

Aberdeen Centre's

2019 Chinese New Year Flower and Gift Fair

Application Package

PLEASE READ BEFORE YOU APPLY

Every fair vendor must agree to operate the booth for the entire fair duration of 7 days and not any shorter.

Aberdeen Centre does not accept applications from vendors who are interested in applying for the weekends or countdown night only.

The 2019 Chinese New Year Flower & Gift Fair at Aberdeen Centre

Get ready to celebrate the **Chinese New Year of the Pig** in a fun, cultural extravaganza of activities - a famous Aberdeen Centre tradition since 1989. During this exciting period, Aberdeen Centre will be transformed into the ultimate festivity site, adorned with dazzling decorations, spectacular cultural stage shows and of course, our reputable **Chinese New Year Flower & Gift Fair**, an absolute sell-out event every year. From the sale of lucky charms & decorations, fresh flowers, festive apparels, creative novelties to new year sweets n' more, now is your chance to secure a promising business opportunity to be a specialty vendor at the CNY Flower & Gift Fair. **Sign up today to secure your Chinese New Year business opportunity.**

Fair Duration

January 30 (Wednesday) to February 5 (Tuesday), 2019 – A total of seven (7) days

Enrollment

Applications are accepted from now until **November 30, 2018** Aberdeen Centre reserves the right to end the application early subject to space availability. **Please note that applicants specializing in CNY themed products will receive priority acceptance.**

Fair Hours*

January 30 (Wed)	11:00am – 7:00pm
January 31, February 1, 2 (Thu, Fri, Sat)	11:00am – 9:00pm
January 3 (Sun)	11:00am – 7:00pm
February 4 (Mon – Countdown Night)	11:00am – 12:30am
February 5 (Tue)	11:00am – 7:00pm

****All booth operators must strictly adhere to the above operating hours with no exceptions.***

Live Stage Entertainment on the Countdown Night to Chinese New Year of the Pig*

The Nation's #1 Chinese media network, Fairchild TV and Fairchild Radio will be staging live countdown shows at Aberdeen Centre, offering a captivating, one-of-a-kind cultural experience to fair visitors and shoppers!

February 4	8:30pm – 10:00 pm	Entertainment by Fairchild Radio
	10:30pm – 12:10 midnight	Entertainment by Fairchild Television with live countdown show
February 5	11:00am	Golden Dragon and Lion Dance

**Show times above are subject to change without notice.*

Vendors/Exhibitors Set-up and Move out logistics

Aberdeen Centre will provide the loading instructions to the accepted applicants two weeks prior to the fair.

Submit Your Application before November 30, 2018

By fax to: 604-270-9963 attn: Promotion Department – Aberdeen Centre

By mail: Suite 130 – 4400 Hazelbridge Way, Richmond, V6X 3R8; attn: Promotion Department – Aberdeen Centre

By hand: 1/F Customer Service Desk, Aberdeen Centre, 4151 Hazelbridge Way, Richmond

Booth Rental Confirmation

Upon receiving your application, Aberdeen Centre will only contact the selected and eligible vendors individually. **Vendors specializing in Chinese New Year themed products will receive priority consideration.** Once your application is accepted, vendor must immediately pay a deposit to secure the booth.

Questions? Please call 604-273-1234 extension 121 or email promotion@aberdeencentre.com

----- **Chinese New Year Flower & Gift Fair 2019 Vendor Application Form** -----
(Please submit by November 30, 2018.)

A) EXHIBITOR / VENDOR INFORMATION

Company Name (in English): _____

If applicable: Company Name (in Chinese): _____

Mailing Address: _____

Company Website: _____ Email Address: _____

Name of Contact Person: _____ Title: _____

Telephone #: _____ Fax #: _____ Cell #: _____

B) BOOTH ACTIVITIES

- | | |
|--|---|
| <input type="checkbox"/> Products for Sale | <input type="checkbox"/> Services for Sale |
| <input type="checkbox"/> Exhibition/Display Only | <input type="checkbox"/> Request for information/ brochure giveaway |
| <input type="checkbox"/> Product Sampling | <input type="checkbox"/> Others: _____ |

C) PRODUCT DESCRIPTION

Products/Services/Display Items for sale (Item category & details must be listed out in full):

Product/Service Category: _____ (Example: Chinese New Year Decorations)	Detail examples: _____ (Example: decorative banners, money banks)
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Product/Service Category: _____	Detail examples: _____
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Product/Service Category: _____	Detail examples: _____
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Product/Service Category: _____	Detail examples: _____
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Product/Service Category: _____	Detail examples: _____
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Actual products/services for sale on the fair floor must strictly adhere to the specified items above once approved by Aberdeen Centre. Booths are NOT allowed to sell products in other categories unrelated to your main products at the fair without prior approval. Any products related to gaming will not be acceptable for sale at the fair.

