

Event Package

Carnival Remembers the 68

February 7-16, 2020

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 Sunday, October 13, 2020,** 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 2019.
- **FREE events and events charging less than \$5 admission will be required to pay a \$20 fee (Plus GST) to have their event listed in the Carnival Brochure. In addition all events that charge more than \$5 for admission, MUST print and sell their event tickets through Vernon Winter Carnival. If you are selling & printing tickets through a 3rd party venue - a fee will still be applied per ticket payable to Vernon Winter Carnival. Please contact Vicki Proulx at Vernon Winter Carnival Society for more information on these policies.**
- Tickets will be going on sale Friday, December 6th, 2019.
- 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. If selling your own tickets you **MUST** charge 5% GST. All **SOLD** tickets will have 5% GST applied to the final price.
- To ensure a successful event, please 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. Be sure to tag Vernon Winter Carnival in Social Media posts and make Carnival a co-host of your Facebook event to ensure maximum exposure. Please consider putting some event tickets aside for promotional give-aways, this is always a great way to promote your event
- Feel free to provide the Carnival Office with posters 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
- **ALL EVENTS** must send proof of insurance prior to Vernon Winter Carnival. Please ensure you have the correct insurance and add Vernon Winter Carnival Society as an additional insured to your policy. Organizers are also responsible for providing appropriate liquor licenses, if you are serving alcohol, and security if needed, 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 your event is cancelled once tickets have been printed, you will be responsible to pay a fee for the cost of the tickets.
- **Carnival Guests:** Carnival mascots Jopo and Jopette, Carnival Cops and Queen and Princess Silver Star will attend as many events as possible during the 10 days of Vernon Winter Carnival. If you would like to request any of these guests to make a specific appearance, please contact us with the date and time of the request.
- Payment will be sent out after Carnival. **Please allow 1-2 weeks after Winter Carnival** for payments to be processed.



Vernon Winter Carnival Society 2020 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 – Collected and submitted by VWC)

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

Other Ticketed 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.

Free Events & Events under \$5 admission

Organizers of FREE events and events charging under \$5 admission will be charged a \$20 (plus GST) fee to have their event printed in the Carnival Brochure and listed on the Carnival website.

*Please note there will be no tickets printed for events charging less than \$5 admission price. These events MAY (but not guaranteed) receive extra exposure including radio, newspaper or online advertising.

Thank you for being a part of the 60th 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
2020 Event Application Form

Name of Event: _____

Sponsor(s) (Will be listed in the Brochure): _____

Contact Person: _____

Phone: _____ Email: _____

Address: _____ Postal Code: _____

What type of event are you hosting (Please check ONLY ONE)

- Free Event Admission or Registration under \$5 Registration Fee Over \$5 Ticketed Event
 Ticketed Event - tickets sold through 3rd party(Please specify)_____

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 (Please attached proof of insurance):

Date of Event: _____ Time of Event: _____

Event Location: _____

Of tickets to be printed (for Sale): _____ Admission price: _____

#of Comp tickets to be printed (if applicable): _____ *Please note these will be printed in addition to the tickets for sale

Will tickets be available at the door: Yes / No

Please check all that apply to your event:

- | | | |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Family Event | <input type="checkbox"/> Beer Tasting |
| <input type="checkbox"/> Food Tasting | <input type="checkbox"/> Senior Event | <input type="checkbox"/> Outdoors |
| <input type="checkbox"/> Wine Tasting | <input type="checkbox"/> Dance | <input type="checkbox"/> Full Meal |
| <input type="checkbox"/> Other (please specify) _____ | | |

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: _____

Vernon Winter Carnival Society

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 & comp tickets. I understand that all tickets require GST in addition to the ticket price. If an event is cancelled after tickets have been printed, the cost of the printed tickets will be charged to the event organizer. I understand if I am hosting a FREE event or charging an admission under \$5 I must pay a \$20 fee (plus GST) to have my event printed in the Carnival Brochure. I have read the event organizers package and understand that I am responsible for having the appropriate event insurance and liquor license if required.

*Date: _____

*Event Organizer's Name (printed): _____

*Event Organizer's Signature: _____

*required