

SEEDY SATURDAY 2010

in the Comox Valley

"Eat From Your Backyard"

11th Annual Community Seed Swap & Show

Featuring: Vegetable, Herb & Flower Seeds; Bulbs, Plants, Trees; Garden Tools, Accessories & Products; Information Displays; Workshops; and the Seedy Cafe.

Saturday March 6th, 2010

10:00AM-3:00PM

Florence Filberg Centre
411 Anderton Ave
Downtown Courtenay, BC



**SEEDY SATURDAY
VENDOR & EXHIBITOR TERMS & CONDITIONS
& APPLICATION FORM**

Organized by
Comox Valley Growers & Seed Savers Society
Box 3783, Courtenay, BC V9N 7P2
seed.savers@comoxvalleygrowersandseedsavers.ca
www.comoxvalleygrowersandseedsavers.ca



Comox Valley Growers & Seed Savers Society

PO Box 3783, Courtenay, BC V9N 7P2 (250) 334-4008

Email: seed.savers@comoxvalleygrowersandseedsavers.ca

Website: www.comoxvalleygrowersandseedsavers.ca

Comox Valley Seedy Saturday: March 6, 2010: “Eat From Your Backyard”

Exhibitor Application: TERMS & CONDITIONS

1. SEEDY SATURDAY 2010 HOURS & LOCATION

Saturday March 6, 2010

Open to the public from 10 am – 3 pm

Upper level conference hall of Florence Filberg Centre,
411 Anderton Ave, downtown Courtenay BC

<http://city.courtenay.bc.ca/recreation/facilities/florence-filberg-centre.aspx>

2. GENERAL RULES & CONDITIONS

Participation in previous Seedy Saturdays does not guarantee acceptance for SS 2010.

Space contracted by the exhibitor may not be transferred or shared by the exhibitor without the prior written permission of the CVGSS.

CVGSS reserves the right to alter or change the space assigned.

The exhibitor shall repair at their own expense any damage to the space occupied by them.

The CVGSS reserves the right to refuse anyone entry and to remove anyone for cause.

Any Exhibitor who violates any of the terms & conditions or any part of the contract may be barred from further attendance for such a period as may be decided by the CVGSS Board.

3. PAYMENT REQUIREMENTS

Seedy Saturday is the main fund-raiser for the Comox Valley Growers & Seed Savers Society. Funds raised from Seedy Saturday help the Society to do its education work and activities during the following year.

Full payment must accompany the signed application & must be received by Feb. 15, 2010. No refunds will be given for cancellations after this date.

Late or incomplete applications are not guaranteed a place.

Vendors will receive a confirmation of acceptance of their application via email or mail after Dec. 31, 2009.

Non-accepted applications will receive a full refund.

A space will not be considered sold & occupied until full payment has been made to, & confirmation received from, CVGSS.

4. SELECTION CRITERIA

CVGSS reserves the right to select exhibitors based on the following criteria:

- Early paid registrations
- Exhibitors whose products or information is most pertinent to growing & seed saving
- Certified & non-certified organic growers and their products & services
- Exhibitors from the Comox Valley region
- Displays that adhere to the regulations & restrictions of the Filberg Centre
- Aim for a total product & service ratio of 65% seeds & plants; 20% tools & garden accessories; 15% information.

5. SET-UP

The Filberg Centre will be open for set-up at 8 am Saturday March 6, 2010.

All exhibits must be completely set-up before 10 am.

Tables and chairs are provided. Exhibitors are to provide table coverings, extra lighting, AV equipment, extension cords, signage as needed.

Only masking tape is allowed on the walls & tables - no pins, tacks, staples, etc.

Volunteers will help unload in the morning and pack-up after the event.

A floor plan will be sent showing location of the loading doors & of the exhibit space.

6. VENDOR SERVICES

On arrival, exhibitors are to check in at the Vendors/ Exhibitors Check-in Booth. Volunteers are available here for booth relief and to submit your event evaluation at the end of the day.

7. TAKE-DOWN

Take-down of exhibits is not permitted before 3 pm.

Your designated area must be left in the same condition as when you arrived.

8. RAIN

The event will proceed snow, rain, or shine.

Outdoor exhibitors are responsible for their own shelter and will not be permitted to move indoors at the last minute due to inclement weather.

9. PARKING

After unloading at the upper level of the Filberg Centre, exhibitors are to park in the parking area on the lower street level (Anderton Ave.)

10. PRODUCT/SPACE RESTRICTIONS

Products to be exhibited & sold are restricted to those products identified & approved on the exhibit space contract.

Exhibitors must not exceed their allotted space.

All fire exits widths and aisle widths must be maintained at all times i.e. no portions of the display, tables or chairs can intrude.

11. LATECOMERS/ NO-SHOWS

Any space not claimed or occupied by 9:45 am Saturday March 6, 2010; or for which no special arrangements have been made prior to 5 pm Friday March 5, 2010; may be resold or reassigned by the Coordinators and any monies paid will be forfeited.

12. WALL SPACE

Wall space above 7' height is reserved for potential sponsor advertising banners.

Exhibitors with wall space are permitted to hang banners up to 8 sq. ft. in size, below 7' height.

13. ELECTRICAL

Only perimeter booths have access to electrical outlets.

