**2018 WPC VENDOR MARKETPLACE APPLICATION**

White privilege Conference Global - Toronto (WPC Global)

**Hosted by:** Office of the Vice President of Equity & Community Inclusion, Ryerson University

**Official Website:** <https://www.ryerson.ca/wpc-global/>

**WPC Global Marketplace**

**Dates**: May 10-12th

**Location**: George Vari Engineering & Computing Centre

245 Church Street, Sears Atrium, 3rd Floor, Toronto, ON M5B-1Z4

**Marketplace Daily Hours:**

May 10th: 11am to 6pm

May 11th: 9am to 6pm

May 12th: 9am to 4pm

**Deadline**: Vendor Application due by April 28th, 2018

**Contact:** Marketplace Coordinator, Lydia Green/email at lydia.green@ryerson.ca

Please provide us with your contact information down below.

FULL NAME: COMPANY NAME (IF APPLICABLE):

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ADDRESS:

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CITY: PROVINCE: POSTAL CODE:

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PHONE #: ALT. PHONE #: EMAIL ADDRESS:

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Please *provide pictures of your table set-up and a company logo if applicable.* In addition, please provide answers to the following questions below. If you become a vendor in our marketplace, the pictures and/or logo you send may be used for marketing purposes.

Please type a complete description of products you will be selling and the prices of these items (please note no food, beverages, or books allowed).

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How many people will be working with you at your table? (Max of 3 per table)

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What extra accommodations do you need in order to set up your table? (For example, extension cords, outlets etc.) We will provide extension cords if needed. Please note **NO ELECTRIC GENERATORS**.

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Please insert a picture of your table set-up and company logo (if applicable) down below:

**Thank you for your interest in the 2018 White Privilege Conference. As a potential vendor, please be aware of the following information:**

1. Every vendor will receive a 6ft by 2.5ft table. Tablecloths will be provided. If you would like to purchase more than one table for several vendors please contact us for further details.

|  |  |
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| Vendor Price | Type of Organization |
| $175.00 per table | business vendor |
| $150.00 per table | non-profit |

1. Chosen vendors will be sent a contract that includes a link to our payment portal. Contracts will be due May 2nd, 2018 along with payment.
2. All vendors must be responsible for their RST (Retail Sales Tax) or HST (Harmonized Sales Tax) where applicable for their product sales.
3. There will be security present in the building, overseeing the marketplace. However, Ryerson University does not accept responsibility for any lost or stolen goods left onsite for duration of the conference.
4. All vendor applications are subject to approval since there are a limited number of vendor spaces available. We want to have a ***diverse*** variety of vendors present in regard to what is being sold during the marketplace. We welcome and encourage people of all cultural ethnic backgrounds to apply. A confirmation will be sent to confirm your attendance at the marketplace.
5. The building is wheelchair accessible. There are elevators and an accessible washroom. Please contact us if you require further accommodations.
6. ***Please submit this application to Lydia Green, WPC Global Marketplace Coordinator via email at*** [***lydia.green@ryerson.ca***](mailto:lydia.green@ryerson.ca)***.***