

**2019 Sun Life Financial UpTown Waterloo Jazz Festival VENDOR APPLICATION FORM – Main Stage (City Hall) July 19 – 21, 2019**

Name of Organization/Company: Contact Person(s): \_

Address: Office Phone: Cell Phone:

Email Address: Type of Vendor Space Requested:

* Food Truck ☐ Food Trailer ☐ Booth ☐ Other:

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor Fees** | **Fee** | **Quantity** | **Total** |
| Early Bird Commitment (paid by March 1) | $412.50 |  |  |
| Vendor Fee (incl 10x10 space) | $550.00 |  |  |
| Additional Space (10x10) | $300.00 |  |  |
| Security Deposit\* | $150.00 | 1 | $150 |
| Less Discount if registered with City of Waterloo as Food Vendor | - $150 | 1 |  |
| **Your Total Vendor Fee for 2019** |  |

*\*Refundable after the festival upon meeting conditions written in the Vendor Information Guide.*

Description of Product(s):

*Please note: Products not approved prior to the Festival may be removed at the discretion of the Festival staff.*

\*If more space is needed, please attach additional items on a separate page.\*

Please check additional items you are bringing:

* Tent and/or Tarp (tents *must* be weighted down, *not* staked)
* Tables #: Size:
* Chairs #:
* Promotional Describe:
* Other Describe:

Payment

Payment in full ***must*** be accompanied along with the vendor application form, proof of insurance, and City of Waterloo business license application (if applicable) prior to April 15, 2019 for you to be considered for a vendor space at the Festival. Late applications will only be considered if space remains. **If granted a vendor space you will receive a confirmation letter advising you on the success of your application.** We also encourage you to contact the Vendor Director if you have not heard about your acceptance.

PAYMENT METHOD ☐ Cheque Attached

(Please make cheque payable to UpTown Waterloo Jazz Festival Inc. Cheques can be mailed to UpTown Waterloo Jazz Festival, 22 King Street South, Suite 300, Waterloo, Ontario N2J 1N8. ***Please note: Payment must accompany Vendor Application Form to be considered****.)*

Credit Card #: Security Code: Expiry: /

Additional Items:

* **Please ensure you have included proof of liability insurance (listing UWJF and The Corporation of the City of Waterloo as additionally insured)**
* **Please attach a colour photocopy of 4-6 photographs of your product line**
* **Please attach a completed City of Waterloo Business License Application, if applicable**
* **Successful vendors will have to meet the Region of Waterloo Health Unit requirements, including submitting an online form. You will be contacted once accepted and given a link to the form.**

*We have read and fully understand the Vendor Application Form and 2019 Vendor Information Guide and agree to abide by the guidelines, terms and conditions. Failure to comply with the terms of this application shall constitute an automatic termination of the Agreement whereupon the applicant immediately shall remove the exhibit and articles from the premises and, at their own expense, restore the premises used by the applicant.*

**Signature of Applicant Signature of Vendor Director**

**Date Date**