

## APPLICATION PROCEDURE INTERNATIONAL MARKETPLACE 2011 HARBOURFRONT CENTRE

Thank you for your interest in the International Marketplace at Harbourfront Centre! Here at Harbourfront Centre we are proud to present a variety of festivals incorporating music, dance, visual arts, film, and special events. The International Marketplace is a key feature of our festival weekends and is an inviting display of craft and goods that originate from a diverse range of places all over the world. It is with great pride that Harbourfront Centre caters to a large, diverse audience which includes local Torontonians, culturally-specific audiences, and tourists from the U.S. and abroad.

As we are constantly growing and evolving, there is always going to be change, and this season is no different! We have now implemented a new booking system for this programme, which *requires* full and complete information. **Please take the time to carefully read and fill out all pages of this package.**

Please insure that the following items are submitted with your application:

- Vendor Profile and Payment Information
- Merchandise Description
- Booking Form
- Deposit
- Materials illustrating your products (*new vendors AND vendors with new products*)

**Incomplete applications will not be accepted and will be returned to the vendor for completion.**

### What does Harbourfront Centre offer vendors?

We have a 10-acre lakeside setting, FREE weekend festivals all summer long, 12 million annual visitors and so much more! We have a team of wonderful staff who look forward to working with you throughout the season. We also offer:

- Vendor Coordinator
- Assistant Vendor Coordinators, on site each weekend working to insure that everything goes smoothly
- Spacious 6' x 10' tented booth spaces with overhead rails
- Two tables
- Two chairs
- Access to a power source
- Overnight Security Staff
- Access to WiFi

**A deposit of \$100 per weekend selected must accompany your application. Late applicants should contact Sandra Whiting by phone.**

The \$100 deposit will be processed *only* if your application is successful. A telephone call to **NEW** vendors will confirm that they have been accepted, which will then be followed by a formal notification by mail to **all** vendors by **Friday, April 15, 2011**. Due to the high volume of applicants, please **do not call** to enquire about the status of your application. If you are not selected, your cheque will be returned to you. Failure to thoroughly complete the form could result in your application being declined. Your cooperation is most appreciated.

Sincerely,

Sandra Whiting, International Market Coordinator  
Community and Educational Programmes, Harbourfront Centre  
Telephone: (416) 952-1273 Fax: (416) 973-8729  
Email: [vendors@harbourfrontcentre.com](mailto:vendors@harbourfrontcentre.com)

Harbourfront Centre  
York Quay Centre  
235 Queens Quay West  
Toronto, ON M5J 2G8

heart of toronto's waterfront



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## DATES TO REMEMBER

**March 1, 2011** Application submission deadline with deposit (due upon receipt of application).

**March 10, 2011** 3:30–6:00pm Vendor showcase at Lakeside Terrace

**March 23, 2011** 3:30–6:00pm Vendor showcase at Lakeside Terrace

**NOTE: Vendor showcases are for new vendors only. Returning vendors should call to discuss new merchandise.**

**April 16, 2011** Notification of application approval.

**April 29, 2011** Balance of account due.

**FOR LATE APPLICATIONS PLEASE CALL 416-952-1273 FOR AN APPOINTMENT**

## SHOWCASE INFORMATION, DATES & TIMES

Date	Time	Set-Up	Location
Thursday, March 10, 2011	3:30pm – 6:00pm	3:30pm	Lakeside Terrace
Wednesday, March 23, 2011	3:30pm – 6:00pm	3:30pm	Lakeside Terrace

**For late applications, please call for an appointment.**

The market showcase is an opportunity for our “jury” to view your merchandise and its presentation. New vendors **must** participate in this showcase. Each participant will be provided with a 2’ or 3’ table on which to display goods. (Bring only a sampling, not all of your merchandise.)



**Set-up is 3:30 p.m. at York Quay Centre, 235 Queens Quay West.  
 Please check in at the Security Desk upon arrival.**

**NOTE:** Due to the volume of applicants you will not be called for confirmation of this showcase, just show up on the day that you have selected at the proper time.

