

PART 1 – CONTACT INFORMATION

Name of Business: _____

Contact Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Website: _____

Twitter: _____ Facebook: _____

Instagram: _____ Pinterest: _____

Other social media: _____

PART 2 – INFORMATION ABOUT YOUR BUSINESS

My business is located in the City of Hamilton: Yes No

My merchandise is designed and/or made in Hamilton: Yes No

I am a current or recent client of Hamilton’s Small Business Enterprise Centre:

Yes Program name: _____

No

I run a creative business (examples: visual art, fashion, music, film, interactive media, craft, photography, books, publishing, packaged food):

Yes Business type: _____

No

My business is insured: Yes
No - insurance is required, please contact staff for details

My business has an HST # Yes - HST # _____
No - business is HST exempt

Describe you and your business:

What merchandise/service would you sell in the Visitor Centre?

What are the retail prices of your merchandise/service? Provide a dollar range.

PART 3 – SETTING UP SHOP

Shops are expected to be set up for approximately 3-4 weeks. Which month(s) are you interested in setting up shop? Select all that are of interest:

- September 2017
- October 2017
- November 2017
- December 2017

There a number of ways to display your merchandise. Please indicate your set up preferences:

- Table top
- Display case – required for jewellery and small items
- Shelving Unit
- Floor space for display. Space required: _____

PART 4 – APPLICANT DECLARATION

By submitting this application, I acknowledge and agree to the following:

- ✓ If it is confirmed that my business will participate in this initiative, I will sign a contract with the City of Hamilton outlining the responsibilities of each party. To provide the City of Hamilton a copy of my Commercial General Liability insurance with a limit of \$2,000,000 per occurrence endorsed to include the City of Hamilton as additional insured.

- ✓ The City of Hamilton will process all sales and retain a 5% commission on all merchandise sold as part of the Pop-Up shops. Payment from the City will take 3-4 weeks to remit.
- ✓ There is no expectation for the business owner to be at the Pop-Up shop during regular open hours (Monday through Friday 9:00am-4:00pm).
- ✓ I will agree to set up and tear down days and times as provide merchandise and display materials.
- ✓ I understand that displays must be within the shop space assigned and must be free standing (floor or table top). Items may not be affixed in any way to walls, ceilings, floors or fixtures.
- ✓ If selected, I will provide merchandise to be on sale, an inventory list and will tag each item with the price (exclusive of HST) and my business' name.
- ✓ I agree that if I am a participant in the Pop-Up program that my biography, business description, merchandise information and requested images may be used by the City of Hamilton in order to advertise to the general public.
- ✓ I acknowledge that the submission of this application does not guarantee participation.
- ✓ I/We acknowledge that information contained in this application is subject to disclosure under the *Municipal Freedom of Information and Protection of Privacy Act*.

SIGNATURE _____

PRINT NAME _____

DATE _____

Personal information contained in this application is collected pursuant to section 107 of the *Municipal Act, 2001*, and will be used to confirm eligibility, will be reviewed by staff and for statistical and reporting purposes. A list of successful participants (including business name, biography, business description, merchandise information, business contact info and images) will be made public. Questions about this collection should be directed to **Carrie Brooks-Joiner, Tourism and Culture Division, (905) 546-2424 ext. 4132** or Carrie.Brooks-Joiner@hamilton.ca.

Application forms are to be submitted in one of three ways:

By mail:

ATTN: Sarah Ehmke
City of Hamilton
Planning and Economic Development
Department
Tourism and Culture Division
P.O. Box 2040
Hamilton, Ontario L8P 4Y5

Drop off in person:

Monday to Friday from 8:30am – 4:30pm
Attn: Sarah Ehmke, Tourism and Culture
Division
28 James Street North, 2nd floor (Lister
Block), Hamilton

By email to:

Sarah.Ehmke@hamilton.ca