

Trail Festival Society
P.O. Box 333,
Trail, B.C., V1R 4L6
Phone (250)364-0918 Fax (250) 364-0915
Contact: Ian McLeod – President

VENDOR REPORT

Name of Organization: _____

Address: _____

Prepared By: _____ Position: _____

Total Income from Event: \$ _____

Total Expense from Event: \$ _____

Total Profit from Event: \$ _____

_____ %Owed to Trail Festival Society X Profit = \$ _____

This amount is **DUE NO LATER than May 31.** A penalty of **10%** per month
Will be applied to any outstanding payments received after **May 31.**

OUT OF TOWN VENDORS TO PAY ALL FEE'S BEFORE LEAVING FESTIVAL

**PLEASE RETURN ORIGINAL COPY OF THIS REPORT TO
TRAIL FESTIVAL SOCIETY**

Please Note: All Expense receipts to be photocopied and attached to this report.
Trail Festival Society will not accept expenses for any non-legitimate items that do not have
a valid supplier invoices.

Your organization should also insure you are keeping record of income during event.

NO DONATION payments are to be paid out **Until After Profit Calculation** and payment
is made to Trail Festival Society.