



The Mississauga Waterfront Festival

Location: Port Credit Memorial Park

Onsite Promotions, Marketing & Sampling Application

June 15-17, 2018

All applications are subject to a selection process. The Mississauga Waterfront Festival will contact Vendors selected. Application deadline is **March 31st, 2018**. Payment, signed application and Waiver must be received by due date.

Name/Organization: _____

Contact Person: _____ **Email:** _____

Address: _____ **City:** _____ **Postal Code** _____

Bus. # _____ **Fax #** _____ **Cell:** _____

Please list any free samples, demonstrations that you will be providing from your Vendor:

Please describe you Vendor booth visual set-up. Please include measurements of banners, and signs if applicable: _____

On-Site P/M/S Vendor Fee is \$1,525 + 13% HST for a 10'x10' space

Please note that the space is strictly 10'x10', there are some spaces available that will accommodate larger set-ups, however must be arranged with coordinator and the price will be different to that of above.

Please indicate: **10x10** **10x15** **10x20**

- I will need insurance (**\$35.00 additional fee**)
- I have my own Insurance (if you have your own insurance remember it must name the City of Mississauga and the MWF as additional insured and must provide by June 1, 2018)
- I will require a **tent rental (\$150.00 additional fee)**
- I will require setup and teardown (**\$50.00 additional fee**)

You will require your own generator. We recommend you bring at least 100' of extension cord 14 gauge.

- Please indicate**
- will require power (\$100 charge per 15amp line)**
 - have own generator**

You will be notified of your acceptance by telephone. Once accepted you will need to submit a certificate of insurance naming the Mississauga Waterfront Festival and The City of Mississauga, with a minimum of \$2,000,000.00 liability no later than June 1st. You will also need to complete the Region of Peel Environmental Health Forms. (I will provide the forms to you once accepted) If you need insurance please let me know and it could be purchased for you at a minimal cost.

Vendor Signature: _____ Date: _____

Mail Complete application with payment to:

The MWF
58 Oakwood Avenue North
Mississauga, ON L5G 3L8



Vendor Obligations **Application Review** **Process**

Your application is subject to review. We will consider all vendor applications, we will contact vendors approved to arrange further contractual issues. There is limited space for vendors this year so don't delay in submitting your application. The Mississauga Waterfront Festival committee reserves the right to select the vendors that will be the most appropriate to our event and we strive to avoid over duplication of vendors. Applications deadline is March 31st, 2018. Vendors selected will be notified by telephone.

Cancellation Policy

Cancellations must be received in writing by May 15th, 2018 in order to get a refund. Please note there will be a cancellation/ administration fee of \$75.00.

Form of Payment **accepted**

Payment must be made by certified cheque, credit card or money order to be accepted. Cash payments may be made in person, a receipt will be issued by Vendor Coordinator

Booth Installation

Exhibitor must provide and set-up their own tables, tents, chairs or any other items needed to do business at the show. Costs paid to the MWF are for the use of space and hydro service only as outlined in the application. You must provide at least 100' extension cord 14 gauge. Vendors should prepare for the possibility of rain and ensure that they are equipped with a rain plan.

Exhibitors must install, manage and conduct their exhibits only in the space allotted to them in their contract in a neat and orderly manner; signs and materials must not encroach upon or limit the line of sight on neighboring vendors and in such a way as not to be a menace or nuisance to neighboring vendors.

MWF reserves the right to examine your display during the weekend and ask you to remove any objectionable items.

The allotment of space is solely at the discretion of the MWF. The contract between the MWF and the exhibitor is limited to the rental space. No representation is made by the MWF that the use of space will result in profit.

Vendor Schedule

Exhibits must be open and completely staffed during the following hours:

Friday June 15, 2018	6:00pm –12:00am
Saturday June 16, 2018	11:00am –12:00am
Sunday June 17, 2018	11:00am – 6:00pm

All Vendors are expected to remain onsite, and are expected to remain open for business during these hours. Vehicles are not permitted onsite after designated set-up time and public admittance

Note:

Vehicles will not be permitted onsite for the removal of merchandise prior to 6:30 pm June 17th, 2018.

Parking

There is no onsite parking available. Vendor's will have designated times to unload onsite and then must move to the designated parking area which is located on Stavebank Rd. at the Port Credit GO Train Station.

All unauthorized vehicles will be towed at the owner's expense!



Vendor Booth Removal

All exhibits must be removed from the site within 24 hours of the close of the show. Following that period they become the property of the MWF to be used or disposed of as they see fit. Any excess garbage spills left by and exhibitor will result in the MWF cleaning the same: the Exhibitor will be responsible for the costs of such clean up or there will be no further participation at the MWF.

Security

The MWF provides overnight security during the show. The MWF will take reasonable precautions to ensure the safekeeping of your goods. Notwithstanding these precautions, the MWF does to hold itself responsible for any loss to exhibitors property arising by means of fire, theft, water damage, vandalism or any other cause what so ever. Exhibitors are responsible for assuming the risk of exhibiting their materials and property and must protect themselves against loss or damage thought their own insurance policies. Exhibitors agree to abide by and to conform to all rules and regulations from time to time adopted or prescribed by the MWF for the governance, safe operations, and management of the show.

In default of the above conditions and exhibitor space allotment may be cancelled at the sole discretion of the MWF and the exhibit will be removed from the site

Should any question arise not expressly provided for in these rules and regulations the MWF 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 in the Vendor Obligations.

By signing below you agree to abide to the terms outlined in the Vendor Obligation Contract, Mississauga Waterfront Festival 2018.

Signature

Date

Print name

Inquires Contact: Mary Isaacs, Event Coordinator

Email: vendors@themwf.com

Office: 905-891-0002



Waiver Vendor Agreement

By signing this agreement you release The Mississauga Waterfront Festival, its Board of Directors, Committee, Staff and Volunteers 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 The Mississauga Waterfront Festival its Board of Directors, Committee, Staff and Volunteers as well as the City of Mississauga harmless of any loss or damage by reason thereof. You also agree to comply with all event and City of Mississauga rules, regulations and requirements in the operation of your display area held at Port Credit Memorial Park on June 15th to June 17th, 2018.

You agree that you have read and understood the agreement as stated in this form. The Mississauga Waterfront Festival may choose to terminate this agreement at any time if you choose not to abide by our policies/agreement. The Mississauga Waterfront Festival 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 cancelled 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 Name (please print)

Date

Signature

Please return all pages that require your signature. Please make a copy to keep for your record.