

APPLICATION PROCEDURE INTERNATIONAL MARKETPLACE 2009 HARBOURFRONT CENTRE

The following information has been carefully assembled to provide you with step by step details on applying for a booth at the International Marketplace. If read carefully, this procedural outline should answer most of your questions and assist you in providing us with the information we require to consider your application.

Please follow these instructions:

1) Review entire package carefully, **all forms marked RETURN need to be returned to us in order to have your application processed. Any other pages are for your records.**

2) Using the weekend description sheet and the weekend selection list, select which weekends you would like to apply for. When filling out the selection list:

- enter the number of booths you would like (1 or 2 are most common)
- calculate the total per weekend, then add down to the subtotal for all requested weekends
- if you are requesting specific locations add the premium to your subtotal (the same way you would calculate taxes). The following are descriptions of the prime locations:
 - **water's edge**: booths located on the far west side of the market facing the Simcoe St. Slip/Marina 4, add 10% to your subtotal for this location
 - **east side of lawn**: under trees near orchard, add 10% to your subtotal for this location
 - **lawn aisle**: booths located facing the Ann Tindal Park and **situated on an aisle**, add 15% to your subtotal for this location
 - **water's edge aisle**: booths located on water's edge **and situated on an aisle**, add 15% to your request for this location
 - **north and south end**: for these booths please add 20% to your subtotal
- apply 15% discount only if you are applying for all 12 weekends
- after you've made these calculations, add 5% to the new subtotal for GST

5) Read rules and regulations carefully and then sign both the vendor agreement form and the terms of participation form. **Please return these forms.**

6) Carefully read the Showcase Information Sheet then fill out and return the sign up sheet. Don't forget to make note of which showcase time and date you have selected. ***Note* The showcase is mandatory for all new vendors.** You will not receive a confirmation call for attendance at the showcase, just show up on the date you selected at 3:30 pm.

7) The following items should be completed and included in your return package:

- Merchandise description
- Method of Payment
- Publicity information
- Showcase sign up sheet
- Weekend selection list (Legal-size) with correct calculations
- Terms of participation form
- Vendor agreement form

8) **Please return your application package by ASAP**

9) New vendors may also submit materials illustrating their products. If you would like these materials returned to you, please include a self addressed and stamped envelope.

A 25% deposit dated Wednesday, April 1st, 2009 must accompany your application. Late applicants should contact Sandra Whiting by phone.

The 25% 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 **Tuesday, April 14th, 2009**. 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 as a limited number of spaces are available. Your cooperation is most appreciated.

Please note if your application is successful, a complete package of instructions regarding set-up, confirmation of dates and a final confirmation letter will be mailed to you.

Sincerely,

Sandra Whiting
International Market Coordinator
Community and Educational Programmes
Harbourfront Centre

Telephone: (416) 952-1273
FAX: (416) 973-8729
Email: swhiting@harbourfrontcentre.com

INTERNATIONAL MARKETPLACE 2009- 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 tent is adjacent to the Water's Edge promenade north of the Harbourfront Concert stage and houses approximately 40 vendors.

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

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 8' 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?

Please complete a parking request form and your pre-paid parking pass will be available to you upon your arrival on site. The parking request form will be provided with the package you will receive upon application approval.

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.

Harbourfront centre

SHOWCASE INFORMATION, DATES & TIMES:

Date	Time	Set-Up	Location
Call for an appointment			

For Late Applications

Date	Time	Set-Up	Location
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.)

For unloading **ONLY**, a 30-minute parking pass to the South Parking Lot at 235 Queens Quay West will be issued to showcase participants.

Parking is available in our 2 lots located at: Rees St. (West of 235 Queen’s Quay West on the North Side, “P3” on the map below) and South Lot (which is more expensive, “P2” on the map below)



* Subject to change.

**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.

RULES & REGULATIONS-Please retain this for your records

1. Applicants must submit the following ASAP

- a) Cheque, Credit Card payment (VISA, MasterCard, AMEX) or money order dated for April 1, 2009 representing a 25 % deposit of all fees. 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 **MAIL whether their applications have been accepted, rejected, or are on a waiting list by **TUESDAY, APRIL 14th, 2009****

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 25% deposit made payable to Harbourfront Centre post-dated for April 1st, 2009. 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 1st, 2009. **If the application is accepted by Harbourfront Centre, the 25% deposit is non-refundable.**

b) Balance of above contract **must be paid in full by Wednesday, April 29th, 2009.** There will be a \$35.00 surcharge for N.S.F. cheques.

c) Contracts that are signed after April 29th, 2009 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 25% 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 29th, 2009, 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

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 the market, 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 DVD's 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. Loud playing of music is not allowed and Harbourfront Centre reserves the right to prohibit **any** music being played.

