



2018 PRINT EXPO & FAIR
September 29, 2018

VENDOR'S APPLICATION FORM

VENDOR'S DETAILS:

COMPANY: _____
ADDRESS: _____

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

BUSINESS TYPE: Please check applicable boxes

Letterpress, Design
Services, and Print
Making

Supplier of materials
and/or equipment

Other - please
describe below:

Book Arts

Bookbinding

Papermaking

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 Printers' 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 **August 24, 2018**.

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 **August 31, 2018**

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

Set-up: The venue is open for booth setup at 8:00 AM on September 29, 2018. 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