

Locke Street Festival

Commercial Booth Application – Saturday September 8th, 2012

Please read all the terms and conditions on page 2 and the explanatory notes on page 3.

Section1: About You.

Business name ¹			
Former business name ²			
Contact name			
Address			
City		Province / Post code	
Phone		Fax	
E-mail ³			
Web site ⁴			
Short description ⁵			
Reg'd Charity No. ¹⁰			

Please describe your product(s)/service(s). All products/services must be listed and approved and must be legal for sale in Canada ¹¹:

Primary business classification(s) ¹²

- | | | |
|---|--|--|
| <input type="checkbox"/> Antiques & Collectibles
<input type="checkbox"/> Art Galleries
<input type="checkbox"/> Arts & Crafts
<input type="checkbox"/> Arts Organizations
<input type="checkbox"/> Audio, Video & Hi-Fi
<input type="checkbox"/> Automotive
<input type="checkbox"/> Bakeries, Coffee & Tea Shops
<input type="checkbox"/> Body Art
<input type="checkbox"/> Book Shops
<input type="checkbox"/> Building & Maintenance
<input type="checkbox"/> Business & Commercial Services
<input type="checkbox"/> Catering
<input type="checkbox"/> Charities & Non-profit
<input type="checkbox"/> Chocolatiers
<input type="checkbox"/> Churches
<input type="checkbox"/> Clothing Stores
<input type="checkbox"/> Other (please specify) _____ | <input type="checkbox"/> Communications
<input type="checkbox"/> Community Groups
<input type="checkbox"/> Computers & Technology
<input type="checkbox"/> Delicatessens & Health Foods
<input type="checkbox"/> Education & Training
<input type="checkbox"/> Environmental Groups
<input type="checkbox"/> Financial Services
<input type="checkbox"/> Florists/Gardening Supplies
<input type="checkbox"/> Gift Shops
<input type="checkbox"/> Government & Public Sector
<input type="checkbox"/> Graphic Design
<input type="checkbox"/> Health and Well-Being
<input type="checkbox"/> Ice Cream Parlours
<input type="checkbox"/> Infant Clothing
<input type="checkbox"/> Interior Design & Home Decor
<input type="checkbox"/> Jewellery & Accessories | <input type="checkbox"/> Men's Clothing & Fashions
<input type="checkbox"/> Men's Hairstylists & Barbers
<input type="checkbox"/> Music Stores
<input type="checkbox"/> Pet Grooming & Supplies
<input type="checkbox"/> Picture Framing
<input type="checkbox"/> Political Organisations
<input type="checkbox"/> Press & Newspapers
<input type="checkbox"/> Printing & Stationary
<input type="checkbox"/> Real Estate & Realtors
<input type="checkbox"/> Restaurants, Bistros & Bars
<input type="checkbox"/> Salons, Spas & Aesthetics
<input type="checkbox"/> Snack Foods, Sweets & Candies
<input type="checkbox"/> Sporting Goods
<input type="checkbox"/> Toys & Games
<input type="checkbox"/> Women's Clothing & Fashions
<input type="checkbox"/> Youth Organizations |
|---|--|--|

Section 2: About your booking.

Number of spaces ⁶		Space rental fee	\$100.00	Rental fee ⁷	\$
Same place as last year? ⁸	<input type="checkbox"/>	Preferred location ⁹			
				HST (13%)	\$
				Total	\$

Terms & Conditions.

