

Event Package

Carnival in Wonderland - February 2 - 11, 2018

Hosting an event during Vernon Winter Carnival? Here are some things you need to know and complete.

- Complete the attached application form. Which **MUST BE RETURNED BY: Deadline Friday, September 22, 2017**, if you have any changes to make after filling this out, please phone us right away.
- The information you provide will be used in the Carnival brochure, on the Carnival website, for promotional purposes and for ticket sales.
- The brochure will be available by the last week of November 2016.
- Tickets will be going on sale Friday, December 1st, 2017. *Tickets will **not** be available for sign out until Monday, December 4th, 2016*
- All event organizers are welcome to sign out as many tickets as they would like to sell, the event organizers are **responsible for any lost or misplaced tickets**, and we will charge the required fee if tickets cannot be accounted for. All tickets sold (either by us, the website or yourself) are subject to a percentage fee.
- To ensure a successful event, you have to promote your event along with Carnival. Have other members of your organization sell tickets, put up as many posters, flyers out in the community as you can. Each ticketed event through Carnival will receive a minimum of one news paper and one radio advertisement.
- Please consider putting some event tickets aside for promotional give-aways for media advertising, you will not be charged for tickets you assign as complimentary if they are stamped and recorded complementary at our office.
- Please provide the Carnival Office with pictures, posters, flyers for our office.
- We will hold a media conference in early January where event organizers will have the opportunity to attend and speak about their event to the media, sponsors and volunteers. We encourage you to attend
- Please ensure you have the correct insurance to run your event as well as the appropriate liquor licenses if you are serving alcohol, this is not something Winter Carnival is responsible for, event organizers are **not** covered under Winter Carnival insurance.
- Please call the Carnival office one-week prior to your event and make arrangements to pick up remaining tickets at the office if you are selling tickets at the door. All unsold tickets **MUST BE RETURNED** into the office within a week of the event to process payment.
- If you event is cancelled once tickets have been printed, you will be responsible to pay a fee for the cost of the tickets.
- Payment will be sent out after Carnival. **Please allow 1 week after Winter Carnival** for us to get this together.

Vernon Winter Carnival Society

2018 Event Fee Structure

Ticketed Events

Organizers of ticketed events will be charged the following percentage of their ticket sales.

All ticketed events will be charged a rate of 15%. (+GST)

- The charge for ticket sales includes all ticket printing, advertising (newspaper, radio, social media) office sales, brochure advertising and all related expenses.

Other Events

The following administration fees will be charged for participation as a sanctioned Carnival Event.

- ▶ Concerts at Multiplex \$.50 per ticket
- ▶ Performing Arts Centre \$.50 per ticket

*Please note that if an event is cancelled after tickets have been printed, we will be charging the cost of those printed tickets.

Thank you for being a part of our 58th Annual Vernon Winter Carnival!

Vernon Winter Carnival Office 3401 – 35th Ave Vernon, B.C. V1T 2T5

P: 250-545-2236 F: 250-545-0006

Email: info@vernonwintercarnival.com

Website: www.vernonwintercarnival.com

Vernon Winter Carnival Society
2018 Event Application Form

Name of Event: _____

Sponsor(s): _____

Address: _____ Postal Code: _____

Contact Person: _____

Bus Phone: _____ Home Phone: _____

Fax: _____ Email: _____

Who can cheques be made out to: _____

(This is only for events we sell tickets for and need to payout after Carnival)

EVENT INSURANCE POLICY HOLDER: _____

Date of Event: _____ Time of Event: _____

Event Location: _____

Of tickets to be printed: _____ Admission price: _____

Registration Location: _____ Registration Fee: _____

Will tickets be available at the door: Yes / No

Name and type entertainment: _____

Theme and Costumes: _____

Will there be alcohol at your event: Yes / No If yes, are minors allowed at your event: Yes / No

Are Meals Included Menu: _____

Concessions Available Describe: _____

If your event has reserved seating please provide a contact name and number to be published in the brochure to make reservations: _____

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Event Description:

This description will be used in the brochure and on the website.

I understand that I will be charged for any tickets not returned immediately following Carnival. I understand that if I had tickets printed by Winter Carnival I will be charged 15% +GST of all sold tickets. If an event is cancelled after tickets have been printed, the cost of the printed tickets will be charged to the event organizer. I have read the event organizers package and understand that I am responsible for having the appropriate event insurance and liquor licence if required.

*Date: _____

*Event Organizer's Name (printed): _____

*Event Organizer's Signature: _____

*required