



VENDOR PACKAGE

SDCCS2018@SCOTDANCE.CA



SCOTDANCE CANADA CHAMPIONSHIP SERIES CALGARY 2018

Elevate to Excellence!

The ScotDance Canada Championship Series (SDCCS) is one of the premier highland dance events, with up to 1200 dancers from across Canada and around the world attending each year.

The SDCCS is held in different Canadian cities each year. Calgary has hosted SDCCS in 1980, 1994, 2006, and is proud to host the series in 2018, from June 30 to July 4. The premier event is the Canadian Highland Dance Championships which will be held on July 2.

CALGARY 2018

SDCCS 2018 will bring hundreds of families to the city, bringing in significant tourism revenue. Since the event immediately precedes the Calgary Stampede, many families will stay in the city to enjoy the many attractions of Calgary and the surrounding area.



YOUR COMMITMENT

Tentative Schedule:

- Vendors are to be open for business by Saturday June 30th at 8:30 am.
- Set Up will begin Friday June 29th.
- Vendor must be open for business at 8:30 each morning and stay open until 5 pm, although you may choose to stay open longer.
- Visit <http://sdccs.ca> for Schedule of Events.

To reserve a vendor booth, a completed and signed Application and Rental Agreement, payment in full, and proof of insurance are required at time of application.

Vendors may not bring outside tables and or chairs for use within the facility. Large racks and or shelving cannot exceed the available space provided and may be restricted. Please contact us prior to submitting an application if you have any of these items.

To secure your place as a vendor at this outstanding cultural event, please submit all of the above as indicated to:

**SDCCS 2018 Vendor Coordinator
% Margaret Johnson
89 Legacy Mews SE
Calgary, AB T2Z 0T7
sdccsvendors@gmail.com**

To explore other exciting sponsorship and advertising opportunities, email Charlotte Raggett at char.raggett@gmail.com

For more information about ScotDance Canada, please visit www.scotdance.ca. For more information about the ScotDance Canada Championship Series 2018 in Calgary, please visit www.sdccs.ca

YOUR OPPORTUNITY

Vendors of this growing annual event reach a captive audience of dancers and their families, an audience that reaches upwards of 3000 people throughout the five-day event. Dancers are predominantly Canadian; however, there is a contingent of international competitors as well.

As this annual event alternates between eastern and western Canadian locations, audience members have demonstrated a willingness to travel great distances with their families and are committed to supporting the competitive dreams of their children or other loved ones. The timing of this year's event coinciding with the start of the Calgary Stampede is sure to draw large numbers.

THE RETURN

Becoming a vendor at the ScotDance Canada Championship Series provides your business with unique access to this motivated and committed audience.

All competitive highland dancing events take place in the main exhibition hall of the Telus Convention Centre. Vendors will be located in a large lobby area through which all attendees will pass through in order to enter the main exhibition hall. Individual locations will be assigned based on first application received - first reserved basis, taking into consideration the requirements of the vendor booth packages chosen (3 options available).

Benefits and recognition include exhibit booth, listing in our souvenir program, and web links on our official event website. We have designed our vendor package to maximize your organization's visibility and expand your client base. Vendors may also choose to advertise in our souvenir program or become a sponsor of our event.

VENDOR BOOTH LEVELS

GOLD
\$1,000

A prime location with a big presence, package includes:

- 4 x 8 foot tables
- 2 x 6 foot tables
- Skirting for all tables
- 6 x chairs
- Basic electrical
- Listing in the official Souvenir Program
- Business link and logo on official SDCCS website
- 4 General Admission passes for your staff

Additional items available to add on:

- Additional 6 foot tables - \$70 (max 2)
- Additional chairs - \$15.00 each
- Coat rack - \$50 (max 1, takes the place of 1 add-on table)

SILVER
\$500

A customizable option, package includes:

- 2 x 8 foot tables
- Skirting for all tables
- 2 x chairs
- Listing in the official Souvenir Program
- Business link and logo on official SDCCS website
- 2 General Admission passes for your staff

Additional items available to add on:

- Basic electrical - \$90
- Additional 6 foot tables - \$70 each (max 3)
- Additional chairs - \$15 each
- Coat rack - \$50 (max 1, takes the place of 1 add-on table)

BRONZE
\$250

Designed for small artisans, package includes:

- Set up June 30th – July 1st **OR** July 2nd – July 4th
- 1 x 6 foot table
- Skirting for all tables
- 1 x chairs
- Listing in the official Souvenir Program
- Business link and logo on official SDCCS website
- 2 General Admission passes for your staff

Additional items available to add on:

