

READY. SET. MARKHAM.

Markham Pan Am Centre Vendor Permit Form



FIRST CLASS FACILITIES

- 50M, 10 LANE OLYMPIC SIZED POOL
- 36,000 SQ.FT. GYMNASIUM
- 2 LEVEL HAPPY LIFE FITNESS CENTRE
- MEETING ROOMS

Please return Pages 2 - 3 by email to PACRENTALS@MARKHAM.CA

FOR MORE INFORMATION VISIT:

www.markhampanamcentre.ca

FOR RENTAL INFORMATION: PACRENTALS@MARKHAM.CA

**Markham Pan Am Centre
Event - Vendor Request Form**
Please note this is NOT a Contract

This Vendor Permit Form must be completed and returned in order to generate a contract.
The contract must be signed and returned with payment as per the contract payment schedule to guarantee the permit. Contact person listed below MUST have signing authority within the organization.

SPACE WILL NOT BE CONFIRMED WITHOUT A FULL PAYMENT ATTACHED TO THE SIGNED CONTRACT

Contact Person: Last Name: _____ First Name: _____ M F

Address: _____
Street City Province Postal Code

Home Phone: _____ Cell: _____ Business: _____

Email Address: _____

Organization/Group: _____

Request Information

Start Date: Day Month Year Start Time: am/pm

End Date: Day Month Year End Time: am/pm

Type of Vendor: Are you selling merchanside: _____

Set up requirements: Number of tables and chairs required _____

Do you require access to eledctrical outlets: _____

(Vendors who wish to setup their table night before the event will be allowed to setup the vendor's table at 7:00 pm)

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Vendor Information:

Expected customers who will visit your booth _____

Please indicate which spaces you require:

Lobby Multipurpose room Gymnasium

Insurance requirements for Vendors:

Markham’s insurance requirements are:

- i) A minimum of \$2,000,000 of Commercial General Liability
- ii) Name “The Corporation of the City of Markham” as additional insured on the policy
- iii) The policy must include Full Participant Coverage

The following are acceptable statements for Full Participant Coverage for **non-Sports activities**, one of which must be included on a certificate:

- Coverage includes all invited guests
- Coverage extended to invited guests
- Invited guests included in coverage

Providing own insurance: Yes No

Purchasing Insurance through the City of Markham: Yes No

Medical & First Aid

Please report all incidents/accidents to the Markham Pan Am Centre staff.

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