**Types of vendors**

1. **Arts and Crafts:** any vendor who sells handmade arts and crafts
2. **Concession/Food sales**: any vendor who sales any type of food or drink product.
3. **Sales:** any vendor who sells no handmade products
4. **Fundraising Only:** any vendor who is selling any type of raffle or draw ticket, or products for the purpose of raising funds for any initiative that contributes to the creation of a healthy community and a positive environment/experience/education for Musqueam Community members.
5. **Fundraising:** this term may be applied to any above type of vendor if their main goal is to raise funds for any initiative that contributes to the creation of a healthy community and a positive environment/experience/education for Musqueam Community members.

**Application process**

1. All vendors will be required to submit, in writing/email, an application to host a table at the tournament. Please see attached application forms.
2. Deadline for application date will be determined by the Musqueam Indian Band Recreation Manager yearly.
3. The Recreation manager will inform all applicants of their application status no later than seven (7) days prior to the tournament start day.
4. Vendors will be required to sign a vendor agreement prior to setting up their tables at the event.

**Priority**

1. Every effort will be made to ensure there is minimal overlap of similar/same products throughout the duration of the tournament; this means vendor time slots may be applied as necessary.
2. In the case of conflict or one or more application for the same slot (ex. Main concession):
	1. Vendor time slots may be applied as necessary, to avoid inundation of similar or same product;
	2. If conflicts cannot be solved by the time slot process or there is a need for continuity of service (ex. Main concession) priority will be given to Band/Community members who are considered a fundraising table and in case of further conflict on a first come first serve basis.
	3. For the purpose of fundraising a number of draws/raffles will be allowed at one time; ONLY if approved by the Recreation Manager and if each fundraising draw/raffles is clearly identified.
	4. Vendors who provide healthy food options and contribute to a positive experience (including affordability) for families and children are preferred.

**General Vendor Agreement**

1. Vendors must have filled out an application form and signed a vendor agreement prior to setting up at the tournament.
2. Vendors will be given a designated area and will only be permitted to set up in that area.
3. All vendors will be responsible for the setup/cleanup of their own designated areas; including the removal of garbage.
4. All vendors must provide their own tables, chairs, power source etc needed for setup; Musqueam will provide up to two (2) table per vendor, IF available. These tables must be picked up at the registration tent and returned prior to the end of each day of the tournament.
5. Vendors are responsible for arriving in a timely manner; if vendors arrive after visitors they will not be permitted to enter the Elders/handicap parking area to drop off their products/set up (unless the vendors are elders or have a handicap designation).
6. Vendors will not be permitted to park their vehicles in the vendor area or in the Elders/handicap parking (unless the vendors are elders or have a handicap designation).
7. All vendors must be willing to submit necessary information for a criminal clearance to be performed by the Musqueam VPD Liaison; if requested. In the case of a negative criminal clearance vendors may be deemed ineligible to set up at the tournament.
8. Vendors promoting religious or political groups/messages are not permitted.
9. No products with derogatory, racist, or negative messages/ branding will be permitted.
10. Vendors will conduct themselves in a professional manner with a focus on service to children and families.
	1. Be respectful to all those at the tournament.
	2. Use language and mannerisms conducive to a child friendly environment.
	3. Vendors are not permitted to cheer for a team/community from their vendor area in any form.
	4. Allow only your designated staff in your vendor area.
	5. Obey traffic and parking signs at all times.
11. Any complaints or questions should be directed at the tournament organizers only (Musqueam Recreation Manager and University of British Columbia designated representative).

By signing this I agree that I have read and agree to all the terms indicated. Should I fail to follow any of these terms and this agreement I acknowledge that I may be asked to leave the tournament and may not be permitted to participate as a vendor in future Musqueam Youth Soccer Tournaments.

Signed Date

Witness Signature