



### Event information and important dates

- **June 30, 2026 – Night Before Concert**
- **Event hours:** 4–10 p.m.
  - Set-up: June 30, 10 a.m. – 2 p.m.
- **July 1, 2026 – Canada Day**
- **Event hours:** 10 a.m. – 4 p.m.
  - Set-up: June 30, 10 a.m. – 2 p.m., or July 1, 7–9 a.m.
  - Road access to Lewis and Simms parks is closed from 9 a.m. to 4 p.m.
  - Early sales on July 1 are permitted.
- Booth locations will be assigned by City staff. No exceptions.
- **Application deadline:** Sunday, May 17, 2026, or until capacity is reached.

### Terms and conditions

#### 1. Payment, refund, and cancellation

- Full payment is required at the time of registration and must include all required documentation.
- Vendors wishing to cancel must submit a written request to the City of Courtenay no later than June 3, 2026.
- Refunds will not be issued.

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#### 2. General rules and requirements

- Vendors are responsible for obtaining all required licences, permits and insurance, and for collecting applicable taxes.
- Tables and tents are not provided.
- Vendors are responsible for keeping their space clean during the event and cleaning it up afterward.
- The City of Courtenay is not responsible for damage to, or loss of, vendor property. Booth space is approximately 15 ft. wide by 20 ft. deep. One vehicle may be parked directly behind the booth, or as directed by City staff.
- Stakes or poles must not be driven into the ground. City parks contain underground irrigation and electrical systems. Vendors are responsible for any damage caused.
- The City reserves the right to accept or decline any application. All decisions are final.
- Vendor names may be published on the City of Courtenay website for promotional purposes.

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#### 3. Food vendor requirements

- Applications must include a valid VIHA permit to operate or a temporary food vendor permit. Vendors must meet all applicable health regulations.
- Vendors are encouraged to use environmentally friendly and recyclable products and packaging.

- c. If applicable, vendors must supply their own:
    - i. 100 ft CSA- or UL-approved (12-gauge) extension cord
    - ii. 100 ft potable water hose (limited availability on site)
  - d. Food vendors using electricity must display a current electrical safety certificate.
  - e. Vendors using generators must indicate this in their application.
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#### **4. Insurance and liability**

- a. Proof of insurance is required from all applicants:
    - i. Minimum \$1 million liability coverage
  - b. The City of Courtenay is not responsible for damage, theft, injury or loss related to vendor property or participation.
  - c. Vendors are responsible for obtaining all necessary insurance coverage.
  - d. Vendors are responsible for compliance with all applicable laws and regulations. Participation indemnifies the City of Courtenay from related legal claims.
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#### **5. Security**

- a. Security personnel will be onsite June 30 from 10 p.m. to 7 a.m.
  - b. Vendors are responsible for securing their equipment and materials. Security will monitor the site and restrict access after 10:30 p.m.
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#### **6. Parking and access**

- a. One standard-sized vehicle (car or truck) is permitted per booth and must be parked behind the booth where possible or as directed.
  - b. Vehicles with trailers must detach unless otherwise approved by the City.
  - c. Additional vehicles require prior approval before July 1.
  - d. Vehicle access is limited to the following times:
    - i. June 30: 10 a.m. to 2 p.m.
    - ii. July 1: 7 a.m. to 9 a.m.
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#### **7. Smoking, alcohol, and prohibited items**

- a. Alcohol consumption is not permitted outside designated areas.
- b. Smoking and vaping are not permitted on event grounds.
- c. The use of illegal substances or prohibited items is not permitted and must comply with all federal, provincial and municipal laws.

## City of Courtenay Canada Day 2026 vendor application

Payment methods accepted: debit, cash, cheque (payable to the City of Courtenay) or credit card.

### Select the booth type that applies

<b>Food booth</b>	<input type="checkbox"/> \$100	Must set up on June 30, 10 a.m. – 2 p.m.
<b>Commercial or merchandise booth</b>	<input type="checkbox"/> \$50	<input type="checkbox"/> Set up June 30, 10 a.m. – 2 p.m. or <input type="checkbox"/> Set up July 1, 7–9 a.m.
<b>Not for profit community information booth</b>	<input type="checkbox"/> \$30	<input type="checkbox"/> Set up June 30, 10 a.m. – 2 p.m. or <input type="checkbox"/> Set up July 1, 7–9 a.m.

### Which day(s) will you be operating on?

<b>June 30</b> 4–10 p.m.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>July 1</b> 10 a.m. – 4 p.m.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Booking and contact information

<b>Company or organization:</b>			
<b>City business licence number:</b>			
<b>Mailing address:</b>			
<b>Contact name:</b>		<b>Email:</b>	
<b>Primary phone:</b>		<b>Secondary phone:</b>	
<b>License plate:</b>		<b>Trailer plate:</b>	

### Social media (if available)

<b>Website:</b>		<b>Instagram:</b>		<b>Facebook:</b>	
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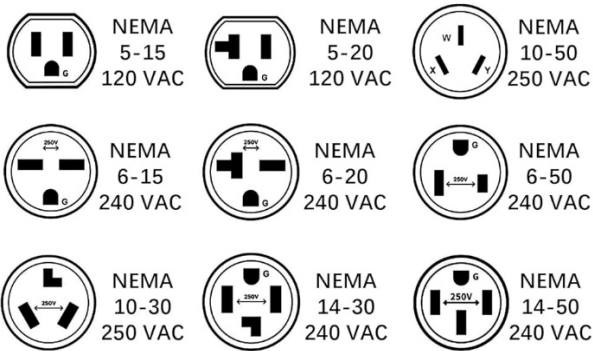
### Booth description Provide a brief description of your booth, products, or services (maximum 100 words):

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## Food vendors only: power and water requirements

Power required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, select type:	<input type="checkbox"/> 110 V	<input type="checkbox"/> 220 V	<input type="checkbox"/> Two 110 V
Water required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Circle the type of receptacle on your unit



## Submit your application with payment to

Lewis Centre or Florence Filberg Centre reception  
Monday to Sunday, 8:30 am – 4:00 pm by **Sunday May 17, 2026.**

**Questions?** [rcoltura@courtenay.ca](mailto:rcoltura@courtenay.ca) 250-338-5371

## Don't forget to include with your application

- Proof of insurance (minimum \$1 million liability)
- VIHA permit to operate or temporary food vendor permit (food vendors only)
- Payment (debit, cash, cheque, or credit cards accepted)
- Indicate your setup day