- Basic electrical - \$90
- Additional 6 foot table - \$70 (max 1)
- Additional chairs - \$15 each

SDCCS Calgary 2018 Vendor Application

BUSINESS INFORMATION

Business Name: _____

Contact name: _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Website: _____ Email: _____

Telephone: _____ Mobile: _____

INSURANCE REQUIREMENTS

Proof of insurance is required with your Application. For assistance in obtaining single event insurance please contact **sdccsvendors@gmail.com**

Proof of insurance (Insurance certificate preferred) must include:

- **General Liability Insurance** with a limit of liability not less than One million Dollars (\$1,000,000); and
- **Tenant Legal Liability Insurance** with a limit of liability of not less than One Hundred Thousand Dollars (\$100,000) for property damage and property contents; and
- ScotDance Alberta and the Calgary Highland Dancing Association listed as additional insured parties to the policy.
- Location: Telus Convention Centre 120 9th Ave SE, Calgary, AB, T2G 0P3

MERCHANDISE DESCRIPTION

You will not be permitted to sell any merchandise that has not been listed.

Description of merchandise for sale:

CHOOSE A VENDOR PACKAGE

GOLD - \$1,000

Includes:

- 4 x 8 foot tables + skirting
- 2 x 6 foot tables + skirting
- 6 x chairs
- Basic Electrical
- Listing in the Souvenir Program
- Link and logo on SDCCS website
- 4 General Admission passes

ADD ON:

- Additional 6 foot tables + skirting (max 2)
 - \$70 each x _____ =
- Additional chairs
 - \$15 each x _____ =
- Coat Rack (max 2 - in place of extra table)
 - \$50 each x _____ =

SILVER - \$500

Includes:

- 2 x 8 foot tables + skirting
- 2 x chairs
- Listing in the Souvenir Program
- Link and logo on SDCCS website
- 2 General Admission passes

ADD ON:

- Additional 6 foot tables + skirting (max 3)
 - \$70 each x _____ =
- Additional chairs
 - \$15 each x _____ =
- Coat Rack (max 1 - in place of extra table)
 - \$50 each x _____ =
- Basic 120v Electrical
 - \$90 each x _____ =

BRONZE - \$250

Choose either (circle one): June 30th – July 1st OR July 2nd – July 4th

Includes:

- 1 x 8 foot tables+ skirting
- 1 x chair
- Listing in the Souvenir Program
- Link and logo on SDCCS website
- 2 General Admission passes

ADD ON:

- Additional 6 foot table + skirting (max 1)
 - \$70 each x _____ =
- Additional chairs
 - \$15 each x _____ =
- Basic 120v Electrical
 - \$90 each x _____ =

VENDOR RENTAL AGREEMENT

This agreement is between ScotDance Alberta and the Calgary Highland Dancing Association operating as ScotDance Canada Championship Series 2018, hereafter known as SDCCS and _____ (Name of Vendor) hereinafter known as the Vendor, whereby SDCCS agrees to make available suitable space for the Vendor in the Telus Convention Centre, 120 9th Ave SE, Calgary, Alberta from Friday June 29th, to Wednesday July 4th, 2018.

In consideration for the use of the suitable space, hereafter known as Suitable Space, for the Vendor in the Telus Convention Centre in Calgary, Alberta, the Vendor agrees to abide by the following Terms and Conditions.

A. GENERAL

1. The Vendor understands that the Suitable Space being rented is provided with a standard of furnishings to be established by SDCCS and that the provision of additional furnishings or the rearrangement of existing furnishings may be undertaken at additional expense to the Vendor with the consent of SDCCS. It is the Vendor's responsibility to ensure safe return of all rented equipment.
 2. The Vendor undertakes to observe all rules and directions which are imposed by SDCCS and the Telus Convention Centre generally or specifically in respect of the Suitable Space which is being used.
 3. The Vendor undertakes to observe all rules and directions which are imposed by SDCCS and the Telus Convention Centre throughout the duration of the event.
 4. Signage will be professional in appearance. There are no walls around your Suitable Space to hang or lean merchandise on.
 5. There is plenty of light in the Convention Centre so Vendors will not need to purchase additional lighting.
 6. It is up to the vendor to set up their own area within the Suitable Space provided. This Suitable Space will be clearly marked out and allocated to the Vendor.
 7. Transportation of goods between the loading dock and the Vendor's Suitable Space is provided by the Telus Convention Centre at the beginning and end of the event.
 8. All tables and chairs must be rented through SDCCS.
 9. No use of the SDCCS2018 Logo is permitted without prior written consent of SDCCS.
 10. The Vendor must be open for business at 8:30am each morning and stay open until 5:00pm.
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B. THE VENDOR AGREES