### ATTENTION: PREVIOUS VENDORS

Previous vendors need not attend the market showcase unless their merchandise has changed or additions have been made. However, previous vendors must re-submit descriptions of merchandise along with a completed application form.

## INTERNATIONAL MARKETPLACE 2011- INFORMATION SHEET

### 1. WHAT IS HARBOURFRONT CENTRE?

Harbourfront Centre is a non-profit cultural facility located on Toronto's waterfront. During the summer, Harbourfront Centre presents a schedule of music and cultural weekends, some of which are themed around specific cultural communities and presented at the Harbourfront Concert Stage and other venues on site. Please see summer overview for more detail on specific weekends.

### 2. WHAT IS THE INTERNATIONAL MARKETPLACE?

The marketplace is home to a diverse range of crafts and goods originating from countries around the world representing Toronto's cultural diversity as well as hand-crafted items from local craftspeople.

### 3. WHERE IS THE INTERNATIONAL MARKETPLACE LOCATED?

The International Marketplace tent is currently located on the west side of York Quay Centre, Harbourfront Centre's main activity area at 235 Queens Quay W. The tents are located in a semi-circle surrounding the Redpath Stage and houses 44 vendor booths. The Sculpture Court booths are located parallel to the International Marketplace tents across the Ann Tindal Lawn and run directly along the west side of York Quay Centre. These booths are under an overhang and house a total of 12 booths (subject to change).

### 4. WHO IS THE AUDIENCE FOR THE MARKET?

Harbourfront Centre caters to a large, diverse audience which includes local Torontonians, culturally-specific audiences, and tourists from the U.S. and abroad.

### 5. HOW WILL THE MARKETPLACE BE PROMOTED?

Our summer publicity campaign includes information on the marketplace. On-site signage assists in drawing attention to the marketplace from the strolling public. As well, there are summer season and weekly brochures which are available on-site and throughout the GTA. The marketplace is also advertised in our collective ad campaigns in publications such as the Toronto Star & NOW weekly, as well as on our website [www.harbourfrontcentre.com](http://www.harbourfrontcentre.com)

### 6. HOW ARE VENDORS SELECTED?

A "jury" comprised of Harbourfront Centre personnel interviews each applicant and views a representative selection of merchandise. Please see showcase information form for more detail.

The selection of vendors is based on:

- range and quality of merchandise
- uniqueness of merchandise
- market diversity

**PLEASE NOTE: No T-shirt, CD, or DVD sales are permitted.**

## SET UP PROCEDURE AND BOOTH INFORMATION

### 1. How will my booth be set up?

Harbourfront Centre provides one 6' x 10' booth with overhead rails in the International Marketplace Tent, two tables, two chairs and access to power. Bring lighting (up to 550 watts) which can be connected to our power source.

**Please note: No halogen lighting will be permitted.** In the Sculpture Court each booth measures 9'6" x 9'6". Each booth will have a backdrop consisting of two lattice screen dividers (approximately 8' high). Tables, chairs and access to power in the Sculpture Court are the same as that of the Marketplace Tent.

### 2. Should I bring a backdrop or other display equipment?

**Yes! This is mandatory.** Harbourfront Centre expects each vendor to decorate their booth(s) and present their merchandise in an attractive way. Please bring your own backdrop for your booth(s). Items such as tablecloths, plants, carpeting, racks and shelving are the responsibility of each vendor. **Harbourfront Centre does not provide nails, tape, staples or backdrops for booths.**

### 3. How do I enter the site to unload?

Vendors are allowed 30 minutes only to park and unload their goods on Harbourfront Centre property. Security staff will be located at the gate to the entrance of the market located on the west side of York Quay Centre (east side of Marina 4).

### 4. Where do I park after unloading?

You will be advised on parking and unloading schedules once your application has been accepted.

