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| For Office Use Only | | | Pitches | Checked | Seq# | Rcvd. |
|---------------------|--|--|---------|---------|------|-------|

Locke Street Festival

Commercial Booth Application – Saturday September 9th, 2017

Please read all the terms and conditions on page 3 and the explanatory notes on page 4.

Section1: About You.

| | | | | | |
|-----------------------------------|--|----------------------|--|--|--|
| Business name ¹ | | | | | |
| Former business name ² | | | | | |
| Contact name | | | | | |
| Address | | | | | |
| City | | Province / Post code | | | |
| Phone | | | | | |
| E-mail ³ | | | | | |
| Web site ⁴ | | | | | |
| Short description ⁵ | | | | | |
| Reg'd Charity No. ⁶ | | | | | |

Section 2: About your booking.

| | | | | | |
|---------------------------------------|--------------------------|----------------------------------|-----------------|-------------------------|-----------|
| Number of spaces ⁷ | | Space rental fee | \$150.00 | Rental fee ⁸ | \$ |
| | | | | | |
| Same place as last year ¹¹ | <input type="checkbox"/> | Preferred location ¹² | | | |
| Selling Food ¹³ | <input type="checkbox"/> | Food permit fee ¹⁴ | \$32.74 | | \$ |

Section 3: Advertising/Promotion¹⁵

| | | | | |
|-------------------------|--|-----------------|--------------|-----------|
| Quarter Page | | \$190.00 | | \$ |
| Quarter Page Horizontal | | \$190.00 | | \$ |
| Third Page | | \$260.00 | | \$ |
| Half Page | | \$380.00 | | \$ |
| Full Page | | \$750.00 | | \$ |
| | | | Sub Total | \$ |
| | | | HST (13%) | \$ |
| | | | Total | \$ |

Section 4: Primary Business Classification(s). ¹⁶

- | | |
|---|--|
| <input type="checkbox"/> Antiques & Collectibles | <input type="checkbox"/> Gun Shops |
| <input type="checkbox"/> Art Galleries | <input type="checkbox"/> Health and Well-Being |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Home Improvements |
| <input type="checkbox"/> Arts Organizations | <input type="checkbox"/> Ice Cream Parlours |
| <input type="checkbox"/> Audio, Video & Hi-Fi | <input type="checkbox"/> Infant Clothing |
| <input type="checkbox"/> Automobile | <input type="checkbox"/> Interior Design & Home Decor |
| <input type="checkbox"/> Bakeries, Coffee & Tea Shops | <input type="checkbox"/> Jewellery & Accessories |
| <input type="checkbox"/> Body Art | <input type="checkbox"/> Kids' Entertainment |
| <input type="checkbox"/> Book Shops | <input type="checkbox"/> Lawyers & Legal Advice |
| <input type="checkbox"/> Building & Maintenance | <input type="checkbox"/> Market & Produce |
| <input type="checkbox"/> Business & Commercial Services | <input type="checkbox"/> Men's Clothing & Fashions |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Men's Hairstylists & Barbers |
| <input type="checkbox"/> Charities & Non-profit | <input type="checkbox"/> Modelling Agencies |
| <input type="checkbox"/> Chocolatiers | <input type="checkbox"/> Music Stores |
| <input type="checkbox"/> Clothing Stores (General) | <input type="checkbox"/> Pet Grooming & Supplies |
| <input type="checkbox"/> Communications & Media | <input type="checkbox"/> Picture Framing |
| <input type="checkbox"/> Community Groups | <input type="checkbox"/> Places of Worship |
| <input type="checkbox"/> Computers, Technology & Communications | <input type="checkbox"/> Political Organisations |
| <input type="checkbox"/> Convenience Stores | <input type="checkbox"/> Press & Newspapers |
| <input type="checkbox"/> Cosmetics & Beauty Products | <input type="checkbox"/> Printing & Stationery |
| <input type="checkbox"/> Dance Salons | <input type="checkbox"/> Real Estate & Realtors |
| <input type="checkbox"/> Delicatessens & Health Foods | <input type="checkbox"/> Restaurants, Bistros & Bars |
| <input type="checkbox"/> Dress Making & Alterations | <input type="checkbox"/> Salons, Spas & Aesthetics |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Snack Foods, Sweets & Candies |
| <input type="checkbox"/> Environmental Groups | <input type="checkbox"/> Sporting Goods |
| <input type="checkbox"/> Film & Video Production | <input type="checkbox"/> Sports & Fitness |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Toys & Games |
| <input type="checkbox"/> Florists | <input type="checkbox"/> Trade Associations |
| <input type="checkbox"/> Gardening Supplies | <input type="checkbox"/> Travel Agents |
| <input type="checkbox"/> Gift Shops | <input type="checkbox"/> Women's Clothing & Fashions |
| <input type="checkbox"/> Government & Public Sector | <input type="checkbox"/> Youth Organizations |
| <input type="checkbox"/> Graphic Design | |
| <input type="checkbox"/> Other (please specify) | |
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Sponsorship

