

PLEASE KEEP THIS SHEET FOR YOUR REFERENCE

With your space fee, the Market Day Committee creates an event that will build your business:

- Newspaper and radio advertising in local media as far south as Qualicum and Parksville and far north as Campbell River, and tourist publications.
- Events listings throughout B.C.
- Social-media and website marketing.
- Entertainment on the streets and plaza for shoppers to enjoy
- Banner stations booked to help promote the event, and signage posted at all the entry-ways.
- Renting of Porta-Potties and large garbage bin for use by participants.
- Market Day Clean-up Crew to keep streets looking clean and orderly.
- Production of posters to help promote the event locally and much more!

Rules & Understandings

1. Event starts at 9am and ends at 7pm. **Vendors must stay open for the entire event.** Set-up permitted after 7am. **Participants are expected to stay for the entire event and not pack up early.**
2. **The decision of space allocation remains with the Market Day Committee Coordinator.** The Coordinator will contact you a few days before the event, by email, with information on where to find your assigned space. Non-BIA businesses will be placed based on a first come basis, by the date applications are received paid in full.
3. **BIA Members have the first right of refusal to space in front of their business,** but ONLY if they have submitted applications with full payment by the deadline of June 27, 2015.
4. **All booths must be 10 ft. from the centre line** of the street; Courtenay Fire Dept. Regulation.
5. Participants are responsible for arranging electrical needs through downtown storefronts, but generally *this is a no-power event.* **Electricity cannot be accessed on city trees or lamps.** Any Electrical appliances or equipment must be CSA/ULC certified, and electrical cords must be in good condition and taped to the ground where they may cause tripping hazard.
6. Participants such as food vendors that require a generator will be placed at the edges of the market to minimize noise annoyance to others.
7. **Food vendors** must bring a recycling/garbage can for use at their booths.
8. No cars may be parked in the street during the event. **All cars must be parked as far out of the downtown core as possible to allow customers the use of prime space during the event.**
9. Some businesses have curb bumps and gardens in front of their business. **Frontage space requested by these businesses may have to include this area** in cases where there is no room to move left or right.
10. If in this application the **non-BIA vendor doesn't accurately describe their product and is selling product that is not handmade or is imported, they will be removed from the event without a refund.** If in doubt, please contact the coordinator for clarification.
11. Non-BIA Applications must be received and PAID IN FULL, no later than May 31, 2015. A space is not considered reserved until it is paid for.

IMPORTANT PLEASE NOTE

Rules and Understandings:

1. The decision of space allocation remains with the Market Day Committee Coordinator. BIA Businesses have priority over space in front of their stores.
2. DCBIA member businesses have first right over the spaces in front of their stores, and next to be placed are the DCBIA member businesses without frontages to the market who will be placed as conveniently to their businesses as possible.
3. After DCBIA members places are set, non-BIA businesses will be placed based on a first-come basis, by the date applications are received paid in full. Non-profits will be placed at the discretion of the organizers.
4. **NOTE: Event starts at 9 am and ends at 7 pm.** In the interests of keeping the market

vibrant, **ALL Vendors, including BIA members must stay open for the entire event.**

5. **Set-up time:** permitted after 7 am, vehicles must be off the street no later than 8:30 am, and will not be allowed back on until 7 pm.
6. All booths must be 10 ft. from the centre line of the street. Courtenay Fire Dept. Regulation.
7. **Electricity cannot be accessed on city trees or lamps. Generally speaking, no electricity use is expected. Any Electrical appliances or equipment must be CSA/ULC certified, and electrical cords must be in good condition.**
8. No cars may be parked in the street during the event.
9. All vehicles owned by booth participants

must be parked as far out of the downtown core as possible to allow shoppers the use of the prime parking spaces during the event.

10. **This is a rain or shine event,** vendors must come prepared for rain and wind. Money will not be refunded due to poor weather.
11. Booth space will be assigned a few days prior to the event; a confirmation email will be sent then. On the morning of the event businesses will find their placement by name written on the sidewalk beside their space.
12. **Participating food vendors, including DCBIA restaurants and cafes:** must **submit a copy of Health Authority Permit or letter** with application.

Applications must be received and PAID IN FULL, no later than June 30, 2015.

Receipts will not be issued unless requested at time of payment **Refunds:** For *BIA members only*, a full refund is available on written cancellations before June 30, 2015. A space is not considered reserved until it is paid for.

Make cheques payable to: Downtown Courtenay BIA.

Payment to be made by cheque or cash only. We are unable to accept credit cards at this time.

RATES FOR BOOTH SPACE

Booth space is assigned by 11 foot increments. A 10'x10' tent will fit onto one 11 foot space. Extra space will be allocated if available and at the discretion of the organizers.

- **DCBIA rate: \$85** per 11 foot space. Extra space will be allocated if available and at the discretion of the organizers.
- Extra space between booths will be left where possible, to facilitate traffic flow.
- **Non-profit/Charity \$50 flat rate** and will be placed at the discretion of the organizers. Proof of non-profit status must be included and \$50.00 enclosed.

Company Name: _____

Contact Person: _____

Description of Merchandise -attach separate sheet if necessary:

Address: _____

Phone: _____

Email: _____

CALCULATE TOTAL:

_____ x 11' space(s) x \$85 (\$50 non-profit/charity) = Total enclosed \$_____ (there are no taxes).

I _____ have read and agreed to the above terms for participating,

Signature: _____ Date: _____

Please mail this completed form with a cheque payable to: Downtown Courtenay BIA

Address: Downtown Courtenay BIA, #203 - 580 Duncan Ave., Courtenay, BC, V9N 2M7

(Mail or drop-off. Please write Market Day on the envelope. Building accessible from 10 am to 4:30 pm, Monday - Friday only).

Questions: call Kim, (250) 703-3790, email: info@downtowncourtenay.com, web: www.downtowncourtenay.com