

*Tim Hortons*  
**SOUTHSIDE SHUFFLE**  
The 26th Annual Port Credit Blues and Jazz Festival  
September 6-7-8, 2024  www.SouthsideShuffle.ca

**Mobile Truck/Trailer Food Vendor Application & Agreement**  
**Port Credit Memorial Park Port Credit, Ontario**

Business: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work# \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

**On-site contact** \_\_\_\_\_ **Cell #** \_\_\_\_\_

Description of Proposed Menu of items offered for sale:

\_\_\_\_\_

Describe and provide dimensions. If operating from a trailer/truck provide license plate number. Please include exact size of trailer/Truck:

\_\_\_\_\_

**VENDOR FEES:**

Vendor Fee space:  \$1,500.00 + \$195.00 HST Vendor Permit  \$ 59.94\*  
(28ft. Max) If you need extra space please add \$100 per each 10ft.)

Truck size: \_\_\_\_\_

Please make cheque or money order payable to: Southside Shuffle Blues & Jazz Festival  
c/o 71 Eaglewood Blvd, Mississauga ON, L5G1V6  
Attn: Vendor Coordinator

Please contact Vendor Coordinator for credit card or e-transfer options.

You will be notified of your acceptance by email, at which time you will need to provide your Certificate of Insurance naming Southside Shuffle Blues & Jazz Festival and the City of Mississauga as additional named insureds, with a minimum of \$2,000,000.00 Liability. This Certificate must be provided as soon as possible.

Participants are responsible to obtain all permits and inspections related to food handling from the Region of Peel Health prior to the Festival. It is expected that each vendor will keep his or her immediate area clean and sanitary. You will also require a copy of an updated TSSA Certificate if you are using propane, vehicle safety certificate, insurance and ownership.

Power:  Yes Add \$50.00 + \$6.50 HST Specify your power requirement: \_\_\_\_\_

Water Hookup required:  Yes  No Please provide your own water hose, at least 100ft. Gray water disposal available.

Please Note: you will get the power as specified and may not change what is specified at last minute. Also please be specific on what items you'll be using i.e.: Microwave, fridge etc. that will require power.

Event goes on rain or shine. Fees are non-refundable, unless written notice is received by August 1, 2024. A cancellation fee of \$150 will apply.

**During festival hours:** All paid and accepted vendors agree to operate and adequately staff their Display Area and to be open and ready for business an hour before the gates open.

**Festival Hours/Gates Open, Closed:**

- Friday September 6, 2024 from 5:30pm until 12:00pm
- Saturday September 7, 2024 from 12:00noon until 12:00midnight
- Sunday September 8, 2024 from 12:00noon until 8:00pm

\*Current rate as per City of Mississauga, subject to change

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**Set Up:**

Truck or trailer set up should be done Thursday September 5th between 4pm-9pm. Cars are not permitted onsite after 4pm on September 7th. Vendors/exhibitors must install, manage, and conduct their activities only in the space allotted to them and in a clean and orderly fashion. Signs and materials must not provide a nuisance, encroach on or limit line of sight of neighbouring vendors.

**Load Out:** Sites can be loaded out after 8pm on Sunday September 8, once all patrons have left the park; no vehicles will be permitted on site prior to that time. All equipment must be removed from the site by not later than 1am, at which time any equipment left on site shall become the property of Festival to be used or disposed of as it sees fit. If you could have any issues with these times, please contact the Vendor Coordinator to make further arrangements.

**Garbage:**

While the Festival provides litter and recycling facilities on site, the Vendor is responsible to ensure that his or her vending and food preparation areas remain clean and sanitary always. Any excess garbage spills or inappropriate disposal of refuse left to be cleaned at the direction of Festival will be entirely at the expense of the Vendor and the Vendor may not be invited to return in future. **All vendors are asked to neatly set their garbage nightly behind their own set-up, festival staff will pick up nightly.**

**Security:**

Festival contracts and provides 24-hour security on the festival site and will take reasonable precautions to ensure the safekeeping of your set-ups. Notwithstanding these precautions, the Festival does not hold itself out to be responsible for any loss to vendor or exhibitors' property arising by means of fire, theft, water damage, vandalism or any other cause what so ever. Vendors are responsible for assuming the risk for their own operations and equipment and must protect themselves against loss or damage through their own insurance policies. Vendors agree to abide by and conform to all rules and regulations from time to time adopted or prescribed by the Southside Shuffle Blues and Jazz Festival for the governance, safe operations and management of the festival and associated services.

**In default of the above conditions the vendor space allotment may be cancelled at the sole discretion of the Southside Blues and Jazz Festival and the exhibit or vending operation will be removed from the site. Should any question arise not expressly provided for in these rules and regulations the Southside Shuffle Blues and Jazz Festival 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 herein.**

***We reserve the right to pick and choose vendors and to refuse anyone for whatever reason and return fees.***

*By signing this agreement, you release Southside Shuffle Blues & Jazz Festival, Festival Board of Directors and Staff 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 Southside Shuffle Blues & Jazz Festival, Festival Board of Directors and Staff as well as the City of Mississauga harmless of any loss or damage by reason thereof. You also agree to comply with all Festival and City of Mississauga rules, regulation and requirements in the operation of your Display Area.*

*You agree that you have read and agree with the Policies outlined in this form. Southside Shuffle Blues & Jazz Festival may choose to terminate this agreement at any time if you choose not to abide by our booth policies. Southside Shuffle 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 canceled 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.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Event goes on Rain or Shine!***

**If you would like to be linked to our website please provide your website address (URL), and sign below.**

Website: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Trailer/Truck Food Vendor Additional Policies – 2024**

*Please read the following information carefully as these policies pertain to all vendors!*

**INSURANCE:** Vendors require proof of in-force General Liability Insurance in the amount of \$2,000,000 and must provide a certificate of insurance prior to the Festival naming Southside Shuffle and the City of Mississauga as additional named insureds under the policy.

**PERMITS:** Vendors must meet all requirements for Region of Peel Health and TSSA Certificate; you are responsible to obtain all permits and inspections related to food handling from the Department of Health prior to the Festival. **(Please contact me for forms)**

**POWER:** Specific power requirement is necessary! Please make sure you detail exactly what you'll be using that needs power. i.e., freezer, toaster, fryer, blenders etc.

**SITE SPACE:** Fee covers space requested. Additional space may be arranged with the Festival, but this may entail a rate surcharge as determined by Festival staff in discussion with the proposed Vendor. Please set up Thursday prior to the festival from 4pm-9pm; contact Sharon 416-346-3302

**Parking:** There is no onsite parking available. Vendors will have designated time to load into and out of the site outside of which vehicles will not be permitted anywhere on site. There are limited spots available for the Vendors in the Arena Parking lot for Vendor use only, not for your employees. One parking pass will be provided.

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By signing this form you, the vendor, agree to all festival terms and policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required:**

- Completed and signed Application, all pages
- Payment
- Certificate of Insurance (Please contact Vendor Coordinator if you require insurance)
- Region of Peel Health Forms (Food Vendors only) sent to Health Inspector. Also advise Vendor Coordinator of date sent
- TSSA Certificate
- Copy of vehicle safety certificate, insurance and ownership

**Please give me a call or send a text or email if you have any questions!**

Thank you,

Shannon Baldwin  
Vendor Coordinator  
[sssvendors@hotmail.com](mailto:sssvendors@hotmail.com)  
647-707-3718

**"Please keep a copy for your records"**