

# 39th Annual Market Day &

Friday July 17, 2009

# Local Colours Festival

Application for BIA Members Only

**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. **NEW THIS YEAR:** booth space is allocated in blocks of 10 feet. If your business storefront is 25 feet wide, you can take 1 or 2 or 3 booth spaces, but the extra 5 feet will be at the availability of space.
2. Booth space for non-BIA businesses will be placed there based on a first come basis, by the date applications are received paid in full, following the placement of BIA members. Non-profits will be placed at the discretion of the organizers.
3. **Event starts at 9 am and ends at 9 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 9 pm.**
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.
7. 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.
8. This is a rain or shine event, vendors must come prepared for rain and wind. Money will not be refunded due to poor weather.
9. Booth space will be assigned by June 15th, 2009 and notice of placement given by email. On the morning of the event businesses will find their placement by name written on the sidewalk beside their space.

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

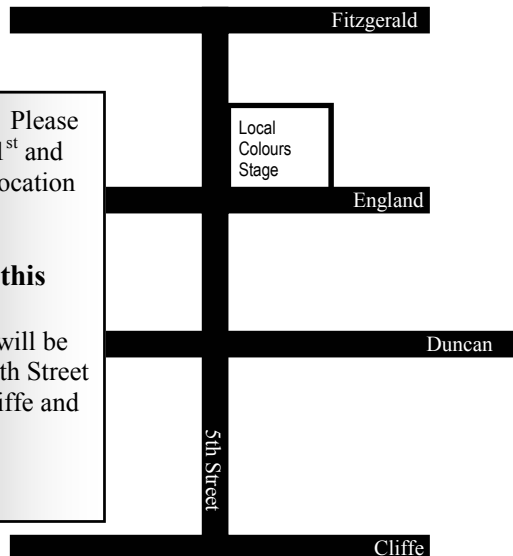
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Comments or requests:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location:** Please mark your 1<sup>st</sup> and 2<sup>nd</sup> choice location on the map.

**Note new this year:**  
All booths will be placed on 5th Street between Cliffe and Fitzgerald.



**Applications must be received and PAID IN FULL, no later than June 6, 2009.**

*A space is not considered reserved until it is paid for. 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 14th, 2009; 50% refund up to June 30th, 2009. **No** refunds will be given from July 1st, 2009 on. Payment to be made by cheque or cash only. We are unable to accept credit cards at this time.

**RATES FOR BOOTH SPACE**

- **NEW:** Booth space is assigned by 10 foot increments only.  
A 10'x10' tent will fit onto one 10 foot space. If your business storefront is 25 feet wide, you can take 1 or 2 or 3 booth spaces, but the extra 5 feet will be at the availability of space and the discretion of the organizers who will do their best to accommodate.

**CALCULATE TOTAL:**

\_\_\_\_\_ x 10' space(s) x \$85 = Total enclosed \$ \_\_\_\_\_ (Make cheques out to: Downtown Courtenay BIA)

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.  
(print name)

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

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

**Downtown Courtenay BIA, Box 3371, Courtenay, BC, V9N 5N5**  
or drop it to **Benjamin Moore House of Color: 249-5<sup>th</sup> Street, Courtenay**  
(please write Market Day on the envelope).