



Vendor Application For Product Sales & Displays

**The Fortin's Village Classic Car Show runs Sunday June 24 2018
featuring opportunities for product sales & displays
located within the show grounds.**

Company Name: _____ Contact Person: _____

Mailing Address: _____

City: _____ Postal Code: _____

Telephone: _____ Cell Phone: _____

Email Address: _____

Please attach an itemized list of items being sold or promoted. 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.

Product vendor fee is \$100.00.

Please indicate if you require power (\$10 fee, 110v only)

Power: Yes _____ Number of outlets _____

(Extra charges may apply for additional outlets based on availability)

Please make cheque payable to the Downtown Chilliwack BIA

**Vendors requiring power must provide their own heavy-duty, outdoor approved extension cords with a recommended length of 200 ft. Each cord must have an identification tag displaying company name.
Tent, table and chair rentals will not be available this year.**

By signing this application, I agree to the Terms & Conditions and understand that the Downtown BIA reserves the right to assign a vending location at its discretion.

Signature: _____ Date: _____

*Please return this application to the BIA office.
Drop off or mail in to:
201-46093 Yale Road, Chilliwack, BC V2P 2L8
Email: info@downtownchilliwack.com
For information, contact us at (604) 792-4576*





Club or Service Group Application

The Fortin's Village Classic Car Show runs Sunday June 24 2018 featuring opportunities for local clubs and associations to present a display within the show grounds.

Company Name: _____ Contact Person: _____

Mailing Address: _____

City: _____ Postal Code: _____

Telephone: _____ Cell Phone: _____

Email Address: _____

Please provide details of your event display including any activities, sales or promotions. Each service club, non-profit organization or community group setting up a display at the Village Classic is expected and encouraged to contribute value to the experience of the visitors.

Vendor fee is \$100.00.

Please make cheque payable to the Downtown Chilliwack BIA

Each business will be contacted in advance of the event regarding approval of its application. Limited space is available. Organizers reserve the right to deny approval to products/services deemed inappropriate for this event.

Power, tent, table and chair rentals will not be available this year.

By signing this application, I agree to the Terms & Conditions and understand that the Downtown BIA reserves the right to assign a vending location at its discretion.

Signature: _____ Date: _____

*Please return this application to the BIA office.
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Fortins **Village Classic** **CAR SHOW** downtown chilliwack

Downtown Chilliwack Business Improvement Association Terms & Conditions

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.**
 - Payment will be accepted by cheque or cash only. Cheques must be made payable to Downtown Chilliwack BIA and sent to 201-46093 Yale Road, Chilliwack, BC, V2P 2L8.
 - Receipts will be issued upon payment. Receipts will be emailed to the address provided.

CONFIRMATION...

- We will endeavor to send you an email confirming your place in the event within 48 hours of your application being received.
- If you have not received an email confirmation within this time please contact us at info@downtownchilliwack.com or 604-792-4576.
- Please note we will not process the booking without being provided a valid email address. Event information, confirmation and reminders will be sent to this address.

CANCELLATION...

- If the BIA must cancel an event, our liability is limited to a 50% refund.
- 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 info@downtownchilliwack.com

The charge for cancelling your booking is:

- Before June 1st - You will receive a full refund.
- June 1st to June 16th - You will receive 50% refund within two weeks after the event date.
- June 17th onward – You will not receive a refund.
- The BIA accepts no liability if an event is cancelled or postponed for reasons beyond our reasonable control resulting from an act of nature, governmental regulation, fire, war, terrorist activity or civil commotion.

BIA BUSINESSES...

- BIA members will be placed in their booth location according to the Event Coordinators discretion.
- The BIA product must be the primary product being promoted at your booth.
- BIA merchants must sell/promote the product that is being advertised in their BIA address, if you wish to receive the BIA pricing.
- All BIA members are entitled to the BIA booth rates and will have priority in the application process until May 31st 2018.
- After May 31st 2018 BIA applications will have no priority in the application process.

FOOD VENDOR APPLICATION REQUIREMENTS / CONDITIONS

- Please provide accurate dimensions (including hitch) of your truck/trailer/set-up along with photographs.
- Please provide a menu or list of items sold.
- All food vendors must apply for a Temporary Food Premises permit at least two weeks prior to event start date. This requirement also includes mobile units that have existing certification. Contact Jessica at the Fraser Health Authority directly at (604) 702-4967.
- Level 1 Food Safe certificate is required. Food vendors preparing product on-site are required to have a tested and approved fire extinguisher each night.
- 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.
- The BIA does not supply any equipment to vendors.

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.
- Limited power options will be provided. Vendors providing their own acknowledge that the BIA accepts no liability if personal equipment is lost, stolen or broken while attending the event.
- All generators must be within your booth space and must operate at a reasonable noise level. Generators deemed too loud and interfering with the event may be asked to shut down.
- Each Vendor is responsible for providing and removing any and all equipment and supplies. (Including all products and equipment: tents, tables, chairs, legal scales, signs, price cards, boxes, bags and garbage) Please note that the BIA does not supply any equipment to vendors.
- Each Vendor is responsible for keeping their area clean, and be aware of the waste disposal options in the area for customer garbage. Vendors provide their own broom and dustpan for cleaning up and must take their garbage off premises.
- 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 and must have their business name displayed at their stand.
- Be a good neighbor! Vendors must stay within their approved booth space and be considerate of the booths and businesses around them.

FIRE REGULATIONS FOR FOOD VENDORS

- No folding tables can be used to hold barbeques or appliances, and plastic tables cannot be used without a proper heatproof platform.
- All cooking must be done at the back of your space away from the public but within your allotted booth space.
- All cords must use a power bar with a breaker system and must be covered to prevent tripping.
- All vendors cooking on site must have a fire extinguisher.

CRAFTERS AND ARTISAN

- Art and crafts may be juried before approval for participation.
- The BIA has the right of refusal if items are in question.
- To ensure fairness and diversity, a limited number of vendors of the same art or craft will be allowed at the discretion of the Committee.
- A *Marketplace Application* must be submitted which specifically outlines the type of art or crafts to be sold.

GENERAL...

- The Event Coordinator, in partnership with the organizing committee, is in charge of allotting market stalls, including size and location.
- Food Court hours of operation will be 10:00am to 3:00pm, June 24th 2018.
- Vendors must arrive at least 1 hour before the opening of the Food Court, and no sooner than 8:00am.
- There will be no vehicle traffic allowed in the food court after 9:00am in accordance with road closures and emergency procedures.
- Absolutely no take down will be permitted prior to 3:00pm. Early departure from the Food Court will result in future restrictions into the event, and your dismissal from future events.
- All vendors must vacate from the Food Court site by 4:00pm.
- No vendor is permitted to hand out product or information around the event grounds, other than the booth space provided.
- The Event Coordinator, 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 Event Coordinator, in partnership with the organizing committee, reserves the right to relocate vendors.
- In the case of any vendor dispute, the decision of the Downtown Chilliwack BIA, the governing body of the event is final.