENCIES**

**Please use BLOCK CAPITALS**

|                          |  |
|--------------------------|--|
| <b>Contact Name</b>      |  |
| Daytime Telephone Number |  |
| Evening Telephone Number |  |
| Fax Number               |  |

**Group/Company (if appropriate)**

Contact Address

|             |        |
|-------------|--------|
| Postal Code | E-mail |
|-------------|--------|

**Description of Stall**  
(what you are displaying))

Requirements (electricity, storage, etc.)

**Stall Rates**

| Location   | Cost        |
|--|-------------|
| <b>Agencies</b> (The Mela Organizers will provide 1 table & 1 chair for your booth free of charge) | <b>NONE</b> |

*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 \_\_\_\_\_