### 5. Why must we wait until 4:30 p.m. to load in on Fridays?

Harbourfront Centre runs a summer camp with approximately 1,000 children on site and buses are being loaded from 3:30 to 4:30 p.m. - **NO EXCEPTIONS.** If you arrive early, please note the school buses that are picking up children from camp. Please wait on the street west of the Pier 4 restaurant, and do not block or intersect between school buses.

### 6. Should I still set up if it's raining?

Yes, we are open rain or shine!

### 7. What type of security will be provided?

Security will be provided overnight in the International Marketplace tent by Harbourfront Centre security staff, beginning 12:00 midnight through to the designated opening hour of the following day. However, **Harbourfront Centre will not be responsible for any losses and/or damages.** You are encouraged to obtain insurance.

### 8. How do I know where my booth will be located? Will I have the same booth every weekend I book?

Upon arrival on site, you will be given your booth number. You will only have the same booth if you book ALL weekends. However, this is **NOT** guaranteed. Please see Rules and Regulations sheet #6 (in this package) for more detail.

### 9. Can I close up whenever I feel like it?

No, you must adhere to the closing times on the operating timetable (in your package). Tent closing hours are non-negotiable and will be strictly enforced. This is very important. Failure to adhere to this rule may result in your removal from the market without a refund.



## RULES & REGULATIONS

Please retain this copy for your records

1. Applicants **must submit the following ASAP**
  - a. Cheque, Credit Card payment (VISA, MasterCard, AMEX) or money order representing a \$100 per weekend applied for. Late applicants should contact Sandra Whiting by phone.
  - b. Completed and signed application package
  - c. Photographs, promotional materials (**new vendors only**)
2. Participation in the International Marketplace is dependent upon selection by a Harbourfront Centre market committee; by meeting application, payment and required documentation deadlines and signatures on all forms. All applicants will be notified by **E-MAIL** whether their applications have been accepted, rejected, or are on a waiting list by **FRIDAY, APRIL 15, 2011**
3. **Harbourfront Centre reserves the right to refuse booth space to anyone.** Harbourfront Centre reserves the right to cancel the vendor agreement or to eject any vendor from the premises who are behaving in an objectionable fashion and the vendor waives any right and all claims for damages or compensation by reason of Harbourfront Centre exercising this right.
4. **Payment**

Booth charges are payable by the exhibitor under the following terms:

  - a. Each application must be accompanied by a deposit of \$100 per weekend applied for made payable to Harbourfront Centre. Late applicants should contact Sandra Whiting by phone. It is understood that this deposit will be applied to the booth vendor's account or refunded if the application is **not** accepted by Harbourfront Centre. Visa, MasterCard and Amex payments will be processed the week of April 1, 2011. **If the application is accepted by Harbourfront Centre, the \$100 per weekend deposit is nonrefundable.**
  - b. Balance of above contract **must be paid in full by Friday, April 29, 2011.**
  - c. **There will be a \$42.50 surcharge for N.S.F. cheques.** Contracts that are signed after April 29, 2011 require payment **in full** by certified cheque and/or cash, VISA, MasterCard or AMEX.
5. **Cancellation Policy**
  - a. If, for any reason, a contract is cancelled by the Vendor or by Harbourfront Centre for cause, the \$100 per weekend deposit will be retained by Harbourfront Centre.
  - b. Contracts/licenses may be cancelled by Harbourfront Centre if vendors fail to occupy the space allotted to them with the exhibit specified on their contract and be fully operational as per the times specified. After April 29, 2011, there will be **NO REFUNDS** and Harbourfront Centre will retain **100%** of fees.
6. **License / Contract**

Harbourfront Centre will advise all approved vendors of the following:

  - a. Name of the vendor (company or individual name)
  - b. Specific products or craft items that may be shown, exhibited or sold
  - c. Dates of the contract
  - d. Only vendors in possession of a contract may occupy space at the International Market.
7. **Insurance and Indemnification**

Harbourfront Centre recommends that the Vendor, at his/her own expense, take out and maintain comprehensive property damage, public liability and theft and loss insurance coverage or other insurance as necessary.