17. 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.)

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.

18. 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.**

19. Closing times will be strictly enforced.

DATES TO REMEMBER:

FOR LATE APPLICATIONS PLEASE CALL FOR AN APPOINTMENT

- 1. April 14th, 2009** Notification of application approval.
- 2. April 29th, 2009** Balance of account due.

***Please note* Vendor showcases are for new vendors only, unless submitting new merchandise.**

2009 OPERATING AND LOAD-IN TIMETABLE – INTERNATIONAL MARKET

Vendors are allowed to set up only during the times specified

Tent closing hours are non-negotiable and will be strictly enforced. Tent Flaps will go down at closing times. **No exceptions.**

You are asked to start packing and closing up 15 minutes before final closing time.

WEEKENDS	DATES	EVENT	# OF DAYS	LOAD-IN TIMES	CLOSING TIMES
1	Fri. June 19 Sat. June 20 Sun. June 21	Franco-Fête	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
2	Fri. June 26 Sat. June 27 Sun. June 28	Jazz Festival Sculpture court must load out on Sunday Main Market can leave merchandise until July 5	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
3	July 1	Canada Day – Sculpture Court must load out.	1	9:00 am	12 midnight
	Fri. July 3 Sat. July 4 Sun. July 5	The Hot Spot	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
4	Fri. July 10 Sat. July 11 Sun. July 12	Beats, Breaks & Culture	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
5	Fri. July 17 Sat. July 18 Sun. July 19	Mexico: Beyond Your Expectations	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
6	Fri. July 24 Sat. July 25 Sun. July 26	Canadian Voices	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
7	Fri. July 31 Sat. Aug 1 Sun. Aug 2 Mon. Aug 3	Island Soul	4	4:30 pm 10:30 am 10:30 am 10:30 am	12 midnight 12 midnight 12 midnight 8:00 pm
8	Fri. Aug 7 Sat. Aug 8 Sun. Aug 9	Zaika: South Asian Food Festival	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
9	Fri. Aug 14 Sat. Aug 15 Sun. Aug 16	Planet IndigenUs	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
10	Fri. Aug 21 Sat. Aug 22 Sun. Aug 23	Planet IndigenUs	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
11	Fri. Aug 28 Sat. Aug 29 Sun. Aug 30	Telus Taiwanfest	3	4:30 pm 10:30 am 10:30 am	12 midnight 12 midnight 8:00 pm
12	Fri. Sept. 4 Sat. Sept 5 Sun. Sept 6 Mon. Sept 7	Hot & Spicy	4	4:30 pm 10:30 am 10:30 am 10:30 am	12 midnight 12 midnight 12 midnight 8:00 pm

* Total # of available weekends is 12 * Total # of days available is 39

■ **NOTE:** There is absolutely **NO LOAD-IN** between 3:30 - 4:30 p.m. on Fridays

■ Entry to the tent is at the gate of the laneway located on the west side of York Quay Centre (east side of Marina 4)

■ 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.

■ **CLOSING HOURS ARE NON-NEGOTIABLE AND WILL BE STRICTLY ENFORCED**

■ Tent flaps will go down at closing time.

■ **No Exceptions.** You are asked to start packing up and closing up 15 minutes before closing time.

SUMMER FESTIVALS 2009 – DESCRIPTIONS

Weekend #1: Franco-Fête, 3 Days

The 27th edition of Franco-Fête showcases the vitality of Ontario and Toronto's Francophone culture. Over the course of three days, Franco-Fete will highlight various French-speaking Toronto communities through a rich assortment of fun and exciting activities.

Weekend #2: Jazz Festival, 3 Days

In partnership with TD International Jazz Festival, a series of Jazz concerts will be held within Harbourfront Centre venues. With this partnership, we will be attracting large crowds of Jazz audiences to Harbourfront Centre. The concerts will allow for high quality music programming on the Sirius Stage and other venues around the site.

