



# Non-Profit Participation 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 provide details of your display, including activities, sales/promotions and space required.**

*Each non-profit organization or community group setting up a display at Party in the Park is expected and encouraged to contribute value to the experience of the visitors, via entertainment, crafts, draws etc.*

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**The Party in the Park operates Friday nights from 5:00-9:30 pm.**

**Set-up time is 4:15-5:00pm.**

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

\_\_\_ July 6      \_\_\_ July 13      \_\_\_ July 20      \_\_\_ July 27

**\$25.00 per evening**

**Power per evening: \$10.00 per 110v outlet (220v is not available)**

**Power: Yes \_\_\_\_\_ Number of outlets: \_\_\_\_\_ Power Cost: \_\_\_\_\_**

**# Of Dates \_\_\_\_\_ x Price (incl. power): \$ \_\_\_\_\_ = \$ \_\_\_\_\_**

**Please make a cheque payable to the Downtown Chilliwack BIA.**

**Applications will be processed upon payment of dates selected.**

**Cancellations: Please refer to the cancellation policy in the Terms & Conditions document.**

*Each company 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.*

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

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

**Please return this application to the BIA office.**

Drop off or mail to:  
46115 Yale Road, Chilliwack, BC V2P 2P2 (new office as of April 20, 2018)  
Email: info@downtownchilliwack.com  
For information, contact us at (604) 792-4576



# party in the park!

**JULY 2018**

## Terms & Conditions

Party in the Park 2018 has options for vendors, sponsors and displays at a number of locations throughout the event. There will be a “Food Fair” located in the parking lot area between Mill Street and Young Road, the “Downtown Pop-Up Market” located on Wellington Ave for product vendors, and an “Activity Zone” located at Victoria Ave and Bole Lane, featuring clubs and associations.

The Downtown Pop-Up Market and Food Fair will be coordinated by Shannon Ross independently from, but in partnership with, the Downtown Chilliwack BIA. *Terms and Conditions* for the Pop-Up Market and Food Fair may be different than this form.

Activity Zone booth spaces will be managed by the BIA and the Party in the Park organizing committee.

### **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 being approved.
- Payment will be accepted by cheque or cash only. Cheques must be made payable to Downtown Chilliwack BIA and sent to 46115 Yale Road, Chilliwack, BC, V2P 2P2. (Please note this is a new location for the BIA office effective April 20, 2018)
- 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 your application is sent in. 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 [info@downtownchilliwack.com](mailto:info@downtownchilliwack.com) or 604-792-4576.
- Please note we will not process the booking without being provided with a valid email address. Event information, confirmation and reminders will be sent to this address.

## **CANCELLATION...**

- Party in the Park is an outdoor event that runs 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 [info@downtownchilliwack.com](mailto:info@downtownchilliwack.com)

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

- Before May 31<sup>st</sup> - You will receive a full refund.
- May 31<sup>st</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, government 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 Event Coordinator. Places can be transferred at any time up to and including the day of the event. Please note an additional charge may be applicable if the new attendee is not entitled to the same rate.

## **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 discretion of the organizers.
- 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 11<sup>th</sup> 2018.
- After May 11<sup>th</sup> 2018 BIA applications will have no priority in the application process.

## **NON-PROFIT/SERVICE CLUBS...**

- Please provide details of your display, including activities, sales and promotions.
- Each non-profit organization or community group setting up a display is expected to contribute value to the experience of the visitors. (ie: games or activities within your booth space)
- Solely distributing flyers, information pamphlets and business card is not encouraged and may result in your application being denied.
- 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.

## **GENERAL...**

- The Event Coordinator, in partnership with the organizing committee, is in charge of allotting market stalls including size and location.
- All vendors will pre-pay fees in accordance with their respective application form.
- Party in the Park will run from 5:00pm to 9:30pm, July 6, 13, 20 & 27 2018.
- Vendors must arrive at least 30 minutes before opening and adhere to instructions given in terms of entry time and location.
- All vehicle traffic must act in accordance with road closures and emergency procedures.
- **Absolutely no take down of vendor displays will be permitted prior to 9:30pm. Early departure from your space will result in future restrictions into the event. Driving your vehicle down a closed road outside of set-up or take-down time will result in future restriction into the event.**
- All vendors must vacate from the allotted site by 10:30pm.
- No vendor is permitted to hand out product or information around the Party 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 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 Party in the Park and all areas within is final.

## **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 for keeping their area clean, and to be aware of the waste disposal options in the area for customer garbage.
- Each Vendor is responsible to remove his or her own garbage. Vendors will 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)
- Be a good neighbor! Vendors must stay within their approved booth space and be considerate of the booths and businesses around them.

## **CRAFTERS AND ARTISANS**

- 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 *Pop-Up Market Vendor Application* must be submitted which specifically outlines the type of art or crafts to be sold.