The Vendor, his/her employees, servants and agents agree to indemnify and hold harmless Harbourfront Centre, its employees, servants, and agents from any and all rights, demands, claims, causes of action, damages, costs and expenses and any other liabilities whatsoever arising out of or in connection with its use of the designated premises. Harbourfront Centre shall not be responsible for theft, damage due to water, fire or any other damages to the Exhibitors equipment or stock or loss of property belonging to the Booth Vendor.

## 8. Booth Space Assignment

- a. Booth space allocation for each weekend is assigned by **Harbourfront Centre Staff**.
  - b. Harbourfront Centre reserves the right, **after assignment of space, to re-locate** exhibits which may be affected by a change in the floor plan, or to avoid having similar products displayed in close proximity.
  - c. Booth Vendors shall not sublet any or all of their exhibit space, nor have goods or representatives from companies other than their own, within their booth, without the prior written consent of the management of Harbourfront Centre.
  - d. Booth Vendors must install, arrange and conduct their exhibits only in the location allotted to them in a neat and orderly manner. Public access routes must be kept clear.
  - e. Booth Vendors must confine their exhibit and all other exhibit activities within the limits of their allotted space. Salespeople and demonstrators are prohibited from operating in the aisle or in any other location on the site other than that specified in the contract.
9. Harbourfront Centre will set the U.S. exchange rate each weekend, and it will be clearly posted. Each vendor is expected to check the rate and provide it to their customers.
  10. Booth vendors must post their refund or return policy.
  11. Harbourfront Centre reserves the right to intervene in terms of pricing, facility use, and public safety.
  12. Harbourfront Centre assumes no responsibility for sales, inclement weather, nor guarantees attendance.
  13. The International Marketplace operates rain or shine, vendors must be in attendance and booths must remain open during the designated hours.
  14. Booth Vendors agree to accept full responsibility for all materials and goods which they sell, use or display in the booth area. **No sales of T-shirts, CDs, or DVDs are permitted.** Harbourfront Centre retains the right to sell the above mentioned items and retains the right to pass this on to its festival partners.
  15. Only the products of the said vendor, as specified on the contract, may be shown, exhibited and sold. Any additions and/or substitutions to booth merchandise must be pre-approved by Harbourfront Centre.
  16. Harbourfront Centre strictly prohibits the sale of counterfeit merchandise.
  17. Loud playing of music is not allowed and Harbourfront Centre reserves the right to prohibit **any** music being played.
  18. Vendors who wish to install a grid wall system must remove it at the end of each weekend from May 28 – June 26 inclusive and again from September 5 – October 2. The grid wall system may remain installed between July 1 and September 1.

## 19. Promotion

- a. Booth Vendors are expected to promote the International Marketplace and their participation at their place of business and in other advertising. Harbourfront Centre will also promote the market in all summer event guides and some brochures, as well as in various advertisements in publications such as NOW magazine, the Toronto Star and other local publications (newspapers, magazines, etc.)

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- b.** By signing the attached Vendor Agreement, the Booth Vendor gives Harbourfront Centre permission to use their image and/or the likeness of them and/or their business in either promotional and/or informational materials.
- 20.** Security will be provided overnight in the International Marketplace Tent by Harbourfront Centre, beginning 12:00 midnight, through to the designated opening hour of the following day. **However, Harbourfront Centre will not be responsible for any losses or damages.**
- 21.** Closing times will be strictly enforced.

## SUMMER FESTIVALS 2011 – DESCRIPTIONS

### **Kapisanan – May 28-29, 2011**

Kapisanan Philippine Centre for Arts and Culture presents *If These Walls Could Talk*, a one-man walking tour show about Intramuros, the walled city of old Manila, by Carlos Celdran. Celdran is a Philippine-based performance artist, dubbed The Pied Piper of Manila, who is changing the way we look at the Philippines' notorious capital city, one step at a time.

