



**November 2 - 4, 2023**  
**Holiday Inn, Sudbury**

## **2023 VENDOR INFORMATION AND SUBMISSION FORM**

**Thank you for your interest in WORDSTOCK SUDBURY LITERARY FESTIVAL.**

Please review the information below, and if you would like to be a part of WORDSTOCK SUDBURY LITERARY FESTIVAL, fill out the full application form and send it along with a photo of your products, and if available, a photo of your booth set up to [info@wordstocksudbury.ca](mailto:info@wordstocksudbury.ca) .

If you have already been pre-approved by WORDSTOCK SUDBURY LITERARY FESTIVAL we still require you to send in the completed application and payment. Accepted vendors will receive an invoice only if they have been accepted. WORDSTOCK SUDBURY LITERARY FESTIVAL has limited vendor spaces and prompt payment will be a factor in ensuring your spot at this year's Festival. Thank you!

### **Key Information for Vendors about Wordstock Sudbury Literary Festival**

**Wordstock Sudbury Literary Festival** is an annual public festival taking place at the Holiday Inn in the City of Greater Sudbury's South End. The festival programming targets readers, writers, and lovers of words of all ages and backgrounds with sessions discussing all things literary, as well as music, live readings, the spoken word, and more. **Wordstock Sudbury Literary Festival** attracts visitors from all over the country, but more specifically those from Northern Ontario.

**Date:** November 2 – 4, 2023

**Time:** Public Opening – November 2, 2023 @ 5:00 PM

**Set Up Time:** November 2, 2023 between 2:00 - 4:00 PM

**Cost:** \$50.00 made payable to “**Wordstock Sudbury Literary Festival**” and e-transferred to [info@wordstocksudbury.ca](mailto:info@wordstocksudbury.ca)

**\* Please note that table and chair(s) will be provided by our venue**



**\*\* PLEASE COMPLETE AND SUBMIT THIS APPLICATION FORM ALONG WITH PICTURES OF YOUR PRODUCTS AND SET UP, IF AVAILABLE \*\***

<b>First and Last Name</b>	
<b>Business Name</b>	
<b>Mailing Address</b>	
<b>Mobile Telephone</b>	
<b>Email Address</b>	
<b>Website (If Applicable)</b>	
<b>Facebook Page (If Applicable)</b>	
<b>Description of Business (to be included in promotion, if applicable)</b>	
<b># Of Tables Requested</b>	
<b>Date of Submission</b>	
<b>Signature</b>	



**By submitting and signing above the applicant vendor agrees to the terms & conditions below if application is accepted by WORDSTOCK SUDBURY LITERARY FESTIVAL:**

1. Vendor assumes full and sole responsibility for safekeeping of its products and display materials, and the health and safety of festival attendees at their designated space within the festival.
2. The vendor agrees to confine their presentation to within the contracted space only, and to maintain a staff in their booth space during festival hours.
3. WORDSTOCK SUDBURY LITERARY FESTIVAL reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, product, or signs, and to expel vendors or their personnel if, in WORDSTOCK SUDBURY LITERARY FESTIVAL's opinion, their conduct or presentation is objectionable to other event participants and/or attendees, or is in violation of the Terms.
4. Proselytizing of a religious or political nature is not permitted within the Festival.
5. Materials depicting violence, as deemed by event WORDSTOCK SUDBURY LITERARY FESTIVAL, are not permitted on site.
6. Space contracted by the vendor may not be sublet without the prior written permission of WORDSTOCK SUDBURY LITERARY FESTIVAL. The vendor may not distribute literature or promotional material from a third party without the prior written consent of WORDSTOCK SUDBURY LITERARY FESTIVAL.
7. The vendor agrees to abide by all regulations and rules adopted by WORDSTOCK SUDBURY LITERARY FESTIVAL in the best interests of and agrees that WORDSTOCK SUDBURY LITERARY FESTIVAL shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the Festival.
8. The vendor will be liable for and will indemnify and hold harmless WORDSTOCK SUDBURY LITERARY FESTIVAL, its board of directors, the Holiday Inn, and any sponsors or funding agencies from any loss or damages whatsoever suffered by anyone as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, the vendor, other vendors, WORDSTOCK SUDBURY LITERARY FESTIVAL, the Holiday Inn, sponsors, directors or employees and members of the public attending the event, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the vendors' occupancy of that space.
9. The vendor may use the WORDSTOCK SUDBURY LITERARY FESTIVAL logo to promote only their participation at the event. It cannot be used in any way that is perceived as an endorsement by the Festival of the vendor's company, product, or service without written approval from WORDSTOCK SUDBURY LITERARY FESTIVAL.
10. Goods must not be shipped to the event for shipping charges to be paid on arrival as these will not be accepted by WORDSTOCK SUDBURY LITERARY FESTIVAL. WORDSTOCK SUDBURY LITERARY FESTIVAL assumes no responsibility for loss or damage to goods before or during the period of the event, or after its closing.



