



2018 EXHIBITOR APPLICATION

July 31st & August 28th 2018
Carl Zehr Square, Kitchener
5pm to 8pm

EXHIBITOR SELECTION PROCESS

In an effort to create a defined and transparent process for exhibitor selection, a selection process has been adopted for Discovery Square. Past participation does not guarantee acceptance to this year's event. The selection of all Discovery Square applicants will be achieved through a one-stage committee selection process administered and facilitated by The Corporation of the City of Kitchener and Discovery Square committee.

The process for exhibitor selection will involve:

- a) A defined criteria, as outlined below, will be used by the Selection Committee to select exhibitors.
- b) Successful applicants will be notified by email and/or mail of their participation in Discovery Square.
- c) All applicants will receive a letter confirming their participation in the 2018 Discovery Square or a letter declining their application for this year.

The deadline for receipt of exhibitor proposals is **Friday, June 22nd, 2018**. Successful applicants can expect to be notified of their selection by the first week of July.

ACCEPTANCE CRITERIA

- a) Have a unique activity for children.
- b) Promote safe, fun and imaginative play.
- c) Provide a free activity as a key component of your exhibit e.g. make and take craft, a hands on experience (using science and/or technology - STEAM) or a dynamic educational activity.
- d) Applicants must be able to demonstrate their ability to accommodate upwards of one hundred children at their booth during the course of each event.
- e) Preference will be given to applicants that are available for all four event dates

EVENT CATEGORIES

Categories will be determined based on the exhibitor's product description. The City of Kitchener reserves the final decision on category assignment.

Check the box that best describes your product and/or service:

- Science
- Technology
- Engineering
- Art
- Math

PRICING

The fee for all qualifying exhibitors is free this year.

You will receive:

- a) One 10x10 tent
- b) Two 6 foot tables
- c) Two chairs
- d) One laminated sign

Please note: power is limited. Best efforts will be made to accommodate power requests for your booth.

SUPPORT MATERIAL

Your application must include the following items to be considered complete. Incomplete applications will be returned without being reviewed. The City is not responsible for damage to, or loss of, support material.

- a) The application form (below).
- b) A description of your booth.
- c) Tell us about your organization/business in less than one page.
- d) A description of the activity you will have available for children during the event.
- e) Any additional material you would like to submit to support your application. Please note, materials will not be returned.

APPLICATION FORM

Please fill out and send the entire application form (all 4 pages) to us along with your support materials. Application deadline for this year's festival is **Friday, June 22nd, 2018**. You will be notified of your status the first week of July via email.

First and last name (print): _____

Company name: _____

Mailing address: _____

Town or City: _____

Province and postal code: _____

Telephone: _____

Cell phone: _____

Email: _____

Website Address: _____

Name of Booth: _____

ADDITIONAL DETAILS FOR EXHIBITORS

- a) Items to be sold are subject to the approval of The Corporation of the City of Kitchener ("City").
- b) Exhibitors must be open and staffed for the duration of Discovery Square. Failure to comply will result in disqualification from future events.
- c) All exhibitors must meet and comply with regulations and may be inspected at the event by the Fire Department, Regional Public Health Department and/or the Electrical Safety Authority.
- d) All exhibitors must provide \$2 million dollars proof of insurance if selected for participation in Discovery Square as an exhibitor.
- e) By completing the Exhibitor Application Form, and upon receiving a confirmation letter from the City, all exhibitors participating in Discovery Square grant permission to the City of Kitchener to use photographs, website, information and any promotional material whether in print or electronic form ("media") without further consideration. Such media may be used by the City of Kitchener in such mediums as newsletters, brochures, including the City's website, and in submissions to the local papers for publicity purposes.
- f) All exhibitors must sign an acceptance of TERMS AND CONDITIONS form if selected for participation in Discovery Square.

I acknowledge reading, understanding, and agreeing to the terms of this Exhibitor Application Form. Further, the personal information collected herein will be used only for the purposes for which you have agreed to as part of this application and will be protected in accordance with the requirements stipulated in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Inquiries about the collection, use or disclosure of your personal information should be directed to Sara Young, (519)741-2200x7085 or sara.young@kitchener.ca.

I understand that The Corporation of the City of Kitchener reserves the right to administer and facilitate the exhibitor selection process and to limit the number of vendors in its sole and absolute discretion. Please sign and date below.

Date

Signature

Please return the signed and completed application form, with your support material to:

The Corporation of the City of Kitchener
C/o Sara Young, Special Events
200 King Street West, 7th Floor
Kitchener, ON
N2G 4G7

(519) 741-2200 x 7085
Email: sara.young@kitchener.ca

NEXT STEPS.....

Your application will be reviewed by the Discovery Square selection committee the first week of July 2018. You can expect to be notified of your status via email the first week of July, 2018.

All accepted applicants will be sent:

- a) An agreement between the City of Kitchener and your organization.
- b) Request for proof of insurance “naming the Corporation of the City of Kitchener as additional insured” in the amount of 2 million dollars.
- c) Any additional information you will need for the event; and
- d) A parking pass.

A copy of the signed agreement, application fee and proof of insurance must be received by Friday, July 20th to confirm your spot in the 2018 festival.