Weekend #3: Canada Day, 1 Day

Harbourfront Centre celebrates Canada Day with the best birthday party in Toronto! It will bring together artists and activities that reflect the rich mosaic that is Canada today. Join new immigrants who have found refuge in Canada and have chosen to take the oath of citizenship and become Canadians at our Swearing In ceremony. Learn about the diversity of Canadian cuisine and what you need to cook in the new Canada. Listen to the music, learn the dance steps and be part of the diversity that has come to be Canada. In 2009 Amnesty International joins the festival to present a day of programming with discussion, exhibits and music that focuses on refugees and their contributions to Canada.

Weekend #3: The Hot Spot, 3 Days

At various points in history, regions of the world have led the way in creativity and innovation. "The Hot Spot" (title TBC) will explore the pulses of stimulating new creative endeavours within the worlds of fashion, film, music, dance, science, literature, and food. It will explore the latest trends in these disciplines as well as the regions that have spawned them. Join us for this fresh and invigorating new festival.

Weekend #4: Beats, Breaks and Culture, 3 Days

Beats, Breaks & Culture (BBC) started in 2003 as a festival to celebrate live electronic music in all its forms. As one of the most anticipated festivals of the summer season, BBC incorporates local, national and international artists who are leaders in the cutting edge form of electronic beats. Electronic music is a global phenomenon which goes beyond a specific identity or culture. The sixth edition of BBC will incorporate global sounds and explore its' world routes.

Weekend #5: Mexico: Beyond Your Expectations, 3 Days

Harbourfront Centre will use the opportunities of the Mexican anniversary of "200 years of Independence" (September 16) and "100 hundred years since the Revolution" (November 20) as the catalyst to showcase and celebrate Mexico! Through a broad cultural exploration that will break stereotypes, this festival will position Mexico in a new creative light. The festival will include artistic presentations in all art forms and all types of creative practices, from the grassroots to the most highly regarded musicians. Working with key Mexican stakeholders the festival will work to uncover and present what *is* Mexico.

Weekend #6: Canadian Voices, 3 Days

This exciting new festival will showcase local Canadian talent with a focus on music. The Harbourfront Centre site comes alive with this fantastic music showcase!

Weekend #7: Island Soul, 4 Days

Island Soul will supplement the Caribbean cultural presentations that take place in Toronto during the Caribana weekend, showcasing the breadth of the regions' art, culture and music. Music genres such as soca, calypso, reggae, dancehall, soul and gospel will be featured. Interactive dance programmes, film screenings, cooking demo's and competitions, gaming rituals, literary launches, and comedy events will all be presented with a Caribbean flair. Another fun-filled weekend!

Weekend #8: Zaika: A South Asian Food Festival, 3 Days

Join us for "Zaika" and truly experience the diversity and regional specialties that make up what is known as South Asian cuisine today. The variety and richness of this cuisine is well-known and well-loved throughout the world. Not only will Zaika satisfy your insatiable hunger for the best of South Asian cuisine, but it will broaden your palette through a myriad of unique regional tastes that are hard to find and rarely explored. Through cooking demonstrations, vendors and food tasting as well as song, dance and cinematic Bollywood classics, you will experience riveting taste sensations and all the accompanying cultural condiments.

Weekend #9 & #10: Planet IndigenUs, 6 Days

Planet IndigenUs is back! For this second edition of Planet IndigenUs, we will explore Indigenous cultures through its artists. Through visual art, film, video, theatre, dance, music, storytelling, textile arts, circus, and many more forms, Planet IndigenUs will ignite your imagination and challenge your thinking. Planet IndigenUs is co-produced by the Woodland Cultural Centre. This double-weekend event is sure to create a buzz!

Weekend #11: Telus Taiwanfest: A New Journey, 3 Days

Come celebrate Taiwanese culture! This festival will present Taiwanese culture and artists to the Chinese and Taiwanese communities as well as to the general public. Taiwan's rich cultural history will be presented with captivating programming of high artistic excellence. Always a popular weekend!

Weekend #12: Hot & Spicy Food Festival, 4 Days

The Hot and Spicy Food Festival explores diverse "hot" food experiences from around the globe. The festival also pairs themed dishes with complimentary hot rhythms from various regions. In 2009 we celebrate the 12th anniversary of the Hot & Spicy Food Festival at Harbourfront Centre and the 6th anniversary of the always popular Iron Chef Competition. Each year the festival finds programming and food techniques that will push the boundaries of your taste buds. This year's festival will focus on "tart and tantalizing" tastes from the regions bound by the Tropic of Cancer, the Equator and the Tropic of Capricorn. Any regions that are by or in-between these three major latitudinal demarcations will be covered; in food, music, dance, film, and other programming. Come join us for this always "HOT" weekend!

