



KENSINGTON SUN & SALSA FESTIVAL RULES AND REGULATIONS

1. The Sun & Salsa Festival will:

- a) Produce the Sun & Salsa Festival in Kensington, open to the public from 11:00 am through to 5:00 pm;
- b) Provide for the exhibitor's use a 10' x 10' space with one 8' x 2' table (banquet) positioned on the roadway which will be closed to vehicles during this time. The producers reserve the right to designate table assignments and to modify them if deemed necessary;
- c) Produce and distribute promotional material including posters and provide media with public service announcements.

2. The Exhibitor/Vendor will:

- a) Pay the producer the appropriate sum as defined in the registration form and dependent on date registered for each space and table required;
- b) Provide his/her own chairs, display equipment, tent, sinks, water and power;
- c) Release the Kensington Business Revitalization Zone its Board of Directors and staff, the City of Calgary and the merchants of Kensington community from any liability for any damage, loss, theft, breakage or injury to property or persons;
- d) Complete all necessary forms and provide full payment upon registration (no post-dated cheques) to validate this agreement;
- e) Unload and load at the requested times of 8:00 am and 5:00 pm respectively, and shall adhere to parking instructions. Exhibitors **must** be situated at booth location by no later than 10:00 am to set-up. Failure to do so will automatically release booth location back to the producer and no refund will be issued. (If you require a late set up time you must get permission from vendor coordinator) Exhibitor may not dismantle before 5:00 pm.
- f) Keep area clean and tidy with extra stock and personal items stores under tables, behind the skirting out of public view;
- g) Agree to abide by the rules and regulations of Calgary Health Region as they pertain to the handling of food. **All participants selling food must include a completed Special Event & Trade Shows Application Form along with their registration form by no later than 30 days prior to the festival date;**
- h) Supply their own garbage containers and clear their own trash at the end of the day
- i) By submitting your registration form and agreeing to rules & regulation's we consider that you are submitting to us a producer's copy of the Exhibitor's Agreement. The exhibitor will keep the Exhibitor's agreement (this form) for his/her reference.
- j) The agreement will become effective upon receipt of the completed Registration form with full payment, dated at the time of registration.
- k) There will be no refunds. The producer will not be liable for refunds or any liabilities whatsoever if the festival is disrupted due to any act of God, strikes, statutes or any case beyond the producer's control. This is an outdoor event, rain or shine and the producer will not be held responsible for shelter, alternate indoor sights or alternated dates in the case of inclement weather.

Vehicle Unloading & Loading Policies

- 1) Vehicles may only enter the festival at designated entry points. There will be **NO ENTRY** on Memorial Drive & 10 Street. Entry at an undesignated point will result in a fine and/or possible removal from the festival or future ban on participation in the festival.
- 2) Vehicles may only enter the roads between 8 – 10am for unloading. All vehicles **MUST** be removed from the roadways by 10am or a fine and/or possible future ban on participation in the festival will result.
- 3) Vehicles may only load after the festival once the roads have been officially opened to vendor vehicles. You **MUST** wait until festival marshals have told you that the roadways are open to vendor vehicles. Please begin dismantling your booths at 5pm while festival marshals work on clearing the roadways of pedestrians. Once pedestrians have been cleared from the roads the festival marshals will open the roadways to vendor vehicle traffic.
- 4) All booths and vendor vehicles must be off the roadways by 6:30pm

