

## VENDOR APPLICATION FORM

Applicant Name \_\_\_\_\_

Email address \_\_\_\_\_

Phone number (day) \_\_\_\_\_

Mailing address \_\_\_\_\_

Items are intended to sell \_\_\_\_\_

*I have read and understand the **guidelines**.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Table:

- NNMCC member** - single space for **\$42** (including GST).  
Complimentary - one table (6'x2.5') and two chairs  
Membership # \_\_\_\_\_
- NNMCC member** – double space for **\$73.50** (including GST).  
Complimentary – two tables and up to three chairs  
Membership # \_\_\_\_\_
- NON-member** – single space for **\$52.50** (including GST).  
Complimentary - one table and two chairs
- NON-member** – double space for **\$94.50** (including GST).  
Complimentary - **two** table and two chairs

### Location:

- Electrical outlet** on wall side for **\$16.80** (Includes GST&PST).  
First come, first serve & Limited number.

TOTAL COST: \$ \_\_\_\_\_



## PAYMENT OPTIONS

- Cash & Debit: in person during office hours Tues-Fri, 10am-5pm, Sat, 10:00am-1:30pm
- Cheque: make your cheque payable to Nikkei National Museum & Cultural Centre in person or by mail
- Credit card: fill in your information below

Visa                       Mastercard

Card holder's name \_\_\_\_\_

Card number \_\_\_\_\_

Expiry date: Month \_\_\_\_\_ Year \_\_\_\_\_ Card security code (3 digits on back of card) \_\_\_\_\_

Amount authorized: \_\_\_\_\_

Signature \_\_\_\_\_

**Please mail or e-mail your completed application to:**

Nikkei National Museum & Cultural Centre  
6688 Southoaks Crescent, Burnaby, BC V5E 4M7  
T. 604.777.7000 | [event@nikkeiplace.org](mailto:event@nikkeiplace.org)



## VENDOR GUIDELINES

### Venue/technical Information

- For the single space, you will be provided with an area of 8 feet x 8 feet. Please let us know if you do not require a table before the event. Items must be displayed within the assigned space.
- Please do not rearrange or move any tables Nikkei Centre has provided. The aisles must remain completely clear.
- Do not use nails, pushpins, duct tape and packing tape to display items on the table or wall.
- Only painter's tape can be used.
- Electrical outlets are only available for some tables. Availability is on a first-come, first-served basis. Please bring your extension cords as Nikkei Centre is unable to supply them.
- Underground **parking is not available** for vendors. Street parking is available on Southoaks Cres, Kingsway, Beresford St and Sperling Ave.
- Please use the Loading zone to load/unload your items. However, parking on the Nikkei Home driveway and loading zone is not allowed.
- NNMCC is not liable for the theft or damage of any items during or after event hours.
- **DO NOT discard any items** (including empty boxes) next to trash cans or in our dumpster. Take all unsold items, boxes, garbage, etc., with you after the event.
- Nikkei Centre does not accept unsold items as a donation after the event.

### Setup/takedown Information

- Set up can start at 7:30am on the day of the event. Please make sure to finish setting up by the event time, 10am.
- **Due to the following program, your space (event hall) needs to be emptied by 4:45pm. If it takes longer, please temporarily move your belongings outside the event hall.**

### Other

- **Food, liquor, animal and illegal items such as firearms and drugs cannot be sold.**
- A lottery will do table allocations, and it will be available to view on the day of the event onward at Nikkei Centre in the Events Hall.
- Doors will open at 10:00am. There will be **NO SELLING ALLOWED BEFORE 10:00am.**
- All vendors are responsible for their change fund. NNMCC office **CAN NOT** provide change.
- Cancellations will receive a 100% refund before May 31 and a 50% refund before June 30. No refund will be made after the cancellation deadline. No exceptions will be made even if another vendor can fill the table.

***Failure to comply with the above guidelines will forfeit future participation in Nikkei Centre's event.***

