

Tim Hortons.
SOUTHSIDE SHUFFLE
THE 21ST ANNUAL PORT CREDIT BLUES AND JAZZ FESTIVAL
SEPTEMBER 6-7-8  2019 + WWW.SOUTHSIDESHUFFLE.COM

**On-Site Promotions, Marketing & Sampling Vendor Application & Agreement
Port Credit Memorial Park Port Credit, Ontario**

Application Deadline: When Full! Spaces are limited so please sign up as soon as possible.

Name/Organization: _____

Contact Person: _____ Email: _____

Address: _____ City: _____ Postal Code: _____

Bus. # _____ Fax # _____ Cell # _____

Is there any kind of product/goods/services being sold from the booth?

Please list any free samples or demonstrations to be provided: _____

Please describe your booth visual set-up. What are the measurements of signs and banners (if any): _____

Display Area fees are for a 10'X10' space unless otherwise agreed in writing. All Display Areas have access to power. All vendors have free parking at the Port Credit Go Station.

Please indicate if you will require a permit: Yes No **Power:** Yes No **Space:** 1 2

All Spaces will be assigned at the discretion of the festival administration. Please fill out above completely and sign form. (You will only need a permit if you are selling a product. Please add \$56

Please make cheque or money order payable to:

**Southside Shuffle Blues & Jazz Festival
c/o 161 Lakeshore Rd. W. Miss. ON L5H 1G3
Attn: Beatrice Moreira- Laidlow**

Fee Included: \$ _____

You will be notified of your acceptance by telephone, at which time you will need to send us your certificate of Insurance naming Southside Shuffle Blues & Jazz Festival and the City of Mississauga as additional insurers, with a minimum of \$2,000,000.00 Liability.

We reserve the right to pick and choose vendors and to refuse anyone for whatever reason and return fees.

Signature: _____ Date: _____

By signing this agreement, you release Southside Shuffle Blues & Jazz Festival, Festival Board of Directors and Staff as well as the City of Mississauga of and from any and all liability for any damage, injury or loss to any person or goods which arise from rental and occupation of Display Area space by the applicant (s). You agree to hold Southside Shuffle Blues & Jazz Festival, Festival Board of Directors and Staff as well as the City of Mississauga harmless of any loss or damage by reason thereof. You also agree to comply with all Festival and City of Mississauga rules, regulation and requirements in the operation of your Display Area. You agree that you have read and agree with the Policies outlined in this form. Southside Shuffle Blues & Jazz Festival may choose to terminate this agreement at any time if you choose not to abide by our booth policies. Southside Shuffle reserves the right to make changes to this agreement as needed. You understand your entry fee shall not be refunded in the event that you do not attend or if all or part of the event is canceled due to fire, calamity or any other act of God, public enemy, strikes, statues or ordinances or any legal authority or any other cause beyond our control.

Event goes on Rain or Shine!

On-Site Promotions, Marketing and Sampling Vendor Policies 2019

Tim Hortons Southside Shuffle Blues & Jazz Festival

Please read the following information carefully as these policies pertain to all vendors!

You should have:

- A well maintained, safe area
- Courteous, friendly staff
- An attractive, and professional looking Display Area and display
- Sufficient quantity of materials and/or samples to last for each day readily available at your booth

The appearance of your display area is critical to the overall atmosphere of the audience's perception of the event. We highly encourage imaginative designs, flags, banners, signs, lighting etc.

Display Area selection:

- Display Areas are selected based on the type of activity you propose to conduct.
- We reserve the right to refuse anyone for whatever reason and return fees.

Display Area placement:

- Is based on when your application is received and accepted and type of activity you propose to conduct.

Event goes on rain or shine. Display Area fees are non-refundable unless notified in writing by August 1, 2019. A cancellation fee of \$150 will apply.

Display Area fees (per 10'X10') space:

- P/M/S Vendor Fee start at - \$1,500 + 13% HST for a 10x10 space

Note: SOUTHSIDE SHUFFLE RESERVES THE RIGHT TO REJECT ANY APPLICATIONS RECEIVED. YOU ARE NOT GUARANTEED A SPOT UNTIL AND UNLESS WE HAVE NOTIFIED.

Payments:

- Cheque or money order made payable to **Southside Shuffle Blues & Jazz Festival**

For each individual space purchased, you will receive:

- A single 10'X10' space area for your Display Area set-up
- Access to power (you will require at least 100' of heavy duty extension cord)
- Free parking at Port Credit Go Station

Insurance:

Upon receipt of confirmation by the Festival that you have been accepted as a vendor, you will be required to provide a general liability Insurance Certificate in the amount of \$2,000,000.00 naming the Southside Shuffle Blues & Jazz Festival and The City of Mississauga as additional insurers. This certificate must be provided before event start date. Failure to provide the certificate may result the Festival cancelling your Display Area, and you will not be entitled to a refund of any monies paid by you.

Other Requirements/Information:

- If you require additional Display Area space, you must indicate and make advance arrangements and be prepared to pay for additional space. **Please stay within the space you are assigned.**
- All equipment used in operating a Display Area during the event will be the responsibility of the vendor, including Display Area, tables, chairs, tents (weights to tie down tent), lighting, maintaining and removing Display Area materials, leftovers and trash. The Southside Shuffle assumes no responsibility for any loss you may suffer.
- Please leave your area as clean as it was when you arrived.
- Bring your own display tent, tables, chairs, extension cords, power bars and extra lighting as needed.
- No propane lanterns allowed.
- **Weights to secure your tent are a MUST.**

Set-up/Breakdown:

- Please show up on time for load in or you will not be able to set-up. You will not be allowed to set-up after time listed below!
- Display Area must be completely set-up, open and ready for business when the event gates open.
- Remain set-up and open until the last show finishes and the crowd leaves.
- No early breakdown or late set-up will be allowed. No exceptions!!!

Load in:

- Thursday September 05, 2019 (tent only) between 4:00pm-9:00pm
- Friday September 06, 2019 between 9am-3pm

During festival hours: All paid and accepted vendors agree to operate and adequately staff their Display Area. Festival Hours:

- **Friday September 06th, 2019** from 5:00pm until 12am
- **Saturday September 07th, 2019** from 11:00am until 12am
- **Sunday September 08th, 2019** from 11:00am until 8:00pm

By signing this form you the vendor agree to all festival terms and policies.

Signature: _____ **Date:** _____

Please include this form with your vendor application. Thank you!

Check List:

- Payment**
- Signed application**
- Signed Display Area Policy form**