

**Dry Goods Vendor Application & Agreement**  
**Port Credit Memorial Park Port Credit, Port Credit Ontario**

Business: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Bus. # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

On-site contact \_\_\_\_\_ Cell # \_\_\_\_\_

Type of products to be sold: \_\_\_\_\_

Display Area fees are \$400.00 + \$52.00 HST for a 10'X10' space, plus \$58.20\* for a Vendors Permit; all vendor Areas have access to power.

**Power:**  Yes  No **Space:**  1  2

All Spaces will be assigned at the discretion of the festival administration. Please fill out above completely, sign form and policy agreement.

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

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

You will be notified of your acceptance by telephone or email. Once notified 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 once accepted to the event.

***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 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.*

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

**Dry Goods Vendor Policies 2023**  
**Southside Shuffle Blues & Jazz Festival**

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

**You should have:**

- Quality merchandise (only what is listed on your application)
- A well maintained, safe area
- Courteous, friendly staff
- An attractive and professional looking Display Area and display
- Plenty of merchandise for re-stocking

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 and quality of the products you sell.
- 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 type of product(s).

**Event goes on rain or shine. Fees are non-refundable, unless written notice is received by August 15, 2023. A cancellation fee of \$150 will apply.**

**Display Area fee (per 10'X10'):**

- \$400.00 + \$52.00 HST plus \$58.20\* Vendor Permit

**Payment:**

- Certified 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). Please provide your power requirements if other than 15amp or less (a \$50.00 + \$6.50 HST fee may apply)
- Free parking at Port Credit Go Station

**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, lighting, water hoses if needed, maintaining and removing Display Area materials, leftovers and trash.
- Please leave your area as clean as it was when you arrived.
- No propane lanterns allowed.
- **Weights to secure your tent are a MUST.** yh

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

**Dry Goods Vendor Policies 2023**  
**Southside Shuffle Blues & Jazz Festival**

**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.

**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 7, 2023 between 4pm until 9pm
- Friday September 8, 2023 between 9am until 3pm
- Saturday September 9, 2023 **NO SET-UP** allowed (no exceptions)

**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 11:00pm**
- **Saturday September 9, 2023 from 11:00am until 11:00pm**
- **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 page with your vendor application. Thank you!*

**Check List:**

- Payment
- Signed application (Page 1)
- Signed Vendor Policy form (Page 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 Coordinator  
416-346-3302  
[sssvendors@hotmail.com](mailto:sssvendors@hotmail.com)