1. To indemnify and save harmless SDCCS, its agents and their respective directors, officers, volunteers, and employees (collectively the "Indemnified Parties") from any and all losses, costs, damages, fines, penalties, charges and expenses, (including legal and other professional charges and expenses) which any of the Indemnified Parties suffers, sustains or incurs (i) as a result of any act or omission of the Vendor, its employees or agents; including resulting from bodily injury or death to any person or persons; and (ii) any damage to the premises or personal property as a result of the Vendor's occupancy, howsoever caused.
 2. To comply with all applicable municipal, provincial, and federal government laws and regulations, and assumes all liability for and undertakes promptly to pay all taxes, if any, which are assessed against either SDCCS of the Vendor in respect of the space occupied or the use to which the space is used.
 3. To indemnify and save harmless the Indemnified Parties for any debt or other monetary obligation incurred by the Vendor before, after, or during use of the Suitable Space aforesaid.
 4. To provide at its own expense the necessary safeguards to protect the Vendor's property where left overnight in the Telus Convention Centre.
 5. To abide by the relevant Occupational Health and Safety Acts and similar Acts and Regulations of the Province of Alberta.
 6. And acknowledges that SDCCS cannot guarantee uninterrupted supply of electricity, water, heat, air conditioning or other utility and that the Vendor will save harmless SDCCS from any claim of damage arising from loss of utility. SDCCS will be diligent in restoring any interrupted utility where it has the power to do so.
 7. To purchase and/or maintain General Liability Insurance with a limit of liability of not less than One Million Dollars (\$1,000,000)
 8. To purchase and/or maintain Tenant Legal Liability Insurance with a limit of liability of not less than One Hundred Thousand Dollars (\$100,000) for property and property contents.
 9. To include in the above mentioned insurance both ScotDance Alberta and the Calgary Highland Dancing Association as additionally insured parties.
 10. To provide SDCCS with proof of the insurance clauses 7, 8, and 9 of this contract in the form of a Certificate of Insurance or should submit a copy of the insurance policy showing Tenant's Legal Liability and General Liability coverage, the applicable limits, the name of the Vendor, and the expiry date of the policy, and additional insured parties as noted in clause 9. Proof of Insurance must be submitted with this completed Agreement.
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C. ADDITIONAL TERMS AND CONDITIONS

1. Rental time includes all set-up and take-down time. Specific move-in times will be scheduled at a later date and communicated with all Vendors.
2. SDCCS reserves the right to terminate this Agreement without prior notice and without refund if, in its opinion, the Vendor has in the application provided false or misleading information, or the Vendor has defaulted in providing anything required by the application, or the Vendor is in breach of any term or condition of this Agreement.
3. The Agreement may be cancelled by the Vendor upon giving written notice to SDCCS at least 90 days prior to the function, and in such case SDCCS will refund all monies paid, less a processing fee of One Hundred Dollars (\$100.00). In no other case shall the Vendor be entitled to a refund.
4. There will be a charge of Thirty Dollars (\$30.00) for all NSF cheques.

D. SIGNATURE

IN WITNESS WHEREOF, the Vendor has duly affixed their signature under hand and seal on this ____ day of _____, 2018.

Vendor Business Name: _____

Authorized Signature: _____

Position in Business: _____

E. PAYMENT INFORMATION

Vendor Package Chosen:

Gold - \$1,000

Silver - \$500

Bronze - \$250

Total Add Ons Selected = \$ _____

Total Payment Enclosed: \$ _____

Please make cheque or money order (CDN funds) payable to "SDCCS 2018". Please send with your completed and signed Vendor Application, Agreement, and Proof of Insurance by April 1, 2018 to:

**SDCCS 2018 Vendor Coordinator c/o Marg Johnson
89 Legacy Mews SE, Calgary, AB, T2X 0Y5**

VENDOR APPLICATION CHECKLIST

- Application Form
 - Vendor Package Selected
 - Add-On Options Selected

- Vendor Agreement Form

- Payment
 - Payment made to "SDCCS 2018"

- Insurance Certificate
 - \$1,000,000 General Liability
 - \$100,000 Tenant Legal Liability
 - Additional Named Insured Parties:
 - Calgary Highland Dancing Association
 - ScotDance Alberta
 - Location:
 - Telus Convention Centre 120 9th Ave SE, Calgary, AB T2G 0P3

Mail completed application to

SDCCS Vendor Coordinator

C/O Marg Johnson

89 Legacy Mews SE, Calgary, AB T2X 0Y5