Product Exclusivity: Aberdeen Centre does NOT guarantee product exclusivity for individual vendors.

Food: For safety reasons, we do not accept any applications by food vendors requiring the use of open flames or reheat food/beverage using microwave. Food sale vendors are required to submit an application to the Richmond Health Department and provide temporary food permits as required by Vancouver Coastal Health Authority.

Piracy: Sales of pirated or unlicensed merchandise is strictly prohibited.

Aberdeen Centre reserves the right to refuse the application of any vendors specializing in products in direct conflict of interest with mall tenants unless a written mutual agreement is made.

D) BOOTH RENTAL FEES (Fair Duration: January 30 – February 5, 2019 (Seven Days.))

BASIC RENTAL PACKAGES	Price	G.S.T. (5%)	P.S.T. (7%)	Translink Parking Tax (21%)*	Quantity	Total
FIRST FLOOR (10ft L x 4ft D U – Shape Booth) Includes: One 8ft x 24” skirted table Two 4ft x 24” skirted tables Two chairs One complimentary sign with company name (no logo allowed)	Booth 1 – 42 \$988 each	\$49.40 each	\$69.16 Each	N/A		\$
SECOND FLOOR (8ft L x 4ft D L – Shape Booth) Includes: One 6ft x 24” skirted table One 4ft x 24” skirted table Two Chairs	Booth 43-54 \$888 each	\$44.40 each	\$62.16 each	N/A		\$
SECOND FLOOR (10ft L x 4ft D U – Shape Booth) Includes: One 8ft x 24” skirted table Two 4ft x 24” skirted tables Two chairs	Booth 55 – 56 \$988 each	\$49.40 each	\$69.16 each	N/A		\$
THIRD FLOOR (8ftL x 4ftD L-Shape Booth) Includes: One 6ft x 24” skirted table One 4ft x 24” skirted table Two Chairs	Booth 57 - 74 \$588 each	\$29.40 each	\$41.16 each	N/A		\$
ADDITIONAL OPTIONS / COSTS						
Booth Location Reservation Fee (If applicable, please add \$150) – see Section E	\$150	\$7.50	N/A	N/A		\$
Random Booth Location Assignment	NO CHARGE					
POWER / ELECTRICITY 115 VOLTS 15 AMPS (shared usage)	\$40 each	\$2.00 each	\$2.80 each	N/A		\$
ONE PARKING STALL (Important: Parking is no longer included with the rental package price. It is an additional charge) * GST tax is calculated on top of the price of parking & Translink Parking Tax.	\$500 each	\$30.25 each*	N/A	\$105 each*		\$
Total						\$

*Translink parking tax is subject to change accordingly to the latest update by Translink.

E) BOOTH LOCATION RESERVATION (an extra \$150 fee applies)

If you prefer a specific location for your booth, a \$150 fee applies (**for location reservation of up to 2 booths**). Note that locations are subject to availability and certain conditions. Please take a look at the attached floorplans and fill out your location preferences below:

First Choice Booth # _____ Floor: 1/F / 2/F / 3/F

Second Choice Booth # _____ Floor: 1/F / 2/F / 3/F

Third Choice Booth # _____ Floor: 1/F / 2/F / 3/F

In the case when your all three location choices are not available, you will not be charged the location reservation fee. Locations are subject to availability and Aberdeen Centre reserves the right to make a final decision on location assignment considering factors such as conflict of interest with existing tenants, other booth vendors & business categorization.

F) GARBAGE DISPOSAL DEPOSIT (MANDATORY)

Aberdeen Centre must collect a \$60 (refundable) garbage disposal deposit upon securing the booth space. This is to discourage vendors from leaving garbage on site at the end of the event, which requires Aberdeen Centre staff to collect the garbage for the vendor. The \$60 deposit will be refunded to the vendor if the booth area is left clean and tidy.

Please prepare a separate \$60 cheque payable to: Fairchild Developments Ltd. for the garbage deposit upon submitting your booth rental payment.

G) POWER REQUIREMENT & OTHERS

Access to Electricity is limited to certain booth locations and at many times, the same power source may be shared amongst multiple vendors.

