



2017 Sun Life Financial UpTown Waterloo Jazz Festival

VENDOR APPLICATION FORM – City Hall Stage

July 21 – 23, 2017

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
Vendor Fee (incl 10x10 space)	\$550		
Additional Space (10x10)	\$300		
Security Deposit*	\$150	1	\$150
Your Total Vendor Fee for 2017			

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

Description of Product(s):

Name & Description	Price
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$

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 May 1, 2017 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, 100 Regina Street South, Suite 160, Waterloo, Ontario N2J 4P9. **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**

We have read and fully understand the Vendor Application Form and 2017 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