



Bloorcourt Arts and Crafts Fair Non-food Vendor Contract
August 27, 2016

Thank you for your interest in participating at the Bloorcourt Arts and Crafts Fair Festival in 2016.

Please submit the completed and signed Vendor Contract, Booth Registration, Festival Policies and Regulations along with your payment **to the address below:**

Attn.: Lauren Reynolds
Sphere Entertainment
5415 Dundas St. W. Suite #207
Toronto, Ontario
M9B 1B5

Phone: 416-461-1844 E-mail: Lauren@sphereentertainment.com
Fax: 416-778-4016

FEE: \$100.00 + HST (13%)

Cheques or money orders should be made **payable to Bloorcourt BIA.**

FESTIVAL HOURS

Saturday August 27, 2016: 12pm-10pm
*Vendors may leave at 7:00pm

DEPOSIT/CANCELLATION

All payments are **Non-Refundable.**
Vendor has the right to cancel this agreement for a refund less a 25% deposit by June 13, 2016.
Cancellations made after July 13, 2016 will forfeit the entire amount paid for the booth space(s).

TERMS OF SPACE AGREEMENT

The contracted vending space is to be used solely for the Vendor or whose name appears on the signed contract, and it is agreed that the Vendor will not sublet or assign any portion of the space without written permission from Bloorcourt BIA or the event planner from Sphere Entertainment.

Bloorcourt BIA and Sphere Entertainment reserve the right to modify the designated exhibit space in the event that a change in the original assignment is necessary. Those refusing to cooperate will be removed from the festival.

Those who change their location, swap locations, or move their locations without the express permission of the lead event organizer from Sphere entertainment will be removed from the festival without refund.

Upon arriving at their designated location on the day of the event, all vendors agree to unload all necessary equipment in an efficient and time sensitive manner. After the vendor unloads their vehicle they must **REMOVE THEIR VEHICLE FROM THE FESTIVAL GROUNDS BEFORE THEY BEGIN SETTING UP**

THEIR BOOTH. The Vendor may leave some of their staff to begin booth setup, but a responsible driver must remove the vehicle as soon as equipment has been unloaded.

LIABILITY

Bloorcourt BIA, its Officers, Staff and Sphere Entertainment shall not be responsible for injury, loss, expense or damage to persons, goods, equipment or decorations, caused by accident, or any other cause, either directly or indirectly, during load in and load out preparations or during the duration of the Bloorcourt Arts and Crafts Fair (August 27, 2016). This applies to any injury, loss or damage to persons, goods, equipment or decorations which occur during transportation of goods, and/or other cause beyond the control of Bloorcourt BIA, its Officers, Staff and Sphere Entertainment who shall be in no way whatsoever liable.

It is recommended that Vendors have liability insurance.

POWER

Power is not provided for vendors at the festival. Please consult the Event Manager from Sphere Entertainment for safe options for a power source.

PARKING

The festival does not provide parking for the Vendors. Vendors are responsible for finding their own parking off of festival grounds. Green P parking is accessible.

EACH VENDOR RECEIVES

- A 10ft by 10ft space on the festival site. Any additional space required for your booth must be negotiated with the Event Manager
- Vendor I.D. pass.

EACH VENDOR PROVIDES

- Appropriate tenting, including sand bags, weights, water barrels, cinder blocks, or U-bases to secure tenting
- Tables, chairs, necessities, decor etc.
- Note: *Bloorcourt BIA, its Officers, Members and Staff, and Sphere Entertainment are not responsible for any lost, stolen or damaged equipment should such an incident occur during the Festival. Your equipment and products and their safekeeping are your sole responsibility.*

TENTING STRUCTURE

- All tenting must have a stable and firm frame support and be of durable and strong construction.
- The tenting structures should be similar in construction to the one pictured below. If the vendor has any questions regarding stipulations for the tent they must contact the event manager at Sphere Entertainment.
- The canopy covering the tent must be visibly clean and without any damage, discoloration marks or in need of repair due to wear and tear.
- Tenting must be secured to the ground through the use of **sand bags, weights, cinder blocks, U-bases, or water barrels. (These will not be provided for you).**
- As we are an outdoor festival it is suggested that all vendors have a tent, but it is not mandatory.

- A limited amount of tents, tables, and chairs are available for rental. There is an additional fee for rentals. Please see page 5 for details. Rental equipment is limited. First come first serve.





BLOORCOURT ARTS AND CRAFTS FAIR

August 27, 2016

Please complete and sign following 3 pages and return this entire document to the address listed on page 1

VENDOR CONTACT INFORMATION:

Vendor/ Name: _____

Name(s) of Contact(s): _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

For approval, please list YOUR MENU _____

Selling price(s) of Item(s): _____



FESTIVAL POLICIES & REGULATIONS

1. All Vendors must abide by all local health, safety, and fire regulations at their cost.
2. Vendors may NOT share Vendor space, without the express written consent of Bloorcourt BIA or Sphere Entertainment.
3. The organizer’s posted load in, set-up, and load out times must be adhered to without exception.
4. Vendor booths must be fully operational throughout all posted hours of the festival.
5. The festival has a zero tolerance policy for Vendors who are selling/sampling after the festival has closed. If an Vendor has been asked to stop vending after the festival is closed by any festival staff, the event planners, or authorities from the City of Toronto, and they continue to vend, they will be barred from the festival.
6. Lost, stolen or damaged Festival property (tents, tables, chairs etc.) will be charged back to the Vendor.
7. A minimum of one staff member must be present in each Vendor’s booth at all times. Booths cannot be left unattended.
8. All Vendors must maintain their booths in a respectable order and all accumulated garbage must be bagged for pick-up throughout the event.
9. Each Vendor will receive Vendor passes as their credentials for the festival.
10. Drilling into the road to secure tenting or other objects is strictly prohibited. Any vendor who performs this behavior will be fined directly by the City of Toronto.
11. Permanent substances such as paint, spray-paint etc. used for demarking the road are strictly prohibited. Any vendor who demarks the road in any way with a prohibited substance will be fined directly by the City of Toronto.
12. All Vendors agree to give their full cooperation to festival staff with regard to booth placement, all festival policies, rules and regulations, and all the terms of this contract. There is a zero-tolerance policy for any Vendor who disrupts the event with negligent, uncooperative, harassing, or violent behavior. If their behavior is deemed as unacceptable by festival staff, the Bloorcourt BIA, its officers, the event managers from Sphere Entertainment, security, or the Toronto Police department, the Vendor will be removed from the event without refund.

AUTOMOBILES/VANS ON FESTIVAL GROUNDS

Vehicles are only permitted during move-in and move-out times, as designated by the Event Manager.

No vehicles are allowed next to your booth or on the festival site

60 minutes prior to festival opening times – absolutely no exceptions.

Automobiles/Vans will not be allowed in during Festival Hours to restock merchandise.

Signature: _____

Date: _____, 2016