If your booth requires electricity, it will be subject to availability and additional charge of \$40 (plus taxes) will apply. You must specify the following:

Type(s) of Device to be applied : _____ Qty: _____

Type(s) of Device to be applied : _____ Qty: _____

Application of electronic devices is subject to mall management approval. Upon approval, vendor is responsible for taping down all wires for shoppers' safety and liability.

Usage of Water at the booth

Reason: _____

Aberdeen Centre will not be able to provide special water source on site. Vendor must bring in own water supplies and ensure public safety when water is applied.

H) COMPLIMENTARY SIGNAGE (FOR FIRST FLOOR VENDORS ONLY)

For first floor vendors only. Aberdeen Centre will provide one complimentary sign to indicate the name of the booth vendor. In the case where your company prefers to have the name of your key product highlighted, the content will be subject to the mall management's approval.

Please specify the preferred name in the space below:

English Name: _____ N/A _____ Chinese Name: _____ N/A _____

I) BOOTH EQUIPMENT / DISPLAY FURNITURE/ SIGNS TO BE INSTALLED BY VENDOR

Please specify the type and dimensions of the display signage /equipment/furniture to be set-up at the booth:
(Example: Rolling rack 5ft H x 1.5' W Qty. 1)

Item: _____ Dimensions: _____ Qty: _____

Item: _____ Dimensions: _____ Qty: _____

Item: _____ Dimensions: _____ Qty: _____

***Oversized backdrops or tradeshow type pop-up walls that obstruct views to any store fronts are not allowed.**

Note: Extra furniture items to be brought in by the vendor will be subject to the Mall Management's approval due to additional occupancy of space. All display items must be kept within the dimensions of the leased booth space, usage beyond which will be subject to additional rental charge. Height restriction is 6ft high.

J) PAYMENT INFORMATION

After the application is accepted, Aberdeen Centre will issue an official invoice to the applicant. Payment will not be due until confirmed approval of the application by Aberdeen Centre.

Upon booth confirmation, please follow the payment schedule listed below upon receipt of your two invoices:

- 1) 50% non-refundable deposit is required immediately upon receipt of the deposit invoice to secure your booth.
- 2) Remaining 50% balance will be due by January 1, 2019 (1 month) before the event.

Please make **cheque** (*no credit cards please*) payable to "**Fairchild Developments Limited**" and submit it by hand or by mail to:

Address: Suite 130 – 4400 Hazelbridge Way, Richmond, V6X 3R8
Attn: Promotion Department – Aberdeen Centre

K) THIRD PARTY LIABILITY INSURANCE (to be purchased from your insurance agent)

Proof of a minimum \$2 million third party liability insurance is **mandatory** and must be faxed to 604-270-9963 at least 5 days before the event date. Please add the following company name as additional insured party:

Fairchild Developments Ltd. (FDL)

Venue Address: Aberdeen Centre, 4151 Hazelbridge Way, Richmond, BC V6X 3R8

L) CITY OF RICHMOND BUSINESS LICENSE (MANDATORY FOR ALL VENDORS)

In order to conduct business at the Aberdeen Centre Chinese New Year Flower & Gift Fair, the City of Richmond requires each booth vendor to acquire a temporary business license in the municipality. In early January 2019, please visit and apply in person at the Richmond City Hall or by phone (604-276-4000). Richmond City Hall is located at 6911 No 3 Rd Richmond, BC V6Y 2C1

If your company already holds a valid business license in Richmond: You must extend and transfer your current business license to the Chinese New Year Fair at Aberdeen Centre. This can be done by visiting the Richmond City Hall in person or by phone (604-276-4000).

ALL FIELDS MUST BE FILLED OUT IN FULL BEFORE PROCEEDING TO THE LAST PAGE

Booth Rental Agreement

I / We (hereafter called the "Licensee") hereby agree to rent booth(s) for the Chinese New Year Flower & Gift Fair 2019 from Fairchild Developments Ltd. to be held at Aberdeen Centre, 4151 Hazelbridge Way, Richmond, British Columbia, Canada for seven (7) days (from January 30 - February 5, 2019 inclusive). I/We further agree to pay according to this agreement and in accordance with the method of payment indicated therein.