Sponsorship opportunities start at \$1,500. If you are interested in being a Festival Sponsor, please send an e-mail to: sponsors@lockestreetfestival.com.

Terms & Conditions.

1. **Payment enclosed:** Cheque/Money Order/Cash: Payments made by cheque or money order must be made payable to **Locke Street BIA** and sent to 196 Locke Street South, Hamilton, Ontario L8P 4B4. Fees are non-refundable. **No postdated cheques.**
2. 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.
3. The vendor shall indemnify and save harmless The Locke Street BIA 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 BIA 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.
4. Individual vendors are responsible for the collection and remittance of any/all applicable taxes.
5. The Locke Street BIA and any/all of its members are not responsible for inclement weather – the festival will run, rain or shine.
6. 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. Except in the event of an emergency, no motor vehicles are permitted on the street while the festival is running.
7. Under no circumstances will any vendor sub-let any part of their rental space without the prior written consent of the Festival Committee.
8. 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.
9. 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.
10. 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 side-walk and vendors are responsible for keeping the pavement free from obstructions and/or garbage.
11. 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.
12. The Locke Street BIA 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 The Festival web-site, except as specified in the explanatory notes below or in compliance with a lawful order. For further information, please refer to our privacy policy on the lockstreetfestival.com website.
13. The Festival Committee is not responsible for the provision of electricity, network services (wired or otherwise), cable or telephone services. Vendors requiring such services must negotiate with a provider on Locke Street and ensure that they can get a booking in the vicinity of their provider.
14. We do not accept applications from external food vendors without prior authorization – to avoid disappointment, please e-mail vendors@lockstreetfestival.com before sending in an application. Any vendor proposing to supply food/drink is required to fill out and submit a City of Hamilton Food Vendor Permit, accompanied by the appropriate fee at the time of application.
No permit, NO FOOD.
See <https://www.hamilton.ca/life-events/hosting-events/food-safety-requirements-special-events>
15. 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.
16. No fake or counterfeit goods may be offered for sale or exhibited with the intention of soliciting sales thereof. Trading Standards will be notified of any vendor offering fake or counterfeit goods.
17. The Festival Committee has the right to deny set-up and operation to any vendor who has misrepresented themselves, fails to comply with these terms and conditions or whose goods and services may interfere with another's.
18. 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 web 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 all communications and Festival progress reports by e-mail.
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. 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.
7. 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.
8. Total rental fee: multiply the number of spaces required by the space rental fee.
- ~~9. Number of spaces not immediately in front of your business that you wish to take in addition to the spaces in front of your store.~~
- ~~10. Total rental fee for extra spaces: multiply the number of extra spaces required by the space rental fee.~~
11. 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.
12. 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').
13. We do not accept applications from external food vendors without prior authorization – to avoid disappointment, please e-mail vendors@lockestreetfestival.com before sending in an application. Any vendor proposing to supply food/drink is required to fill out and submit a City of Hamilton Food Vendor Permit, accompanied by the appropriate fee at the time of application. **No permit, NO FOOD.**
See <https://www.hamilton.ca/life-events/hosting-events/food-safety-requirements-special-events>
14. Food Permit fee.
15. The Festival Committee will once again be producing a Festival brochure. This is distributed to designated areas of Hamilton and distributed by Locke Street Merchants in the run up to the Festival. This year, advertising opportunities are being offered to off-street vendors. Print ready graphics must be in our possession by July 31st.
16. Primary business classification(s): selecting your business classifications will help the Festival Committee in placing you in an appropriate location in the festival.
17. For sponsorship opportunities, please e-mail sponsors@lockestreetfestival.com.
18. Please send completed application and fee to:
Locke Street Festival
c/o J Taylor Antiques
196, Locke Street South
Hamilton, Ontario L8P 4B4
19. Your application is not complete until your payment has been cashed. Post-dated cheques will not be accepted.
20. 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.
21. Please retain a copy of this form for your own information.