International Marketplace – Forms to submit

The following items should be completed and included in your return package: - please submit these forms **single sided**.

- Merchandise description
- Method of Payment
- Publicity information
- Showcase sign up sheet
- Weekend selection list (Legal-size) with correct calculations
- Deposit payment
- Terms of participation form
- Vendor agreement form

Mailing Address:

International Marketplace
Harbourfront Centre
c/o Sandra Whiting
235 Queen's Quay W.
Toronto, ON M5J 2G8

Phone# (416) 952-1273

Fax # (416)973-8729

Applicants will be accepted via fax or mail

INTERNATIONAL MARKETPLACE BOOTH APPLICATION TERMS OF PARTICIPATION

TYPE OF MERCHANDISE:

imported

manufactured

handcrafted

APPLICANT:

Your Name: _____

Name of Booth: _____

Contact Person: _____

Mailing address: _____

City Province

Postal Code

Telephone (daytime): _____

Telephone (evening): _____

Cellular: _____

Fax: _____

E-mail: _____

Please note: NO T-SHIRT, CD or DVD SALES ARE PERMITTED.

New Vendors: Please include photographs of the items and/or promotional materials for the selection committee to review. **Include a stamped, self-addressed 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.

25% Deposit **ASAP** Amount: _____

Balance due April 29, 2009 Amount: _____

Signature

Date

International Marketplace
c/o Sandra Whiting
235 Queen's Quay W.
Toronto, ON M5J 2G8
(416) 952-1273

**INTERNATIONAL MARKETPLACE 2009
PUBLICITY INFORMATION**

Name of Booth: _____

Your Name: _____

Phone #(a.m.): _____ **(p.m.):** _____

Email/Website: _____

Describe your merchandise:

Where do you buy it?

Other stories you would like to share:

Please write on reverse if you need more room

**INTERNATIONAL MARKETPLACE 2009
MERCHANDISE DESCRIPTION**

Booth Name: _____

Vendor Name: _____

Telephone: _____

Fax: _____

TYPE OF MERCHANDISE:

- | | | |
|------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> jewellery | <input type="checkbox"/> household items | <input type="checkbox"/> posters |
| <input type="checkbox"/> textiles | <input type="checkbox"/> photography | <input type="checkbox"/> artwork |
| <input type="checkbox"/> clothing | <input type="checkbox"/> glass | <input type="checkbox"/> ceramics |
| <input type="checkbox"/> books | <input type="checkbox"/> cards | <input type="checkbox"/> other |

PLEASE DESCRIBE:

PREVIOUS VENDORS MUST LIST NEW ITEMS BELOW:

INTERNATIONAL MARKETPLACE 2009 METHOD OF PAYMENT

Vendor Name: _____

Booth Name: _____

Telephone: _____

Email: _____

- 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:

- **Prior to April 29, 2009, 25% of fees are non-refundable (once application is accepted).**
- **After April 29, 2009 NO REFUNDS will be issued.**

DEPOSIT ENCLOSED (CHEQUE)

FULL PAYMENT ENCLOSED BY:

- Cheque Money Order
 VISA MasterCard American Express

CREDIT CARD #: _____

EXPIRY DATE: _____

CARDHOLDER NAME: _____

SIGNATURE: _____

***Please note: Payments for deposits will be taken the week of April 1st and the balance payments will be taken the week of April 29th. Late applicants should contact Sandra Whiting by phone.**

FAXED REGISTRATIONS are accepted only when payment is made by credit card. FAX #: (416) 973-8729 Attn: Sandra Whiting

OR

Mail the completed forms with payment **ASAP**

International Marketplace
Harbourfront Centre
Attn: Sandra Whiting
235 Queens Quay West
Toronto, ON M5J 2G8

Phone: (416) 952-1273

Email: swhiting@harbourfrontcentre.com

Office Use Only

Weekends Booked:

Date	<u>Payments</u> Amount
------	---------------------------

Balance:

RETURN

NEW 2009 SHOWCASE SIGN UP FORM

PLEASE COMPLETE & RETURN

Your Name: _____

Company Name: _____

I WISH TO SHOW MY GOODS ON:

<u>Check</u> (✓)	<u>Date</u>	<u>Time</u>	<u>Set-Up</u>	<u>Location</u>
	Please call for an appointment			

For late applications

<u>Check</u> (✓)	<u>Date</u>	<u>Time</u>	<u>Set-Up</u>	<u>Location</u>
	Please call for an appointment			

Please tick off the appropriate box and return.

