

Spring, 2008



Dear Vendor

Thank you for your interest in our 2008 AMS Summer Marketplace. Please review and complete this application IN FULL and return by Friday, April 11, 2008.

Thanks!

SUMMER MARKETPLACE APPLICATION: MAY

Please print clearly - illegible or incomplete information may delay processing.

Name: _____

Company Name: _____

Address: _____

Postal Code: _____

Phone Number: (____) _____ Alternate number: (____) _____

Fax Number: (____) _____ Email: _____

Product(s) to be sold: **Please list all products.** Products not listed will not be allowed in show.

Requested dates: (confirmed once allocations made and payment received)

<input type="checkbox"/> Tues May 6	<input type="checkbox"/> Tues May 13	<input type="checkbox"/> Tues May 20	<input type="checkbox"/> Mon May 26
<input type="checkbox"/> Wed May 7	<input type="checkbox"/> Wed May 14	<input type="checkbox"/> Wed May 21	<input type="checkbox"/> Tues May 27
	<input type="checkbox"/> Thurs May 15	<input type="checkbox"/> Thurs May 22	<input type="checkbox"/> Weds May 28
		<input type="checkbox"/> Fri May 23	<input type="checkbox"/> Thurs May 29
			<input type="checkbox"/> Fri May 30

PAYMENT INFORMATION

Payment is due a minimum of two weeks prior to set of vending dates. Payment may be made by cheque or money order (made payable to "the Alma Mater Society"), Visa, MasterCard or cash (in person only).

The amount for a single vendor area, 8'x10', is \$52.50 per day (includes GST). You will receive up to 3 x 6'bare tables and power for your area. Additional tables are \$10.50 each per day (includes GST).

Please complete: _____ (indicate number required)

of tables requested (maximum 3 included with booth) _____

of chairs requested (maximum 2 included with booth) _____

Power (circle one) YES NO

I have read and understood the terms and conditions that apply. _____

Signature

FOR CREDIT CARD PAYMENTS (Please print clearly)

Name as written on card: _____

Card #: _____ / _____ / _____

Circle Visa MasterCard

Expiry Date: _____ / _____

Signature: _____

(To authorize payment)

Dated: _____

PLEASE RETURN COMPLETED APPLICATIONS BY APRIL 11,2008:

Alma Mater Society of UBC
Attn: Alice Wong
6138 Student Union Boulevard, Room 230C
Vancouver, BC V6T 1Z1
Email: conco3@ams.ubc.ca
Tel: 604.822.3456
FAX: 604.822.4711

Confirmation will be sent out as soon as possible after application is processed.

* Please Note: All the terms and conditions that are listed on the other side of this page apply.

TERMS & CONDITIONS

Vending, sale or distribution of goods and handicrafts by persons not representing AMS subsidiaries will be permitted in the Student Union Building or on its property at the University of British Columbia according to the following regulations:

