



PAYMENT FORM - CABBAGETOWN FESTIVAL 2018

Saturday, September 8th 11am-10pm & Sunday, September 9th 11am-7pm

BEFORE completing and submitting this payment form, please complete our online application form available on the **VENDOR PAGE** of www.CabbagetownTO.com. This payment form is NOT your application form.

Questions?

Any and all questions should be emailed to Cabbagetown Festival Producer Meagan Madill at meagan@curatedbym.com. Please do not call our email the Cabbagetown BIA offices.

Name of Business: _____

Contact Name: _____ Telephone: _____

Email: _____

Choose Your Vendor Type & Fee:

Please check off the vendor type and fee you are making payment for. You will need to enclose a cheque for the full amount dated the day you apply, made out to *Cabbagetown BIA*. Post dated cheques will not be accepted. We are unable to accept e-transfers. **Applications and payments must be submitted by 4pm, August 1st, 2018 or will be subject to a 15% late fee.** Extensions will not be given. Definitions of each vendor type are given in the online application form.

Not-For-Profit, (Entry Fee) + (15% Late Fee) + (13%HST) = \$200 + \$30 + \$29.90 = **\$259.90**

Made-In Canada, (Entry Fee) + (15% Late Fee) + (13%HST) = \$300 + \$45 + \$44.85 = **\$389.85**

General Vendor, (Entry Fee) + (15% Late Fee) + (13%HST) = \$650 + \$97.50 + \$44.85 = **\$844.68**

Food Vendor, (Entry Fee) + (15% Late Fee) + (13%HST) = \$650 + \$97.50 + \$44.85 = **\$844.68**

Food Truck, (Entry Fee) + (15% Late Fee) + (13%HST) = \$1000 + \$150 + \$149.50 = **\$1299.50**

HST NUMBER: 12705 9632 RT0001

Insurance:

Each vendor is responsible for their own individual expenses incurred in the setting up and the operating of their own booth including their own liability insurance. **A copy of your current insurance policy must be submitted with this payment form in order to get final approval to attend the festival.** The Cabbagetown BIA and City of Toronto, must be listed as additional insured, as follows:

- 1.) The Board of Management of the Cabbagetown Business Improvement Area c/o City of Toronto Economic Development & Culture Toronto, ON M5H 2N2
- 2.) City of Toronto 100 Queen Street West Toronto, Ontario M5H 2N2



Important Information To Read Before Signing:

- 1) There are a limited number of spots. Applications will be reviewed by the festival committee for approval and only once payment has been received. Applications will be approved on a monthly basis starting February 2018.
- 2) Cabbagetown Festival takes place on the streets of Parliament Street and Carlton Street. Footprint may expand or be reduced depending on the year. Booth location requests are not possible. This festival does not take place in Riverdale Park.
- 3) Application Fees are non-refundable.
- 4) In the event you are not accepted, your application fee will be returned.
- 5) We operate rain or shine.
- 6) You will receive a 10ftX10ft area for the duration of the festival (food truck spaces will be sized appropriately), 11am - 10pm on Saturday September 8th & 11am - 7pm Sunday, September 9th, 2018. If you need a 10ftX20ft space please contact us before submitting your payment form. 10x20ft booths are the 10ftx10ft price plus 25%. Booth sharing is not allowed.
- 7) Set up times will be communicated closer to the festival date.
- 8) Assigned entry gates are the only gates you will be allowed to use.
- 9) All vendors must supply their own tents and any fixtures.
- 10) Tents must be weighted to withstand wind.
- 11) It is not mandatory to keep your vendor booth active beyond 7pm on Saturday. If you choose to operate your booth past 7pm, you are required to provide your own self powered lighting.
- 12) All drugs and drug paraphernalia are strictly prohibited from being sold and/or displayed.
- 13) The Cabbagetown Festival is not responsible for any loss or damage over the duration of the two-day Festival.
- 14) Tear down is Sunday, September 9th 7pm-8pm. Vendors still occupying space on the street as of 8pm will be removed by security at the vendor's cost and banned from participating in the 2019 Cabbagetown Festival.

Checklist Of What To Mail:

Send the following items by mail:

- Cheque, made payable to Cabbagetown BIA.
- This form completed and signed.
- Copy of your insurance as outlined above.
- Completed Toronto Public Health Form (Food and Food Truck Vendors only.)

Mail To:

Cabbagetown BIA (Festival Processing)
237 Carlton Street
Toronto, Ontario
M5A 2L2

*To deliver in person, please call 416-921-0857 to arrange a time.

I have completed and read through this form in its entirety. I understand all notes and important information above and agree to abide by all rules and regulations of the Cabbagetown Festival/Cabbagetown BIA.

Signature: _____ Date: _____