

39th Annual Market Day & Local Colours Festival

Friday July 17, 2009

Application for Non-BIA Members

IMPORTANT PLEASE NOTE

Rules and Understandings:

1. It is understood that the event mandate is first and foremost to promote existing Downtown Courtenay BIA member businesses. If an applicant's product is deemed by the Market Day Committee to be in conflict with an existing DCBIA businesses service or product, it will be turned down.
2. If in this application the vendor doesn't accurately describe their product and is selling product that is in conflict with a downtown Courtenay BIA business, they will be removed from the event, without a refund.
3. The decision of space allocation remains with the Market Day Committee. BIA Businesses have priority over space in front of their stores.
4. 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.
5. **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.**
6. All booths must be 10 ft. from the centre line of the street. Courtenay Fire Dept. Regulation.
7. 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.**
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 by June 15th, 2009 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.

Company Name: _____

Contact Person: _____

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

Mailing Address: _____

Postal Code: _____

Phone: _____ Fax: _____

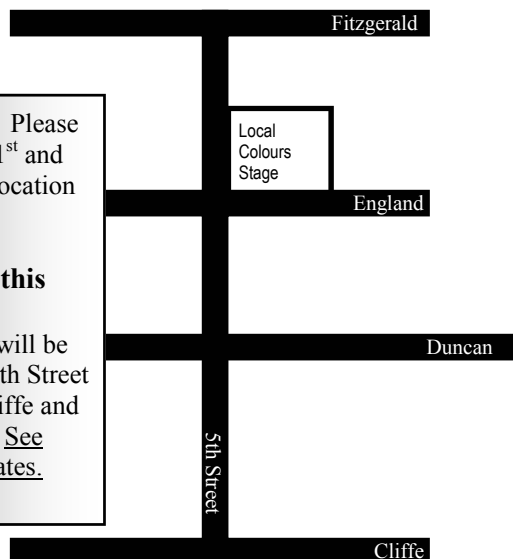
Email: _____

Indicate type of vendor:

- Artisan/Crafter/Home Based Non-Profit/Charity
 Other business non-BIA Member

Location: Please mark your 1st and 2nd choice location on the map.

Note new this year: All booths will be placed on 5th Street between Cliffe and Fitzgerald. See below for rates.



Applications must be received and PAID IN FULL, no later than April 30, 2009.

A space is not considered reserved until it is paid for. Receipts will not be issued unless requested at time of payment

Refunds: A full refund is available on written cancellations before June 1st, 2009; 50% refund up to June 31, 2009. No refunds will be given from July 1, 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

- 5th Street between Cliffe and England \$125.00 per 10 foot space.
- 5th Street between England and Fitzgerald \$85.00 per 10 foot space.
- Booth space is assigned by 10 foot increments only. A 10'x10' tent will fit onto one 10 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.

CHOOSE ONE BELOW AND CALCULATE TOTAL:

- _____ x 10' space(s) 5th Street between Cliffe Ave. and England Ave. x \$125 = Total enclosed \$ _____
- _____ x 10' space(s) 5th Street between England Ave. and Fitzgerald. 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.
 (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: 249-5th Street, Courtenay**
 (please write Market Day on the envelope).

Questions: call Kim, ph. (250) 337-2096, fax (250) 337-2096, email: info@downtowncourtenay.com www.downtowncourtenay.com