



CONTRACT/INVOICE

City of Kingston Recreation and Leisure Services

Spring/Summer Recreation and Leisure Showcase, March 31, 2012

Registration Deadline – March 2, 2012

Name of Organization:	
Organization Address:	
Contact Person :	
Mailing Address (if different)	
Daytime Phone Number:	
Email Address: (required for emailing showcase info and updates)	
Alternate Contact Person & Phone # (person setting up booth or on site at showcase)	

Demonstration Program (first come-first served)

Demo area is 20 ft x 30 ft, each demo time is 20 minutes, 1 demo per group

Please place "1" under your first choice and please place "2" under your second choice. We will do our best to accommodate your time requests but reserve the right to schedule as necessary.

City staff reserves the right to decline any demo in the event that there are safety concerns or space limitations.

9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM

12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM

Description of Demo:

NON-PROFIT (inc. one 6ft table & 2 chairs – extra tables may be ordered for an extra fee)

8' x 8' Booth	Power? Y__N__	Extra Tables	H.S.T. 13%	TOTAL
\$47.00	N/C	\$8.00		

COMMERCIAL (inc. one 6ft table & 2 chairs – extra tables may be ordered for an extra fee)

8' x 8' Booth	Power? Y__N__	Extra Tables	H.S.T. 13%	TOTAL
\$167.00	N/C	\$8.00		

Note: This is your invoice. **Payment must accompany this contract.**

- Groups are not permitted to have merchandise sales at their booth without prior permission from the organizers.
- No food sales are allowed without permission.
- **Method of Payment** (cheque, debit, cash, credit card (Visa, MasterCard, American Express))

Card Number	Name On Card	Expiry	Signature

Drop off or Mail Payment to: Artillery Park Aquatic and Fitness Centre, 76 Ordnance Street, Kingston, Ontario K7K 5V1

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including (but not limited to), names, addresses, medical/physical concerns, is collected under the authority of the Municipal Act, 2011, and in accordance with MFIPPA and all other relevant legislation. All personal information may be used to form participant lists, and therefore will be made available to staff and/or volunteer leaders. Questions regarding the collection, use, and disclosure of this personal information may be directed to the Corporate records and Information Officer, City Clerk's Department, 216 Ontario Street, Kingston, Ontario K7L 2Z3.