Centre tables do not have access to electrical.

Exhibitors must supply their own extension cords.

14. CASH TRANSACTIONS

Exhibitors are responsible for their own cash floats. There is no ATM on site. No change can be made through the CVGSS tables, admissions tables, or Café.

15. DOGS/PETS

Animals are not permitted inside the Florence Filberg Centre building with the exception of Certified Assistance Dogs.

16. SMOKING

The Florence Filberg Centre is a non-smoking building.

17. REFRESHMENTS

Exhibitors will be provided with complimentary hot & cold beverages and muffins/snacks from 8am – 10 am. A few items will be available for sale during the day upstairs, and the Seedy Café downstairs will be open for lunch with a full menu.

18. INSURANCE/LIABILITY

The CVGSS will not accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations by fire, accident, theft or any other cause, during the event, move-in or move-out.

Licensing, insurance and collection of applicable taxes is the responsibility of the exhibitor.

19. EVENT DAY PROGRAM

The information from your application (i.e. contact name & number, products for sale, etc) will be the information printed on the event day program. The contact information will be placed on the CVGSS website at www.comoxvalleygrowersandseedsavers.ca including links to your website if you provide that information. A coordinator must be notified before Feb.15, 2010 of any changes to the information on your form.

20. ADVANCE PUBLICITY

Exhibitors who apply before Dec. 31/ 2009 and are accepted, will have the opportunity to be featured in advance publicity for SS 2010. A coordinator will contact you in early 2010 for a biography & photos.

21. EVALUATIONS

Exhibitors will be asked to submit an evaluation of the event at the end of the day. This information is extremely valuable in the continuing success of the event.

22. SS 2010 COORDINATOR CONTACTS

Please contact one of the Seedy Saturday 2010 Co- Coordinators with any questions:

Krista Kaptein 250-338-9962 kapteink@shaw.ca

Anne Corbishley 250-897-1930 acorbishley@shaw.ca



**CVGSS Mission Statement: To conserve and preserve our local plant diversity
by encouraging and supporting public participation in growing heritage and
non-hybrid food crops and other plants.**



Comox Valley Seedy Saturday: March 6, 2010: "Eat From Your Backyard"

Exhibitor Application Form

Name of Business or Organization _____

Contact Person(s) _____

Address _____ City _____ Postal Code _____

Phone _____ - _____ - _____ Email: _____ Web Site _____

Are you registered as a BC Society or as a Federal Charitable Organization? Yes _____ No _____

Are you selling products? Yes _____ No, information exhibit only _____

Description of products for sale _____

Description of items for exhibit only _____

Description of your display setup (a photo is recommended) _____

height _____ width _____ depth _____

Are your products considered to be organic? _____ If you sell seeds, are some of your seeds hybrid? _____

ITEM	Table Size	Price (GST included)	Number Required	Total Price
Non-Profit Society Exhibit	4' long table or space inside (total space 4' W x 5' D = 20 sq. ft.)	\$25.00		
	8' long table or space inside (total space 8' W x 5' D = 40 sq. ft.)	\$45.00		
Commercial, Business, Trade Show Vendor or Other Organization Exhibit	4' long table or space inside (total space 4' W x 5' D = 20 sq. ft.)	\$55.00		
	8' long table or space inside (total space 8' W x 5' D = 40 sq. ft.)	\$95.00		
	8' long table or space outside (total space 12' W x 10' D = 120 sq. ft.)	\$95.00		
<i>All booths include 4 Vendor/Exhibitor Passes Additional Vendor Passes to be purchased for extra staff</i>		\$5.00 ea.		
TOTAL COST (Cheque payable to Comox Valley Growers & Seed Savers Society (or CVGSS))				\$

Please note: If your display setup requires extra square footage beyond the size described in the chart above, you must purchase the appropriate additional square footage (additional space at a rate of \$2.00 per sq.ft.) to accommodate your display. Outdoor vendors & exhibitors are responsible for their own shelter and will not be permitted to move indoors at the last minute due to inclement weather.

For returning vendors/exhibitors: would you prefer the same table location as previous year (2009)?

Yes _____ No _____ Doesn't matter _____

Do you have other specific needs or requests? e.g. electrical outlet, wall space, no table required, # chairs req'd, etc.

Is there any reason your display might distract from or disturb your neighbour? What might the reason be?

(i.e.: sounds, smells, etc) _____

This must be signed for your application to be considered.

"I have read, understand, and agree to the criteria for acceptance.

By submitting this application form, I hereby agree to comply with the attached TERMS & CONDITIONS."

Signature _____ Date _____

Enclosed \$ _____ to apply for space at Seedy Saturday 2010.

Please make your cheque payable to **Comox Valley Growers & Seed Savers (or CVGSS)**. **Mail cheque and application form to:**

CVGSS, Box 3783, Courtenay, BC V9N 7P2

All applications for participation are subject to confirmation.

Acceptance is based on selection criteria. Non-accepted applications will receive full refund.

Signed applications with payment to be received no later than Feb. 15, 2010.

No refunds will be given for cancellations after this date.

Info: SS 2010 Co-Coordinator Krista Kaptein kapteink@shaw.ca 250-338-9962

CVGSS use only

Approved: _____

Contacted: _____