Notwithstanding any other provisions herein, the Licensee undertakes to abide by the following:

1. The Licensee will indemnify Fairchild Developments Ltd., their agents and employees and save them harmless from and against any and all claims, damages, actions, arising from the operation of the booth, utility failures and any activities permitted under this license.
2. The licensee must carry its own third party liability insurance in the amount \$2,000,000.00 per occurrence as part of their application. (Please refer to section K above).
3. If the Licensee cancels this Agreement once being accepted by Fairchild Developments Ltd., the deposit, rental fee and all additional charges **shall not be refunded**.
4. The Licensee will be bounded by all display/booth regulations and restrictions of Aberdeen Centre in force.
5. The Licensee shall not assign any rights under this agreement, or sublet or sub-contract, reselling booth space and/or leasing time in a booth any part of the rental space without the written consent of Aberdeen Centre, which consent may be arbitrarily withheld.
6. Aberdeen Centre reserves the right to modify the layout of the fair without notice depending on booth occupancy.
7. Aberdeen Centre will not be responsible for any loss or shortage of goods, merchandises and display materials or other materials of licensee during the full period of the Chinese New Year Flower & Gift Fair.
8. The Licensee will have rental space staffed at all times during fair dates and hours, failing which Aberdeen Centre will consider the licensee has vacated during the fair period.
9. Aberdeen Centre has full authority to use any rental space should the Licensee vacate during the fair period.
10. The Licensee will clean up the rented space during the fair and immediately after event by 9:00 pm on February 5, 2019 to the satisfaction of Aberdeen Centre. The \$60 garbage collection fee will apply if vendor fails to clean up the rented booth space.
11. Aberdeen Centre, at its sole discretion, reserves the right to terminate the Licensee's booth activities should be the Licensee exhibit products/services other than stated in the Agreement.
12. Selling, distributing and using of balloon filled with helium gas are strictly prohibited.
13. All sales and promotion activities are to be carried within the rented space (including banner advertising), failing which this agreement may be terminated.
14. Any extension beyond the dimension of the booth table will require written approval from Aberdeen Centre.
15. Aberdeen Centre, at its sole discretion, reserves the right to refuse an exhibitor or vendor from participating in the Fair without compensation.
16. In the event that the facility in which the Chinese New Year Flower & Gift Fair is to be held is destroyed or become unavailable for occupancy, for reasons that is beyond the control of Aberdeen Centre or Chinese New Year Flower & Gift Fair is cancelled or curtailed, Aberdeen Centre will not be responsible for any loss of business, profits, damage or expense of whatsoever nature that the exhibitor may suffer.
17. The full rental and additional charges must be paid before move in and set up.
18. The booth is not transferable. The licensee cannot resell the booth in part or in full to a third-party without the approval of Aberdeen Centre. The booth activities and products/services must not be associated with a third party other than the applicant.
19. No mobile selling/promotional activities are allowed beyond the booth space area.
20. Sales activities generated from your booth will not be qualified for any gift redemption programs operated by Aberdeen Centre during the Chinese New Year period.
21. Fairchild Developments Ltd. will not be waiving any parking violations/tickets if issued. No exceptions will be made. Pay Parking along Hazelbridge Way is regulated by the City of Richmond and not Aberdeen Centre.

NOTE: Submission of this application form does not guarantee acceptance to the Chinese New Year Flower & Gift Fair. Aberdeen Centre reserves the right to refuse any application without giving notice to applicant.

The foregoing is acknowledged, rectified and accepted by the undersigned.

Authorized Signature of Licensee

Date Signed (MM/DD/YY)

Full Name (print in full)

Work Title

About your CNY Booth

- Aberdeen Centre reserves the right to modify the booth layout depending on booth occupancy.
- Not all booths have access to electrical outlets.
- **Food sale vendors** are required to fill out a separate form with the Richmond Health Department. Please request a copy from us.
- **Whether you are selling products or giving away information, you are required to obtain a temporary business license with the City of Richmond** in order to operate at the fair – See section L
- Items or services for sale at your booth must be the same as listed on your application form & formerly approved by Aberdeen Centre.
- Each booth is limited to one self-standing promotion banner (6ft H x 3ft W). This banner must be placed on the floor and not on top of the table. Additional banner is subject to mall management approval
- Your signs must be in English only or Bi-lingual (in both English and Chinese)
- Cooking, re-heating, or the use of open flame is not allowed at the booth
- Oversized backdrop or tradeshow style display is not allowed due to hallway clearance and height restriction.
- If you are planning free giveaways or free games at your booth, you will not have the option to select booth location. Aberdeen Centre will assign a location with adequate space that allows for line-ups, subject to availability.
- When purchasing 3rd party liability insurance and the City of Richmond business license, you will have to bring along a copy of the signed application form together with your booth #.
- Booth deposit is non-refundable if vendor decides to withdraw from the fair.
- Note that since the customer parking is now shared between Aberdeen Centre and Aberdeen Square, your enrollment DOES NOT include complimentary vendor parking.