

IMPORTANT PLEASE NOTE

Rules and Understandings:

1. The decision of space allocation remains with the Market Day Committee. BIA Businesses have priority over space in front of their stores, and will be placed before non-BIA vendors.
2. **NOTE CHANGE:** *Event starts at 9 am and ends at 7 pm. Vendors must stay open for the entire event.* Set-up 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.
3. All booths must be 10 ft. from the centre line of the street. Courtenay Fire Dept. Regulation.
4. Participants are responsible for arranging electrical needs. **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.
5. No cars may be parked in the street during the event.
6. 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.
7. This is a rain or shine event, vendors must come prepared for rain and wind. Money will not be refunded due to poor weather.
8. Booth space will be assigned by June 30th, 2011 and notice of placement given. On the morning of the event businesses will find their placement by name written on the sidewalk beside their space.

Applications must be received and PAID IN FULL, no later than June 25, 2011.

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, 2011. Payment to be made by cheque or cash only. We are unable to accept credit cards at this time. A space is not considered reserved until it is paid for.

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.

- BIA businesses only: \$85.00 per 11 foot space.
- Non-profit/Charity \$50 flat rate and will be placed at the discretion of the organizers. Proof of non-profit status must be included in the application and \$50.00 enclosed.

Company Name: _____

Contact Person: _____

Description of Merchandise (see #1 & #2 above): _____

Mailing Address: _____

Postal Code: _____

Phone: _____

Email: _____

Indicate type of vendor: Non-Profit/Charity Business BIA Member

CALCULATE TOTAL:

_____ x 10' space(s) 5th Street x \$ = Total enclosed \$ _____

I _____ have read and agreed to the above terms for participating, including removing my vehicle from the street by 8:30 AM the day of the event.

Signature: _____ Date: _____

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

Mailing address: Downtown Courtenay BIA, Box 3371, Courtenay, BC, V9N 5N5 or drop it to **The Golfer's Edge:** 238-5th Street, Courtenay. (please write Market Day on the envelope). **Questions:** call Kim, ph. (250) 337-2096, info@downtowncourtenay.com

PLEASE RETAIN 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 and events listings throughout B.C.
- Ongoing press releases to local media about the various

elements of the event.

- The fabulous Local Colours Festival of the Arts will run concurrently with Market Day, bringing talented musicians and artists of all kinds. There will be a centre stage for performers, fine arts being created during the festival, and street entertainment.
- Market Day Clean-up Crew to keep streets looking clean and

orderly.

- Street control provided by C.O.P.S.
- Banner stations booked to help promote the event, and signage posted at all the entry-ways.
- Renting of Porta-Potties for use by participants.
- 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.
2. The decision of space allocation remains with the Market Day Committee. The committee will contact you by June 30, 2011 with information on where to find your assigned space. Booth space on 5th Street between Cliffe Ave. and England are charged a premium and non-BIA businesses will be placed there 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.
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 25, 2011.
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. 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.

6. 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.
7. Some businesses have curb bumps and gardens in front of their business. The frontage space requested by these businesses may have to include this area in cases where there is no room to move left or right.
8. If in this application the vendor doesn't accurately describe their product and is selling product that is not handmade, or is in conflict with a DCBIA business, they will be removed from the event, without a refund. If in doubt, please contact the coordinator for clarification.
9. Non-BIA Applications must be received and PAID IN FULL, no later than April 30, 2011. A space is not considered reserved until it is paid for.

Making The Event A Success For Your Business

This popular event offers booth participants the increased visibility to showcase and sell their products while creating a crowd-

drawing atmosphere. Adding to the event's appeal will be the fabulous Local Colours Fes-

tival, enhancing the event listing of Market Day with talented musicians, artisans, public performers and visual artists.