Then, just show up. You will NOT be called with a confirmation.

**Set-up is 3:30 p.m. at York Quay Centre, 235 Queens Quay West.
Please check in at the Security Desk on arrival.
The Lakeside Terrace is located in the south end of the building.**

**INTERNATIONAL MARKETPLACE
2009 VENDOR AGREEMENT**

I have read and understand the **TERMS OF PARTICIPATION** of the INTERNATIONAL MARKETPLACE at HARBOURFRONT CENTRE and the enclosed **OPERATING AND LOAD-IN TIMETABLE** and,

I accept the terms and agree to abide by the conditions set forth by Harbourfront Centre.

Vendor's Signature

Name (please print)

Date

Return to: International Marketplace
Harbourfront Centre
c/o Sandra Whiting
235 Queens Quay West
Toronto, ON M5J 2G8
Attn: Sandra Whiting

Telephone: (416) 952-1273 FAX: (416) 973-8729

Please keep one copy for your records and return signed copy to Harbourfront Centre

2009 INTERNATIONAL MARKETPLACE WEEKENDS **Please RETURN this form with the others**

Your Name: _____ Booth Name (if different): _____

Phone: _____ Are you a returning vendor? Yes No

WEEKEND	DATES	FESTIVAL	Main Market	# of Booths	Sculpture Court	# of Booths	Calculation Column
1	Fri. June 19 Sat. June 20 Sun. June 21	Franco-fête	\$325		Not Available		
2	Fri. June 26 Sat. June 27 Sun. June 28	Jazz Festival Main Market can leave merchandise until July 5	\$325		Not Available		
3	July 1	Canada Day			\$300		
3	Fri. July 3 Sat. July 4 Sun. July 5	The Hot Spot	\$600		\$250		
4	Fri. July 10 Sat. July 11 Sun. July 12	Beats, Breaks & Culture	\$425		\$350		
5	Fri. July 17 Sat. July 18 Sun. July 19	Mexico: Beyond Your Expectations	\$325		\$350		
6	Fri. July 24 Sat. July 25 Sun. July 26	Canadian Voices	\$225		Not Available		
7	Fri. July 31 Sat. Aug 1 Sun. Aug 2 Mon. Aug 3	Island Soul	\$650		\$550		
8	Fri. Aug 7 Sat. Aug 8 Sun. Aug 9	Zaika: A South Asian Food Festival	\$325		\$250		
9	Fri. Aug 14 Sat. Aug 15 Sun. Aug 16	Planet IndigenUs	\$425		\$350		
10	Fri. Aug 21 Sat. Aug 22 Sun. Aug 23	Planet IndigenUs	\$425		\$350		
11	Fri. Aug 28 Sat. Aug 29 Sun. Aug 30	Telus Taiwanfest: A New Journey *	\$425		\$250 *		
12	Fri. Sept. 4 Sat. Sept 5 Sun. Sept 6 Mon. Sept 7	Hot & Spicy	\$600		\$500		

<input type="checkbox"/> I would like booth space for ALL 12 weekends. <input type="checkbox"/> 1 booth / <input type="checkbox"/> 2 booths <input type="checkbox"/> I prefer lawn only. <i>(subject to availability)</i> <input type="checkbox"/> Please process application even if 1 st choice is not available	†Discount: 15% Only if you book ALL 12 weekends Prime Locations: 1. water's edge: add 10% 2. east side of lawn under trees near Orchard: add 10% 3. water's edge & aisle : add 15% 4. lawn side & aisle: add 15% 5. north and/or south end: add 20%
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Subtotal for all requested weekends	
1. water's edge, 2. east side of lawn, + 10%	
3. water's edge aisle, 4. lawn side aisle, + 15%	
5. north / south end + 20%	
subtotal	
- †discount (15%)	
new subtotal	
+ 5% g.s.t.	
TOTAL	

**Note: Please remit 25% deposit based on the subtotal of weekends requested.

* These spaces on the Sculpture Court are reserved for our partner groups. Space will be allocated **ONLY** if available.