



## **ARTS AND CRAFT VENDOR RULES AND REGULATIONS**

### **ARTS AND CRAFTS APPLICATION PROCESSING PROCEDURES**

1. Each application must be accompanied by:
  - a) Payment of fees.
  - b) Examples of your goods/services (pictures, website, and/or samples).
  - c) A completed and signed application.
2. Incomplete applications will not be processed. Acceptance or rejection will be made in writing (via letter or email) and is at the discretion of Regina 2014 North American Indigenous Games (NAIG).

### **REGULATIONS & GUIDELINES**

1. In the event of rain or any other inclement weather situations, no refunds will be issued.
2. In the event of cancellations that occur after vendor's acceptance into the NAIG Cultural Village, no refunds will be issued.
3. If additional electricity is required upon arrival on site, charges will be applied.
4. All arts and craft vendors agree to be set-up and ready for viewing by 11:00 AM on Monday, July 21, 2014. Set-up times to be announced.
5. Tear down of vendor booths will occur on Sunday, July 27.
6. For parking purposes, all accepted vendors must provide the NAIG with the number of entering vehicles, license plate numbers for said vehicles and trailer length and height.
7. NAIG will not be held responsible for parking tickets incurred during the duration of the Games.
8. Vendors will be responsible for their own display set-up (which includes tools, display screens, table coverings, shade or anything required to exhibit). NAIG will provide each vendor with one table and two chairs. If additional chairs or tables are required upon arrival on site, charges will be applied.
9. As per City of Regina ordinance, no smoking is allowed in the Cultural Village site.
10. No generators or A/C units allowed. Generators may be used in case of site power outage only.
11. All displays, transactions and activities must be confined to vendor's assigned space. Signs, tents, canopies or any other part or display may not extend over or into walkways.
12. Vendors are strongly encouraged to "green" their booths (i.e. limit the usage of plastic bags).
13. Fees do not grant access to the NAIG backstage area.
14. NAIG makes no exceptions regarding the allocation of booth space including, but not limited to, requests from non-profit organizations for free booth space. No exceptions will be made for requests for booth space to sell raffle items, requests for donations or any other requests that are determined to be inappropriate by NAIG.

### **INTERPRETATION & VIOLATION**

Any discrepancies not covered by points above or elsewhere are subject to settlement by NAIG. Any violation of these rules and regulations by any vendor may void the agreement for booth space and such

vendor could forfeit all monies that have been paid. NAIG reserves the right to terminate the agreement for booth space without written notice.

**LATE FEE**

A \$25 late fee will be assessed on all applications postmarked after the April 15, 2014 deadline.

**FEE SUMMARY (GST included)**

Price is based on the amount of frontage required. Our standard size is 10' x 10'.

- 10' (frontage) x 10' (depth) = \$500
- 20' (frontage) x 10' (depth) = \$850

*Accepted forms of payment include cheques payable to North American Indigenous Games or Cash.*

**APPLICATION SUBMISSION**

Please enclose all application material listed in this document, and complete the application form attached. Application deadline is April 15, 2014. Applications may be submitted online or by mail. If applying online, required photos should be emailed to: [culture@regina2014naig.com](mailto:culture@regina2014naig.com). If applying by mail, all application materials should be mailed to:

North American Indigenous Games  
Attn. Cultural Manager  
#801-4400 4<sup>th</sup> Avenue  
Regina, SK S4T 0H8  
Tel: 1-855-352-6244  
Fax: 1-306-352-6258



## Regina 2014 North American Indigenous Games Arts & Crafts Vendor Application

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_

Please indicate the type of products you will be displaying and selling:

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Please indicate the type of vendor space you wish to book:

- 10' (frontage) x 10' (depth) = \$500 (includes one 8' table and one chair)
- 20' (frontage) x 10' (depth) = \$850 (includes two 8' tables and two chairs)

Power Required  YES  
 NO

Extra tables required 8' lengths \_\_\_\_\_ Quantity (\$20 each)  
Extra Chairs Required \_\_\_\_\_ Quantity (\$5 each)

I have read and fully understand all the details as set forth and agree to abide by all vendor rules and regulations that are a part of this contract. I hereby agree to indemnify and hold harmless the Regina 2014 North American Indigenous Games (NAIG) and its personnel, all organizations and persons sponsoring, managing, or in any other way participating in the Regina 2014 North American Indigenous Games, from any loss, claim, penalty or lawsuit in any way arising from my operation or involvement in the Regina 2014 North American Indigenous Games and the Cultural Village. I understand that NAIG will provide security overnight during the course of the Games, however, NAIG will not guarantee against loss or damage of any kind. I understand that NAIG does not maintain insurance covering the vendor's property and it is the sole responsibility of the vendor to obtain such insurance. I, the vendor, assume responsibility and agree to indemnify and defend NAIG and its employees against claims or expenses arising out of the use of the vending space. I understand that the rules and regulations outlined in the Arts & Crafts Vendor Guidelines form part of this agreement and accept those terms and conditions.

Signature \_\_\_\_\_

Date \_\_\_\_\_