

# Vendor Application

2011 Charter Oak Open  
August 5 & 6, 2011  
Hosted by Charter Oak Figure Skating, Inc.  
International Skating Center of Connecticut, Simsbury, CT

COMPANY \_\_\_\_\_ Tel (\_\_\_\_\_) \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
FAX (\_\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

4'x6' approximate booth size. This includes: one draped table and 2 chairs. Additional information on booths will be posted on the web site, as it becomes available. Vendor space is limited. Vendors are strongly encouraged to send in the vendor application with applicable payments as soon as possible to reserve their booth. Booths will be reserved based on a first-come, first-serve policy.

Please circle one or more of the following:

Lobby Booth Rental: \$ 100  
Electricity (if needed) \$ 50

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

Please contact me regarding advertising opportunities \_\_\_\_\_yes \_\_\_\_\_no

Vendor Hours\*\*:  
Friday, August 5<sup>th</sup>, 2011 4:00PM – 9:00PM  
Saturday, August 6<sup>th</sup>, 2011 7:00AM – 5:00PM

\*\* All hours are considered tentative. Final hours will be emailed and posted on the web site when the competition schedule is completed. All times are subject to change.

**Mail Applications to:** Charter Oak Figure Skating  
Attn: Vendor Open Competition, PO Box 253, Simsbury, CT 06070  
**Make Checks Payable to:** Charter Oak Figure Skating  
**Email Questions to:** [competition@charteroakfsc.com](mailto:competition@charteroakfsc.com)

I \_\_\_\_\_ agree on behalf of \_\_\_\_\_ (“Company” or “Exhibitor”) to abide by the attached Vendor Terms and Conditions and any subsequent guidelines deemed necessary for participating vendors established by Charter Oak Figure Skating, Inc., LOC for the 2011 Charter Oak Open, U.S. Figure Skating, International Skating Center of Connecticut and the Officers and Committee members of the above referenced entities.

Due to exclusivity rights within the rink, the following items are not acceptable as vendor merchandise: soakers, hard guards, tights, Zuca bags or inserts, skate laces, gloves, legwarmers, jewelry and stock practice dresses.

Please provide a written list of all merchandise you plan to sell at the event. The LOC needs to ensure that the vendor merchandise does not conflict with the exclusivity rights. If merchandise on your list does conflict, we will contact you about not bringing that item(s).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

## **Vendor Terms and Conditions:**

***By signing the vendor application, you agree to and will abide by the following regulations:***

1. A vending space (approximately 4' by 6') will be provided to you from the start of competition on Friday, August 5<sup>th</sup>, 2011 until the close of competition on Saturday, August 6<sup>th</sup>, 2011. All times are subject to change and are considered tentative until the final competition schedule is posted.
2. The LOC for the 2011 Charter Oak Open, U.S. Figure Skating, International Skating Center of Connecticut, Charter Oak Figure Skating, Inc., and the Officers and Committee members of the above reference entities are not responsible for any theft or damage to any merchandise, equipment or personal items of the vendors. It is the sole responsibility of the vendor to secure valuables and/or provide any additional equipment or materials needed.
3. Each vendor is responsible for providing its own signage, displays and appropriate staffing at all times during the event. The International Skating Center of Connecticut will provide electrical hook-ups at a cost of \$50.00 per outlet, if needed. Each vendor is responsible for any additional costs associated with set-up, tear down, labor or maintenance for the booth during the event.
4. Vendors are responsible for returning the table, chairs, drapes and any other equipment and materials provided by the LOC in the exact condition in which it was received. Appropriate charges will be assessed for any damages that occur.
5. Vendors shall not use the event logo, sell or solicit any merchandise which includes the licensed trademark of the 2011 Charter Oak Open, Charter Oak Figure Skating, Inc., International Skating Center of Connecticut, or U.S. Figure Skating without the written consent of the LOC. This type of merchandise is not allowed and will be confiscated.
6. The LOC, U.S. Figure Skating, International Skating Center of Connecticut and Charter Oak Figure Skating, Inc., reserve the right to determine if merchandise being sold or solicited is offensive and/or not acceptable due to exclusivity agreements within the arena or other vendors. All merchandise and products being sold and/or promoted during the event must be approved by the LOC for the 2011 Charter Oak Open prior to formal acceptance as a vendor. Please provide flyers, brochures, catalogs, pictures and explanation of all merchandise you wish to sell and/or promote during the event no later than August 1, 2011.
7. All vendors must obtain appropriate licenses and pay appropriate sales taxes. The 2011 Charter Oak Open, U.S. Figure Skating, International Skating Center of Connecticut, Charter Oak Figure Skating, Inc., and the Officers and Committee members of the above referenced entities are not responsible for the collection or tracking of sales tax.
8. All vendor applications are subject to approval by the LOC. Any vendor found to be in violation of the established guidelines or applicable State and Local laws will be shut down immediately and prohibited from participation in the remainder of the event. Vendor application fees will not be refunded unless the vendor withdraws the application prior to the August 1<sup>st</sup> deadline.