



CANADA DAY 2023 VENDOR APPLICATION



EVENT INFORMATION

- Vendors may pre-arrange with the City to set up on **June 30th** between **9 am and 2 pm**.
- Vendors may sell their items at the Night Before Concert on June 30th starting at **3:00 pm to 10 pm**
- Access to Lewis Park on **July 1st** will be between **6 AM to 9 AM**, no exceptions.

ROAD ACCESS TO LEWIS/SIMMS PARK CLOSED AT 9 PM

- Early sales on **July 1st** are permitted
- Booth location will be **AS DIRECTED BY CITY STAFF – NO EXCEPTIONS** – No early set up permitted
- **Application Deadline is June 24th at 4:00 pm or until max number is reached.**

TERMS AND CONDITIONS

1. PAYMENT, REFUND AND CANCELLATION:

- a. **FULL** Payment is due at the time of registration and must include required documentation
- b. Vendors wishing to cancel must submit request in writing to the City of Courtenay no later than **June 3rd**.
- c. There will be no refunds and booths are expected to remain open from 9:00 am - 4:00 pm on July 1st.

2. GENERAL RULES AND REQUIREMENTS:

- a. All vendors to be open by **9:00 am on July 1st** - No vehicle traffic permitted into the park after **9:00 am**.
- b. **No access to or vacating event grounds after 9:00 AM by vehicle!**
- c. All vendors are responsible for obtaining **all applicable LICENCES, INSURANCE & PERMITS** and are responsible for the collection of **applicable taxes relative to their booths**.
- d. **TABLES & TENTS are NOT PROVIDED**
- e. Vendor is responsible for keeping their area clean during **AND** to clean up after the event.
- f. City of Courtenay is not responsible for any damage or loss to Vendors' property or materials. Vendor space is **15 ft. Wide x 20 ft. Deep**. – ONLY 1 car is allowed to park in space **DIRECTLY** behind the stall or as directed
- g. Vendors shall not drive stakes or poles into the ground without approval. City Parks have extensive underground irrigation and electrical systems. Vendors will be held responsible for the payment to repair any damages they cause without prior approval.
- h. The City may refuse or deny any application and any decision made by the City is **FINAL**
- i. Your vendor name will be posted on the City of Courtenay Website for promotional use

3. FOOD VENDOR REQUIREMENTS

- a. Applications must include a copy of current VIHA – PERMIT TO OPERATE or TEMPORARY FOOD VENDOR PERMIT – Vendors must meet all legal and regulatory health codes to apply (proof may be requested)
- b. Vendors are asked to use environmentally friendly/recyclable products and packaging
- c. If applicable, Vendors must supply their own:
 - i. **100 FT HEAVY DUTY CSA or UL APPROVED (12 GAUGE) EXTENSION CORD**
 - ii. **100 FT POTABLE WATER HOSE – LIMITED AVAILABILITY**
- d. **Booths using electricity must post current ELECTRICAL SAFETY CERTIFICATE**
- e. Vendors using generators must indicate it in their application

4. INSURANCE AND LIABILITY

- a. A copy of proof of your insurance **IS REQUIRED** to be provided **by all applicants**
 - i. Minimum \$1 million liability
- b. The City of Courtenay is not responsible for any damage, theft, injuries or acts of God as pertaining to products, exhibits, equipment, decorations or anything relating to applicants property or persons.
- c. All applicants are responsible for obtaining any and all insurance that is applicable
- d. Applicants are liable for any and all legal matters as they may pertain to the selling of their goods and services and application to participate indemnifies the City of Courtenay from any and all legal obligations.

5. SECURITY

- a. Security Personnel will be onsite on **June 30th from 10:00 pm to 7:00 am**
- b. All booth operators are responsible for securing of their items, property and products – security will patrol the site and ensure access is restricted to City Staff only after **10:30 pm**

6. Parking

- a. **ONE** regular sized vehicle (Car/Truck) is permitted to park DIRECTLY behind your booth unless other options have been discussed with the City of Courtenay.
- b. Vehicles towing trailers must detach unless otherwise arranged with City of Courtenay Staff.
- c. Additional Vehicles need to be approved by the City of Courtenay **prior to July 1st**
- d. Vehicle access to the booths is only during designated times
 - i. **June 30th** 9:00 am to 2:00 pm
 - ii. **July 1st** 6:00 am to 9:00am

7. Smoking, Alcohol, Fireworks

- a. Consumption of alcohol is not permitted unless in designated areas
- b. Smoking of any substance, including vaping, is not permitted on event grounds
- c. The City of Courtenay prohibits the use of any illegal substance, item or acts in accordance to National, Provincial and municipal laws

Terms and conditions are subject to change. Any violation of Terms and Conditions, applicants may face criminal prosecution, fines or be banned from any City of Courtenay business.

DON'T FORGET TO INCLUDE WITH YOUR APPLICATION

- Copy of Proof of Insurance – with MINIMUM \$1 million Liability
- VIHA – Permit to Operate or Temporary Food Vendor Permit (FOOD VENDORS ONLY)
- Fees – Debit, Cash or Cheque – **Credit Card not accepted**
- Any special requests or requirements for you to be successful – please ask any questions so there are no surprises on the day of the event
- To check the box on what day you will be setting up!!!

CITY OF COURTENAY 2023 CANADA DAY VENDOR APPLICATION

DEBIT, CASH or CHEQUE ONLY (Payable to the City of Courtenay) – NO CREDIT CARDS

Check the box that applies:

- FOOD BOOTH – Non Profit **\$85** FOOD BOOTH – Commercial - **\$160**
 CRAFT/MERCHANDISE BOOTH - **\$40** INFORMATION BOOTH - **\$30**

ALL VENDORS that request POWER are required to set up on June 30th. ALL other VENDORS spaces will be assigned on a first come first serve basis upon arrival.

Which day will you be setting up on?

June 30th NO YES

July 1st NO YES

Company/Organization: _____ City BL# _____

Mailing Address: _____

Contact Name: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

License Plate #: _____ Trailer Plate #: _____

Description of Booth/Items for Sale:

Power needed: NO YES

110 VOLT 220 VOLT 2 x 110 VOLT

Water needed: NO YES



CIRCLE THE TYPE OF RECEPTACLE ON YOUR UNIT

RETURN COMPLETED APPLICATION WITH PAYMENT TO:

Lewis Centre or Florence Filberg Centre – Reception – Monday to Sunday from 8:30 am to 4:00 pm

Questions regarding applications: Please contact Carol Millar – (250) 338-5371 or

cmillar@courtenay.ca

THANK YOU FOR BEING PART OF THE COURTENAY CANADA DAY EVENT