11. The vendor agrees that no display may be dismantled, or goods removed during festival hours. The vendor also agrees to remove their exhibit, equipment, and fixtures from the event within 2 hours of festival public closing, or in the event of failure to do so, the vendor agrees to pay for such additional costs as may be incurred.
12. WORDSTOCK SUDBURY LITERARY FESTIVAL reserves the right to cancel this contract and to withhold possession of exhibit space if the vendor fails to perform and material condition of this contract or refuses to abide by the event rules, regulations, or vendor policy, in which case the vendor shall forfeit as liquidation damages all space rental payments made by them and any further occupancy of such space.
13. WORDSTOCK SUDBURY LITERARY FESTIVAL reserves the right to assign a vendor to a specific space, and to alter or change the space assigned to the vendor.
14. The solicitation of cash donations is not permitted by vendors within the Festival.
15. The vendor acknowledges that the WORDSTOCK SUDBURY LITERARY FESTIVAL sponsors may have exclusive on-site distribution privileges for certain products.
16. The vendor is subject to the terms of the WORDSTOCK SUDBURY LITERARY FESTIVAL Vendor Policy and any other conditions placed on the vendor by WORDSTOCK SUDBURY LITERARY FESTIVAL staff specific to your participation.
17. **Cancellation Policy** This contract may be cancelled by either party provided written notice is received as follows
  - Up to a month prior to the festival in which case all monies paid by the vendor will be refunded.
  - Within two weeks prior to the festival, in which case the vendor will be liable for 100% of the total contracted space costs if cancelled by Vendor.
  - In the event Vendor does not arrive at load in at the time assigned for load in, the contract is cancelled, no refund will be issued, and WORDSTOCK SUDBURY LITERARY FESTIVAL may assign the vendor's assigned space to another party. By canceling this contract, the vendor forfeits all right or claims to the allocated space and WORDSTOCK SUDBURY LITERARY FESTIVAL is free to rent it to others and retain the vendor fee as a cancellation charge. This cancellation policy is not conditional upon approval of booth location.
18. This Contract shall not take effect until payment of vendor fees in full is received by WORDSTOCK SUDBURY LITERARY FESTIVAL, payable by cheque to WORDSTOCK SUDBURY LITERARY FESTIVAL.



## **Wordstock Sudbury Literary Festival 2023 Vendor Policy**

### **Thursday, November 2, 2023:**

You must be set up by 4:00 p.m. and remain set up for the remainder of the day. Vendors are expected to remain open for the entire event. No loading vehicles will be allowed at the designated area after event start time.

### **Saturday, November 4, 2023:**

You must take down your space no earlier than 9:00 p.m. and by 12:00 p.m. on Sunday, November 5, 2023.

Please arrive on time. You must register when you arrive at the venue and a volunteer will direct you to your designated vendor space. Please do not enter from any other area other than the one designated. You must drop off your goods and supplies at your designated vendor space and immediately park your vehicle.

**Overnight security is provided however WORDSTOCK SUDBURY LITERARY FESTIVAL accepts no liability for vendor's products.**

**WORDSTOCK SUDBURY LITERARY FESTIVAL reserves the right to assign your vendor space. NO EXCEPTIONS OR CHANGES.**

**Criteria for Choosing Vendors:** Artisan and local vendors will be given top priority. We will also take into consideration the product diversity of accepted vendors. Applications will be assessed on a first-come, first-served basis. Any applications received after the deadline will be placed on a waiting list. Participation is not guaranteed to vendors from previous years. Selection is done on a year-to-year basis and previous acceptance does not guarantee acceptance for the current year.

