



# Vendor Application

Returning Vendor? Y / N  
 Year last attended? \_\_\_\_\_  
 I have read and agree to all  
 Terms & Conditions? Y / N

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please check the appropriate box for the type of goods you wish to sell/promote:**

- |  |   |
|--|---|
| <input type="checkbox"/> Crafts/art items/décor items                  | <input type="checkbox"/> Jewelry/fashion  |
| <input type="checkbox"/> Plants, herbs, local flowers, garden products | <input type="checkbox"/> Fruit/vegetables |
| <input type="checkbox"/> Beauty/wellness                               | <input type="checkbox"/> Other: _____     |

*Please attach a list and photographs of items being sold. The Pop-Up Market Manager will contact you well in advance of the event day regarding approval of your application. The organizing committee reserves the right to limit the number of vendors and / or deny approval for any products or services deemed not suitable for this event. Priority may be given to returning vendors.*

**The Downtown Pop-Up Market operates Friday nights from 5:30-9:30pm, July 7, 14, 21 and 28. Set-up time is 4:15-5:30pm.**

**Please indicate which evenings you are committing to:**

July 7                       July 14                       July 21                       July 28

**Note: Power will not be available at the market. Portable power is acceptable but noise restrictions are in effect and fuel operated generators will not be permitted.**

<u>BOOTH SIZE</u>	<u>EARLY BIRD</u>	<u>EARLY BIRD</u>	<u>AFTER APRIL 28<sup>TH</sup></u>	<u>AFTER APRIL 28<sup>TH</sup></u>
	<u>All 4 Dates</u>	<u>Per Date</u>	<u>All 4 Dates</u>	<u>Per Date</u>
10'x10'	\$30 ea	\$35 ea	\$35 ea	\$40 ea
10'x20'	\$55 ea	\$65 ea	\$65 ea	\$70 ea

**Please note vendor fees are per evening. GST will be applied to all booth fees. Early Bird Deadline: April 28<sup>th</sup>, 2016  
Booth space rental is for ground space only. Tables, tents and other accessories will not be provided.**

**Booth Size:** \_\_\_\_\_ **Price \$** \_\_\_\_\_ **x # of Dates** \_\_\_\_\_ = \$ \_\_\_\_\_ + 5% GST \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Payment must be made within 2 weeks of application being received. If payment is not received within the timeframe your application will not move forward. Payment must be paid in full for each date specified.

**Cancellations:** Please see our cancellation policy in the Terms & Conditions document.

*By signing this application, I agree to the Terms & Conditions, and that the Pop-Up Market Manager and the Downtown BIA reserve the right to assign a vending location at their discretion.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drop off or mail to:  
201-46093 Yale Road, Chilliwack, BC V2P 2L8  
Fax: (604) 392-9540 Email: shannon\_ross@shaw.ca  
For information, contact Shannon Ross at (604) 701-8112



# party in the park!

**JULY 2017**

## **Downtown Pop-Up Market Terms & Conditions**

The Downtown Pop-Up Market will operate as a separately managed event within this year's Party in the Park. Pop-Up Market management will be coordinated by Shannon Ross within parameters outlined by the Party in the Park organizing committee and the Downtown Chilliwack BIA.

### **PAYMENT TERMS...**

- Payment must be made within 2 weeks of application being received. If payment is not received within the timeframe your application will not move forward. Payment must be paid in full for each date specified. If you are booking for all 4 dates, you must pay for all 4 dates before your application will be approved.
- Payment is accepted by cheque, cash or e-transfer. Cheques made payable to **Ross Trade Shows** and sent to 201-46093 Yale Road, Chilliwack, BC, V2P 6B4.
- Receipts will be issued upon payment. Receipts will be emailed to the address provided.
- The Early Bird rate applies when payment is received prior to the date specified, not the date the application is received. The Early Bird rates are set as an incentive to book in advance and are only honored when paying before the date listed.

### **CONFIRMATION...**

- We will endeavor to send you an email confirming your place in the event within 48 hours of your application being received by us. If your application is received during the Early Bird period, we will email you confirmation within 48 hours after the Early Bird dates finishes.
- If you have not received an email confirmation within this time please contact us at [shannon\\_ross@shaw.ca](mailto:shannon_ross@shaw.ca) or call 604-701-8112
- Please note we will not process the booking without being provided with a valid email address from you.

## **CANCELLATION...**

- Party in the Park and the Downtown Pop-Up Market are outdoor events that run the risk of interference or cancellation due to poor weather conditions. If the BIA must cancel an event, our liability in the event of cancellation is limited to a 50% refund of the cancelled event day only.
- We will not refund any travel, hotel or loss of product costs associated with the cancellation of an event.
- If you must cancel a date, all cancellations must be made in writing and sent to [shannon\\_ross@shaw.ca](mailto:shannon_ross@shaw.ca)

### ***The charge for cancelling your booking is:***

- Before May 15<sup>th</sup> - You will receive a full refund.
- May 15<sup>th</sup> onwards - You will receive 50% refund if cancelling a minimum 14 days before event date.
- All cancellations less than 14 days from the event will not be entitled to a refund.
- Refunds will be processed within two weeks after the final event date.
- The BIA accepts no liability, beyond the 50% refund mentioned above, if an event is cancelled or postponed for reasons beyond reasonable control resulting from an act of nature, governmental regulation, fire, war, terrorist activity or civil commotion.

