

On-Site Promotions, Marketing and Sampling Vendor Policies 2010

Tim Hortons Southside Shuffle Blues & Jazz Festival

September 10th – 12th, 2010

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 is rain or shine. Display Area fees are non-refundable.

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

- **P/M/S Vendors before June 15, 2010** \$1,500 + 13% HST (plus \$50 Mississauga Business Permit if applicable)
- **P/M/S Vendors before July 15, 2010** \$2,000 + 13% HST (plus \$50 Mississauga Business Permit if applicable)
- **All P/M/S Vendors after July 15, 2010** \$2,500 + 13% HST (plus \$50 Mississauga Business Permit if applicable)

Note: THE 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 (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 naming the Southside Shuffle Blues & Jazz Festival and The City of Mississauga as additional loss payees. This certificate must be provided by August 31, 2010. 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 (max 10'x10'), 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 9, 2010 (tent only) pre-arranged with vendor coordinator
- Friday September 10, 2010 between 9am-3pm

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

- **Friday September 10th, 2010 from 4:00pm until midnight**
- **Saturday September 11th, 2010 from 11:00am until midnight**
- **Sunday September 12th, 2010 from 10:00am until 9:00pm**

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**