

2026 SHOWCASE CONTRACT

You have booked **Showcase #** for the period of

_____ to _____.

By signing this contract, the Renter agrees:

1. Stocking & Removal Dates

The stocking and pick-up dates are the first and last days of the rental (as listed above).

2. Rental Fee

The rental fee is \$25 per month. Non-profits are exempt from the rental fee.

3. Cancellations

When the rental fee is charged, the full amount will only be reimbursed for cancellations made **prior** to the first day of the rental. All other cancellations will not be reimbursed.

4. Displays

- ✓ The Renter is responsible for setting up their showcase display.
- ✓ Displays may include saleable and/or non-saleable items.

5. Right of Refusal

The Blue Mountains Public Library (BMPL) reserves the right to refuse any showcase display or individual item.

6. Inventories & Labeling

Inventories and labels are only required for displays with salable items:

- ✓ The Renter must provide an inventory that includes prices for items on display. The inventory may be completed and submitted on the same day the Renter sets up their display. The BMPL will provide an inventory template.
- ✓ Each saleable item must be clearly labeled with a price and its inventory number: i.e., if a \$5 item is the first item listed in the inventory, the identifying label for that item should read "#1 - \$5".

7. Adding & Removing Items

- ✓ If the display includes salable items, the Renter is responsible for restocking, as required. The Renter must notify BMPL and provide an inventory for these new items.
- ✓ The BMPL is unable to store items intended for restocking the display.
- ✓ If the Renter opts to remove items prior to the rental end date, they must notify the BMPL. Reimbursement is not offered for the unused portion of the rental period.

8. Sale of Work (if applicable)

- ✓ BMPL will transact all sales of work during the rental period, including HST, and provide the Renter with a 100% pre-tax payment by cheque following the rental's end date. Payment will be arranged through the Town of The Blue Mountains (TBM). Due to TBM's financial schedule, payment may take approximately 4 to 8 weeks to be received. BMPL is not responsible for delays resulting from postal disruptions or technical issues related to invoicing software.
- ✓ The BMPL will provide the Renter with an end of rental sales report. The Renter is responsible for verifying the accuracy of the sales report. Any discrepancies must be reported to the BMPL in writing within one week of receiving the report.
- ✓ The BMPL is required to charge HST for all sales. A Statement of HST paid on the Renter's behalf may be requested.

9. Insurance, Damages & Theft

While the BMPL has security cameras and measures in place, **it is not liable for any damage or loss to items while on display**, except in the event of a total loss of the building. Renters may purchase their own insurance, but this is not required.

10. Orphaned Materials

Any materials not retrieved from the Showcase by the rental end date will be removed by staff, as the next renter who has the Showcase booked will need access. Any orphaned materials left with the BMPL for 10 days past the designated pick-up date will be donated or destroyed.

11. Original Works

If the Renter plans to display original works (created by the Renter), the Renter represents and warrants that:

- ✓ They are the sole creator and owner of the work on display.
- ✓ The work is original and does not infringe upon any copyright, trademark, or other intellectual property rights of any third party.

Further:

The Renter shall indemnify and hold the BMPL harmless from all claims, liabilities, damages, and expenses (including legal fees) arising out of or in connection with any breach of the Renter's representations and warranties.

12. Entire Agreement

This Agreement constitutes the entire understanding between the Renter and the BMPL and supersedes all prior negotiations and agreements, whether written or oral.

13. Change to Contract

BMPL reserves the right to change the 2026 Showcase Contract with 48-hour notice.

 Renter Signature

 Date

 E-mail

 BMPL Signature *[when finalized]*

 Date