- Payment enclosed:** Cheque/Money Order/Cash: Payments made by cheque or money order must be made payable to **The Locke Street Merchants Association** and sent to 168 Locke Street South, Hamilton, Ontario L8P4A9. Fees are non-refundable. **No postdated cheques.**
- Full payment must be received by July 15th, with application, to ensure reservation. The Festival Committee will make best effort to accommodate location requests, however it will not be responsible for late arrival of applications.
- The vendor shall indemnify and save harmless The Locke Street Merchants' Association and The City of Hamilton, their employees, agents and management &c., from all claims for loss, damage, injury to persons or property caused by the vendor, his/her employees or agents, through any wrongful act, neglect or default. The Locke Street Merchants' Association and The City of Hamilton, their employees, agents and management &c., shall not be held liable to the vendor, his/her employees, agents or customers for any personal injury or property damage. Everything brought to The Festival by the vendor, his/her employees, agents or customers shall be entirely at the risk of the vendor or other owners for any loss or damage in accordance with Canadian insurance laws. The vendor shall be responsible for insurance of his/her own property.
- Individual vendors are responsible for the collection and remittance of any/all applicable taxes.
- The Locke Street Merchants Association and any/all of its members are not responsible for inclement weather – the festival will run, rain or shine.
- Set-up commences at 7:00am and the festival is open to the public from 10:00am until 7:00pm. No take-down is permitted prior to 7:00pm.
- Under no circumstances will any vendor sub-let any part of their rental space without the prior written consent of the Festival Committee.
- Except in the event of an emergency, no motor vehicles are permitted on the street while the festival is running.
- Access is required via all side streets and alleys for emergency services. No pitch may interfere with access to any side street, alley or fire hydrant.
- No Festival vendor shall solicit donations from the public, nor shall any vendor pass themselves off as a charitable organisation, unless they are a registered charity in Ontario and/or Canada. The Festival Committee reserves the right to inspect a charity's registration documents prior to and/or at the festival.
- The Festival Committee has the right to deny set-up and operation to any vendor who has misrepresented themselves or whose goods and services may interfere with another's.
- All rental spaces are 3.00m x 3.00m (approx 10' x 10'). The entire rental space is limited to the area extending 3.00m into the road from the kerb in order to permit access to emergency services. It is not permitted under city by-laws to place anything on the sidewalk and vendors are responsible for keeping the pavement free from obstructions and/or garbage.
- Vendors are responsible for supplying their own tables, chairs, marquees &c. Vendors are responsible for the removal of any product and/or garbage that they bring to and/or produce at the festival. Garbage/recycling cans are provided for the convenience of the visiting public.
- With the exception of food and clothing products, no animals and/or animal parts, living or otherwise, may be offered for sale or exhibited with the intention of soliciting sales thereof.
- The Locke Street Merchants' Association shall not divulge any personal information on this application form to any third parties not directly involved in the booking process or the maintenance of lockestreetfestival.com, except as specified in the explanatory notes above or in compliance with a lawful order. For further information, please refer to our privacy policy on the lockestreetfestival.com website.
- The Festival Marshals are employed to ensure that The Festival is a happy, safe occasion for all and to ensure compliance with these conditions and the relevant by-laws. Your compliance with the instructions of the Marshals is not a subject that is open for debate.

I have read the above terms and conditions included with the contract and agree to be bound by all.

Signature :

Date :

Explanatory Notes & Information.

1. Business name: the name under which you operate the business. If there is no specific business name, please put your own name. This information will be listed on the Locke Street Festival site.
2. Former business name: if you have been to the festival before, but operated under a different business name, please indicate this here.
3. E-mail address: your e-mail address – the festival committee will send out subsequent festival applications by e-mail prior to sending by post to those who have not supplied an e-mail address.
4. Web-site: if your business operates a web-site, the business listing on the Locke Street Festival web-site will include a link to your own web-site.
5. Short description: this will appear with your listing on the Locke Street Festival web-site.
6. Number of spaces: the number of neighbouring spaces you wish to book – if you want multiple spaces in different locations, please use a separate form for each location.
7. Total rental fee: multiply the number of spaces required by the space rental fee.
8. Same place as last year: if you attended the festival last year and you would like to reserve the same location(s), tick this box.
9. Preferred location: if you have a preferred location, please specify it here, either as a pitch number or a general area (eg 'north-east' or 'Near Chatham').
10. Where applicable, a charitable organisation that intends to collect donations, must provide a registration number and may be required to produce documents in support of that registration.
11. Briefly describe your products and/or services.
12. Primary business classification(s): selecting your business classifications will help the Festival Committee in placing you in an appropriate location in the festival.
13. For sponsorship opportunities, please e-mail sponsors@lockestreetfestival.com.
14. Please send completed application and fee to:
Locke Street Festival
168, Locke Street South
Hamilton, Ontario L8P 4A9
15. Your application is not complete until your payment has been cashed. Postdated cheques will not be accepted.
16. You can check your details and the location of your space on-line by going to www.lockestreetfestival.com, clicking on the Vendors link then clicking on the search icon by your name. Locations are usually available ten days prior to the festival but are liable to change up until the festival.
17. For your accounting records, The Association's HST number is: **83526 3807 RT0001**.
18. Please retain a copy of this form for your own information.