

# **Vendor Policies 2010 Southside Shuffle Blues & Jazz Festival (Dry Goods Vendors)**

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

## **You should have:**

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

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

- Returning vendor by April 30, 2010 - \$350.00 plus \$ 50.00 Mississauga Business Permit
- After April 30, 2010 to June 30, 2010 - \$ 400.00 + \$50.00 Mississauga Business Permit + 13% HST
- All vendors after June 30, 2010 - \$450.00 + \$50.00 Mississauga Business Permit + 13% HST

**Note: By applying early you get the opportunity to choose your spot in the vendor area.**

## **Payment:**

- 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

## **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.
- 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.

**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 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 9, 2010 (tent only) Call ahead to arrange it.
- 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 10<sup>th</sup>, 2010 from 5:00pm until midnight**
- **Saturday September 11<sup>th</sup>, 2010 from 11:00am until midnight**
- **Sunday September 12<sup>th</sup>, 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 Vendor Policy form**