1. Vendors will be defined as persons or groups of persons who sell or distribute handicrafts, goods or services for either profit, exposure or promotion.
2. No sale, promotion, advertising or distribution of any consumer goods, handicrafts or other manufactured or natural products may take place in, or around, the Student Union Building except on Summer Marketplace dates.
3. Sales will be permitted only between the hours of 10:00 am and 5:00 pm. Vendors must be present during this entire time, unless prior arrangements are made with the Marketplace Co-ordinator.
4. The Student Union Building is the only area in which vending may occur (under the definition of a "vendor" set out in this policy). AMS lessees are exempt from this rule.
5. Vendors may not sell any of the following goods: Goods which violate Federal, Provincial or local health or safety standards or statutes; goods which are known to be defective or are misrepresented as being of a quality or of manufacture which they are, in fact, not; clothing or any other goods bearing the insignia, heraldry or name of the University of British Columbia, or any other goods similar to products sold by AMS businesses; greeting cards, stationary, school supplies and any imitation ("knock-off") products. Vendors must give a refund for or replace any defective merchandise sold while a vendor is at the Student Union Building.
6. Each vendor will be allotted up to three six foot tables and two chairs. Vendors may bring in tables or clothing racks, but **must stay within their 8' x 10' dimensions**. Any racks or other display materials used must be less than 5' high, unless prior approval has been given by the Marketplace Co-ordinator, or their designate.
7. The Marketplace Co-ordinator retains the right to instruct vendors to change or modify their display if booth exceeds 8' x 10' dimensions or has elements that are deemed unsafe by the Marketplace Co-ordinator or the AMS. Vendors may not move any tables or chairs from their designated space.
8. The Alma Mater Society will not accept responsibility for personal vendor property (including but not limited to tables, fixtures and merchandise) which is lost, stolen or damaged.
9. The Alma Mater Society reserves the right to cancel any "confirmed" vendor table booking, for any reason, with the full refund of the table booking fee, and to require any vendor or other persons to discontinue sale of any good or goods and to require any person or persons to leave the premises for any reason. However, if a vendor's conduct violates any of the Terms and Conditions listed, all deposited monies will be retained and no refunds will be provided.
10. Vendors may apply for all available dates listed on the application form. The AMS will make every effort to accommodate vendor requests for table booking dates.
11. The fee is \$50.00 plus 2.50 GST per day per booth. Full payment must accompany the application, and is non-refundable in the case of cancellation by the vendor. Payments may be post-dated no later than the deadline date specified on the application form and must include extra table, if applicable. Extra tables will not be issued unless payment received in advance.
12. Completed applications may be received by mail, fax or hand delivery.
13. **Vendors may arrive at, or after 8:30 am, to set up.** Vendors must have their table set by 10:00 am and be stationed from 10:00 am through to 5:00 pm. **Tear down must be completed by 6:30 pm.** Overnight storage *may* be available for some dates where vendors are confirmed for consecutive days.
14. Security will not be provided by the AMS. It is the responsibility of each vendor to move-in and move-out their merchandise. No moving equipment will be provided.
15. Any outside Summer Marketplace vending dates that *may* occur are subject to "weather permitting". The Marketplace Co-ordinator will make the decision whether the vending will occur outside or inside the building. All vendors must comply with the decision of the AMS Representative. The decision will be made by 10:00 am each day. Vendors must supply their own tent or authorised covering. Electrical power *might* be provided, subject to availability.



Dear Potential Summer Vendor,

Our popular, annual Summer Marketplace program is back once again this year starting Tuesday, May 6, which is the first week summer classes are held here at UBC. It will continue on selected weekdays throughout May, June, July and part of August 2008. The dates which have been allocated so far are shown inside this application. Other dates may be added as the summer progresses.

This year our Marketplace will take place primarily inside, on the SUB Main Concourse which is our busy thoroughfare for students, faculty, staff and visitors and between many other popular destinations on the UBC campus like the transit bus loops, and nearby residences. There are also many shops, businesses and services in and around our building which regularly attract people, like our daily summer AMS Barbecue on the South Plaza.

** On some select dates, due to conference bookings on the Concourse, there may only be space available **outside** on the South Plaza, between the entrance to the SUB and UBC's Aquatic Centre, adjacent to the Barbecue. These dates may be weather permitting, and vendors will be responsible for providing their own tent (or other authorised covering) for their designated space(s). Electrical power might be provided, subject to availability. Other terms and conditions may also apply.

There is a lot of flexibility for dates, and no minimum or maximum number that a vendor needs to participate in. Full payment is due two weeks prior to secure your place. In the event that the AMS determines that a show cannot take place, a full refund will be issued, or you may choose another available date.

Thank you for your time. I look forward to seeing you this summer.

Sincerely,

Alice Wong
Marketplace Co-ordinator
604-822-3456
FAX 604 822-4711
conco3@ams.ubc.ca