




SOUTHSIDE SHUFFLE

 The 25th Annual Port Credit Blues and Jazz Festival

 September 8-9-10, 2023 www.southsideshuffle.ca

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 # _____
 On-site contact _____ 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): _____

P/M/S Vendor Fees start at \$1,500.00 + \$195.00 HST for one space, space is 10x10 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:

Vendor permit: Yes No +\$58.20* if yes **Space:** 1 2
Power: Yes No You will require at least 100' of heavy duty extension cord). Please provide your power requirements if other than 15amp or less (a \$50.00 + \$6.50 HST fee may apply)

If food or beverage samples are being given out, participants are responsible to obtain all permits and inspections related to food handling from the Region of Peel Health prior to the Festival.

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. If so, please add \$58.20*

Please make cheque or money order payable to: **Southside Shuffle Blues & Jazz Festival**
c/o 71 Eaglewood Blvd, Miss. ON L5G 1V6
Fee Included: \$ _____ Attn: Sharon Heaman

Please contact Vendor Coordinator for credit card or e-transfer options.

Display Area fees are non-refundable unless notified in writing by August 15, 2023. A cancellation fee of \$150 will apply.

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 named insureds, 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.

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.

Signature: _____ Date: _____

Event goes on Rain or Shine!

If you would like to be linked to our website please provide your website address (URL), and sign below.

Website: _____
 Signature: _____ Date: _____

*Current rate as per City of Mississauga, subject to change

On-Site Promotions, Marketing & Sampling Vendor Policies 2023
Port Credit Memorial Park, Port Credit, Ontario

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.

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

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 (see page 1 for details)
- 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 named insureds. This certificate must be provided as soon as possible. Failure to provide the certificate may result in 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, water hoses (if necessary), 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!!!

Tim Hortons
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Load in:

- Thursday September 7, 2023 (tent only) between 4:00pm-9:00pm
- Friday September 8, 2023 between 9am-3pm

Load Out: Sites can be loaded out after 8pm on Sunday September 10, once all patrons have left the park; no vehicles will be permitted on site prior to that time. All equipment must be removed from the site by not later than 1am, at which time any equipment left on site shall become the property of Festival to be used or disposed of as it sees fit. If you could have any issues with these times, please contact the Vendor Coordinator to make further arrangements.

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

Festival Hours:

- **Friday September 8, 2023 from 5:00pm until 11pm**
- **Saturday September 9, 2023 from 11:00am until 11pm**
- **Sunday September 10, 2023 from 10:00am until 7:30pm**

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 Pages 1 and 3
- Certificate of Insurance (Please contact Vendor Coordinator if you require insurance)
- Region of Peel Health Forms (Food Vendors only) sent to Health Inspector. Also advise Vendor Coordinator of date sent

Please give me a call or send a text or email if you have any questions.

Thank you

Sharon Heaman
Vendor Co-ordinator
416-346-3302
sssvendors@hotmail.com

*****Please keep a copy for your records*****