



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

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Bus. # \_\_\_\_\_ 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?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**P/M/S VENDOR FEES start at \$1,500.00 + \$195.00 HST** for a 10'X10' space, plus \$61.74\* for a City Permit if you do not have a City of Mississauga business license. (City of Mississauga Business License must be provided)

This is strictly for a 10x10 space, if you require a double space (2) 10x10 spaces. Please contact the vendor coordinator to arrange the requirements and the additional fee.

Vendors with a 10x10 space will receive 1 circuit -15amps of power.  
Each additional 15 amps of power required will cost \$50.00 + \$6.50 (HST)

**Please indicate your power requirements:** \_\_\_\_\_

**Additional Power Required:** \_\_\_\_\_

**You will require at least 100' of heavy duty extension cord).**

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.

Link: [www.peelregion.ca/forms/s/Special-event-application-form](http://www.peelregion.ca/forms/s/Special-event-application-form).

You will be notified of your acceptance by telephone or via email. Once notified you will need to submit your payment and the 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 no later than August 22, 2025.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make cheque or money order payable to: **Southside Shuffle Blues & Jazz Festival**  
**c/o 71 Eaglewood Blvd, Mississauga On, L5G 1V6**  
**Attn: Vendor Coordinator**

Please contact Vendor Coordinator Mary Isaacs at [sssvendors@hotmail.com](mailto:sssvendors@hotmail.com) for credit card or e-transfer options.

## **Promotion/Marketing/Sampling Vendor Policies 2025**

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

### **Application Review Process**

Your application is subject to review. We will review all vendor applications and contact approved vendors to discuss contractual obligations. The Southside Shuffle Blues and Jazz Festival reserves the right to select vendors that will be the most appropriate to our event. Application deadline is June 30, 2025.

### **Cancellation Policy**

To receive a refund, cancellations must be submitted in writing by August 01, 2025. Please note there will be a cancellation/administration fee of \$150.

### **Insurance**

Upon acceptance to the Festival, you will be required to provide a general liability Insurance Certificate in the amount of \$2,000,000 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 the Festival canceling your Display Area, and you will not be entitled to a refund of any monies paid by you.

### **PERMITS**

Vendors must meet all requirements for Region of Peel Health and TSSA Certificate; you are responsible to obtain all permits and inspections related to food handling from the Department of Health prior to the

Festival. **Here is the link for Peel Region** [www.peelregion.ca/forms/s/Special-event-application-form](http://www.peelregion.ca/forms/s/Special-event-application-form). Advise Vendor Coordinator of the date sent.

### **POWER**

Specific power requirement is necessary! Please make sure you detail exactly what you'll be using that needs power.

### **SITE SPACE**

Fee covers space requested. Additional space may be arranged with the Festival, but this may entail a rate surcharge as determined by Festival staff in discussion with the proposed Vendor. Please set up Thursday prior to the festival from 4pm-9pm; contact Mary 416-801-9457

### **Parking**

Vendors will receive 1 parking pass. Vendors will have designated time to load into and out of the site outside of which vehicles will not be permitted anywhere on site. There are limited spots available for the Vendors in the Arena Parking lot for Vendor use only, not for your employees. One parking pass will be provided.

### **Set Up/Load In & Load Out**

**Set Up:** Truck or trailer set up should be done Thursday September 4th between 4pm-9pm. Cars are not permitted onsite after 4pm on September 5th. Vendors/exhibitors must install, manage, and conduct their activities only in the space allotted to them and in a clean and orderly fashion. Signs and materials must not provide a nuisance, encroach on or limit line of sight of neighbouring vendors.

**Load Out:** Sites can be loaded out after 8pm on Sunday September 7, 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.

**Garbage:** While the Festival provides litter and recycling facilities on site, the Vendor is responsible to ensure that his or her vending and food preparation areas remain clean and sanitary always. Any excess garbage spills or inappropriate disposal of refuse left to be cleaned at the direction of Festival will be entirely at the expense of the Vendor and the Vendor may not be invited to return in future. **All vendors are asked to neatly set their garbage nightly behind their own set-up, festival staff will pick up nightly.**

**Security:** Festival contracts and provides 24-hour security on the festival site and will take reasonable precautions to ensure the safekeeping of your set-ups. Notwithstanding these precautions, the Festival does not hold itself out to be responsible for any loss to vendor or exhibitors' property arising by means of fire, theft, water damage, vandalism or any other cause what so ever. Vendors are responsible for assuming the risk for their own operations and equipment and must protect themselves against loss or damage through their own insurance policies. Vendors agree to abide by and conform to all rules and regulations from time to time adopted or prescribed by the Southside Shuffle Blues and Jazz Festival for the governance, safe operations and management of the festival and associated services.

In default of the above conditions the vendor space allotment may be cancelled at the sole discretion of the Southside Blues and Jazz Festival and the exhibit or vending operation will be removed from the site. Should any question arise not expressly provided for in these rules and regulations the Southside Shuffle Blues and Jazz Festival Board of Directors will resolve the matter, this decision shall have the same force and effect as if it had been made one of these rules and regulations as noted herein.

**Load in:**

- Thursday September 4, 2025, between 4 pm to 9 pm
- Friday September 5, 2025, between 9 am to 3 pm

**Load Out:**

Sites can be loaded out after **8pm on Sunday September 7th** 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 1:00 am, 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 Mary Isaacs @ [sssvendors@hotmail.com](mailto:sssvendors@hotmail.com) to make further arrangements.

**Festival Operating Hours**

**During festival hours:** All paid and accepted vendors agree to operate and adequately staff their Display Area and to be open and ready for business an hour before the gates open.

- Friday September 5, 2025, from 5:30 pm to 12:00 am
- Saturday September 6, 2025, from 12:00 pm to 12:00 am
- Sunday September 7, 2025, from 12:00 pm to 8:00pm

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

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Waiver of Liability**

*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 agreed 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.*

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Website: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please include this page with your vendor application. Thank you!***

**Check List:**

- Completed and signed Application, all pages
- Payment
- 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. Link for Peel Region [www.peelregion.ca/forms/s/Special-event-application-form](http://www.peelregion.ca/forms/s/Special-event-application-form)

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

Thank you,

Mary Isaacs  
Vendor Coordinator  
[sssvendors@hotmail.com](mailto:sssvendors@hotmail.com)  
416-801-9457