### **Arts for Children and Youth – June 4-5, 2011**

The annual signature event of Arts for Children and Youth (AFCY) returns for a third year to showcase the talents of over 500 young people (ages 12–24). Conceived, managed and performed by young people themselves, this event is a multicultural swirl of high energy music, dance, beat boxing and singing, with a dazzling visual arts component that includes painting, ceramics, sculpture, installations, graffiti, intergenerational and interactive art.

### **JN Jam – June 11, 2011**

Celebrate Jamaican culture at Harbourfront Centre for this one day event! Experience the cuisine with excellent food demos, enjoy the music and dance, and take in the fashions! There will be activities for all ages including face painting and crafts for children.

### **North By North East Music Festival (NXNE) – June 18-19, 2011**

Now in its seventeenth year, this festival is a choice destination for unsigned bands, indie favourites and major-labels alike!

### **Franco-Fête – June 24-26, 2011**

Franco-Fête 2011 continues the celebration and promotion of francophone culture through a diverse series of activities ranging from culinary creations to art, dance and most of all “la musique francophone”.

### **Canada Day – July 1, 2011**

A true celebration of Canada, this event aims to connect the entire country through music, culinary arts, comedy, family activities, storytelling, gaming and film. There is something for everyone!

### **On The Pulse – July 2-3, 2011**

We invite you to indulge in the unknown and to check your inhibitions at the door, explore the concepts of chaos, innovation and connectivity through music, theatre, film and dance for the whole family!

### **Mexico – July 8-10, 2011**

Enjoy the sights and sounds of a culture always moving and spreading outward. This event will bring together traditional and modern elements, communicated through music, dance, puppetry, and mariachi!

### **Colombia – July 15-17, 2011**

Colombian residents in Toronto and Canadians of Colombian origin will showcase some of the best works in theatre, dance, music, visual arts, food and family activities during this vibrant weekend festival.

### **Tirgan – July 22-24, 2011**

This is a rare opportunity to sample a myriad of exotic Iranian flavours explored through a tastefully hand picked array of artistic expressions including music, dance, theatre, film, visual arts, literature, youth activities, crafts and cuisine. This is a great opportunity to take in a multitude of world and Canadian premiers.

### **Island Soul – July 29 – August 1, 2011**

The heat is on at Island Soul, where the airwaves vibrate with the high energy sounds of calypso, soca, reggae, rapso, rap and hip hop – rhythms and dances born from a legacy of unrest and united by lyrics of awakened social consciousness.

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**What's Classical? – August 5-7, 2011**

Spontaneous performances, roaming musicians, large scale orchestral performances - this festival has it all! Explore the points of intersection between western and non-western classical traditions, from Africa, Latin America, the Far East, and beyond!

**Masala! Mehndi! Masti! – August 12-14, 2011**

One of the largest interdisciplinary South Asian arts and entertainment festivals outside of South Asia, this event is sure to be exciting! Experience the music, fashion, film, dance, theatre and so much more!

**Fortune Cooking – August 19-21, 2011**

What's on the menu as we explore the hot spots of Pan-Asian cuisine? Join us on site to experience the Fortune Cooking Iron Chef Competition, Just Desserts Market, cooking demos, film, dance and music!

**TaiwanFest – August 26-28, 2011**

TaiwanFest is a celebration and exploration of contemporary Taiwanese arts and culture. From dynamic music, dance and fashion to tantalizing food demonstrations, this event shines a spotlight on today's Taiwan

**Hot & Spicy – September 2-5, 2011**

The Hot & Spicy Food Festival – hot, spicy, fresh, fiery! Back for the fourteenth time, this is one of the summer's most savoury festivals. Enjoy a weekend packed with a full menu of culinary arts, music, film, panels and dance.

**Tet Trung Thu – September 17-18, 2011**

The Mid Autumn Festival is celebrated through out East Asia and is considered to be one of the most significant holidays to celebrate. Enjoy the music, dance, beautiful lanterns and delicious moon cakes!