## **TRANSFERS...**

- If you are unable to attend an event, you can transfer your place to another vendor, if approved by Pop-Up Market Manager. Booth spaces can potentially be transferred at any time up to the day of the event. Please note an additional charge may be applicable if the new attendee is not entitled to the same rate.

## **POP-UP MARKET VENDOR APPLICATIONS...**

- Please attach with your market application a list and photographs of items being sold.
- The Pop-Up Market Manager will contact you, in advance of the event day, regarding approval of your application.
- The organizing committee reserves the right to limit the number of vendors and / or deny approval for any products or services deemed not suitable for this event.
- Priority may be given to returning vendors and BIA members.
- The organizing committee reserves the right to limit the number of vendors and / or deny approval for any products or services deemed not suitable for this event.
- Space is limited and priority will be given to those vendors providing an interactive experience to the patrons.
- The organizing committee reserves the right to limit the number of vendors and / or deny approval for any products or services deemed not suitable for this event.

## **BIA BUSINESSES...**

- BIA members will be offered a discounted rate on booth space. (Balance to be paid by the BIA)
- BIA members will be placed in their booth location according to the Pop-Up Market Manager's discretion.
- BIA merchants must sell/promote the product that is being offered in their BIA store to be eligible to receive the discounted rate.
- All BIA members are entitled to the BIA booth rates and will have priority in the application process until May 15<sup>th</sup> 2017.
- After May 15<sup>th</sup> 2017 BIA applications will have no priority in the application process.

## **VENDOR RESPONSIBILITY**

- Each Vendor shall adhere to the requirements of both health department and fire department where applicable, as well as all applicable laws and bylaws.
- Each Vendor is responsible for providing and removing any and all equipment and supplies. (This includes all products and equipment: tents, tables, chairs, legal scales, signs, price cards, boxes and bags and garbage)
- Each Vendor is responsible to keep their area clean, and be aware of the waste disposal options in the area for customer garbage.
- Each Vendor is responsible to take home his or her own garbage. Vendors provide their own broom and dustpan for cleaning up.
- Vendors selling prepared food must have level 1 Food Safe and provide a copy for the Event Coordinator to have on file.
- Vendors selling meat, dairy, eggs and prepared foods must follow the health guidelines.
- Only Certified Organic products may be sold as Organic and a current certificate must be displayed on the stall and also be on file with the Coordinator.
- Vendors selling edible prepared product must display their product on tables or shelves at least eight inches off the ground.
- Vendors are responsible to collect and remit necessary taxes.
- Vendors are responsible to have their business name displayed at their stand.
- Vendors are required to display prices and price their product at a fair retail value not undercutting local businesses by more than 10% (Vendors must value their time at the market)
- Vendors can rent a maximum of 2 stalls unless specifically permitted.
- Be a good neighbor! Vendors must stay within their approved booth space and be considerate of the booths and businesses around them.

## GENERAL...

- The Pop-Up Market Manager, in partnership with the Party in the Park organizing committee, is in charge of allotting market stalls, including size and location.
- All vendors will pre-pay Pop-Up Market fees in accordance with their respective application form.
- Pop-Up Market hours of operation will be 5:30pm to 9:30pm, July 7, 14, 21 & 28, 2017.
- Vendors must arrive at least 30 minutes before the opening of the Pop-Up Market, and no sooner than 4:00pm
- There will be limited vehicle traffic allowed in the market after 4:00pm, and in accordance with road closures and emergency procedures.
- Absolutely no take down of Pop-Up Market vendors will be permitted prior to 9:30pm. Early departure from the Pop-Up Market may result in future restrictions into the event, and your dismissal from future events.
- Party in the Park is a pedestrian-oriented event. Roads are closed for pedestrian safety and event activities. After the market opens at 5:30, absolutely **no vehicles will be permitted to enter or drive on closed roads prior to 9:40pm** for pedestrian safety. All vendors must acknowledge street closures.
- All vendors must vacate the Pop-Up Market site not later than 10:30pm on event night, leaving no garbage or other items behind.
- No vendor is permitted to hand out product or information around the Party grounds, other than the booth space provided.
- The Pop-Up Market Manager, in partnership with the organizing committee, is in charge of keeping an appropriate ratio of product types, and may limit some entries in accordance to those guidelines.
- The Pop-Up Market Manager, in partnership with the organizing committee and the BIA, reserve the right to ask for the removal of items that are deemed not suitable for this community event.
- The Pop-Up Market Manager, in partnership with the organizing committee, reserves the right to relocate vendors at their discretion.
- In the case of any vendor dispute, the decision of the Downtown Chilliwack BIA, the governing body of Party in the Park and the Pop-Up Market, is final.