**Allende Arts Fest – September 24-25, 2011**

Enjoy a celebration of Latin American Arts in Canada. This festival is truly a showcase of the arts in a variety of forms. Enjoy live music, dance and poetry, take in art exhibits and artist lectures, there is something for everyone to enjoy.

*Please note that this event line-up and descriptions are subject to change*



## INTERNATIONAL MARKETPLACE 2011 VENDOR PROFILE AND PAYMENT INFORMATION

Your Name: \_\_\_\_\_ Booth Name: \_\_\_\_\_  
Telephone (Day): \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ APT #: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Website: \_\_\_\_\_

- Please **DO NOT** send cash by mail.
- Payment may be made by VISA, MasterCard, American Express, cheque, or money order
- Please make cheques payable to: **Harbourfront Centre**

### CANCELLATION POLICY

- Deposits are non-refundable once applications have been accepted by Harbourfront Centre
- After April 30, 2011 – NO REFUNDS will be issued

DEPOSIT ENCLOSED (CHEQUE)

FULL PAYMENT ENCLOSED BY:

Cheque  Money Order Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ exp. \_\_\_\_ / \_\_\_\_  
 VISA  MasterCard Cardholder Name: \_\_\_\_\_ CVC: \_\_\_\_\_  
 American Express Cardholder Signature: \_\_\_\_\_

- Payments for deposits will be processed upon receipt. Balance payments will be processed starting the week of April 1, 2011.
- Late applicants should contact Sandra Whiting by phone (416) 952-1273 or email vendors@harbourfrontcentre.com

**The vendor's signature on this form indicates acceptance of the rules and regulations and schedules, as set forth in the accompanying package.**

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

OFFICE USE ONLY

Constituent ID: \_\_\_\_\_

Order Number: \_\_\_\_\_

### SUBMIT YOUR REGISTRATION WITH PAYMENT A.S.A.P.

#### By Fax

Fax #: 416-973-8729

Fax registrations are accepted **ONLY** when payment is made by credit card.

#### By Mail

International Marketplace  
Harbourfront Centre  
235 Queens Quay West  
Toronto, ON M5J 2G8

## INTERNATIONAL MARKETPLACE 2011 MERCHANDISE DESCRIPTION

Your Name: \_\_\_\_\_ Booth Name: \_\_\_\_\_  
Telephone (Day): \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY:**

- |                                      |                                   |  |                                      |
|--------------------------------------|-----------------------------------|--|--------------------------------------|
| My merchandise is:                   | <input type="checkbox"/> Imported | <input type="checkbox"/> Manufactured    | <input type="checkbox"/> Handcrafted |
| <input type="checkbox"/> Jewellery   | <input type="checkbox"/> Textiles | <input type="checkbox"/> Books           | <input type="checkbox"/> Posters     |
| <input type="checkbox"/> Clothing    | <input type="checkbox"/> Artwork  | <input type="checkbox"/> Household Items | <input type="checkbox"/> Ceramics    |
| <input type="checkbox"/> Accessories | <input type="checkbox"/> Glass    | <input type="checkbox"/> Cards           | <input type="checkbox"/> Other       |

**PLEASE DESCRIBE YOUR PRODUCTS (Note, returning vendors MUST indicate new items):**

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**PLEASE INDICATE WHICH MERCHADISE SHOWCASE YOU WISH TO PARTICIPATE IN:**

Thursday, March 10, 2011 from 3:30-6:30pm       Wednesday, March 23, 2011 from 3:30-6:30pm

Set-up Begins at 3:30pm in the Lakeside Terrace at 235 Queens Quay W. Please check in with Security on arrival. The Lakeside Terrace is located in the south end of the building.

**NOTE FOR NEW VENDORS / VENDORS SELLING NEW PRODUCTS:**

Please include photographs of items and/or promotional materials for the selection committee to review. *Include a self-addressed stamped envelope if you would like us to return your materials.* Only the products of the said vendor, as specified on the contract, may be shown, exhibited and sold. Any additions or substitutions to booth merchandise *must be pre-approved* by Harbourfront Centre.

