DOWNTOWN DUNCAN

2020 Downtown Duncan Day Vendor Application

EVENT INFORMATION

Four blocks in downtown Duncan will close to vehicular traffic for the annual Downtown Duncan Day event! This free community event will fuse, art, fashion, food, shopping and entertainment together.

Event:	Downtown Duncan Day
Date:	Saturday, July 11, 2020
Location:	Downtown Duncan – 4 blocks
Time:	10:00AM – 3:00PM
Set Up Time:	7:00AM – 9:00AM
Take Down Time:	4:00PM (no earlier take down permitted)
Website:	www.downtownduncan.ca

Vendor Deadlines:	Vendor Application:	May 31, 2020
	Vendor Fees Payment:	May 31, 2020
	Food Permit Documentation:	June 30, 2020
	Insurance Documentation:	June 30, 2020

Application Submission:	events@downtownduncan.ca
	201 – 111 Station Street, Duncan, BC V9L 1M8

Eligibility Criteria

To be accepted as a vendor, applicants must complete and sign the application form stating that the applicant has read and agrees to the rules laid out below.

Food vendors selling products on VIHA's High Risk Food List must include their VIHA permit with this application. It is the vendors' responsibility to know if the products being sold are in the Higher Risk Food List and to provide the Downtown Duncan BIA with all the paperwork necessary.

Vendors are assigned a minimum 10'x10' space and are required to:

- Provide their own display equipment, shelter, signs and stock the stall fully before the event starts
- Once unloaded, move all vehicles away from the downtown area
- Keep the stall space and surrounding area clean and ensure that all health regulations are met
- Not interfere with customers' access to neighboring stalls or the flow of customers
- Be polite and courteous to other vendors and the public

APPLICATION FORM

Name: _____

Business/Organization Name: _____

Phone: _____ Email: _____

List the types of products that you will be selling or activity you will be organizing (if you need more space use the back of this form)

_____

_____

_____

Do you need more than 10x10? If so, how much space?_____

Please note that the fees are based on a 10x10 space.

FEE TYPE	AMOUNT
Food Vendor	$50
Retail Vendor	$50
Non-profit (fundraising)*	$25
Refundable Clean-Up Fee	$50

* There is not charge for Non- Profits wishing to share information only

Total: $_____

Do you require power? Yes_____ No_____

Please note that power access is limited and on a first come, first served basis and limited to 15/20 amps.

Please read and sign below indicating your agreement:

'I have read the 'Vendor Contract' (next page) and agree to abide by all these rules. I understand that failure to abide may result in my exclusion from the event without reimbursement of any paid fees.

Applicant Signature: _____ Date : _____

VENDOR CONTRACT

The undersigned parties: the concession operator, hereinafter referred to as the VENDOR, and the Downtown Duncan Business Improvement Area Society, hereinafter referred to as the DOWNTOWN DUNCAN BIA, do agree as follows:

1. That the DOWNTOWN DUNCAN BIA is in charge of the street festivities within the downtown core of Duncan on July 11th, 2020.

2. That all electrical requirements must be submitted at the time of application. Service is limited to low-amperage; please note there are limited spaces with power.

3. That the VENDOR shall procure at his own expense, the necessary insurance, provincial/municipal licenses, and all other permits as required for the purpose of carrying out the provisions of this contract. Please attach copies with the application.

4. That the VENDOR releases the DOWNTOWN DUNCAN BIA from all liability of any and all bodily injury which may be sustained by the concession operator and all employees or workers. The VENDOR must supply **additional insurance naming the DOWNTOWN DUNCAN BIA (The Downtown Duncan Business Improvement Area Society) and The City of Duncan as being additionally insured to $2,000,000 liability.**

5. That the VENDOR shall pay the DOWNTOWN DUNCAN BIA (see fee in chart) the sum of $_____ Please note cheques for the booth fee will be cashed upon receipt with the application and will not be refunded after June 21st even if the VENDOR is not attending the event.

6. That food VENDORS must prominently display their food booth permit, authorized by the Vancouver Island Health Region Authority.

7. That the VENDOR shall pay the DOWNTOWN DUNCAN BIA a $50.00 clean-up fee. Such fee will be refunded to the VENDOR upon satisfactory clean-up of debris within a 20' radius of the concession. The $50 Clean-Up fee will be refunded if clean-up is completed satisfactorily.

Please tick one of the 2 options: YOU will pick up the Cleanup Fee ___ or WE will Destroy the Cleanup Fee ___

8. That the VENDOR shall provide a garbage receptacle for refuse at their concession and empty it periodically throughout the festival. Vendors must take all garbage & recycling with them when they leave.

9. That the VENDOR shall remove all structures/booths/vehicles from the downtown area by 5:00 pm on Saturday, July 11th, 2020.

10. That there will be **no alcoholic beverages** consumed, dispensed, or sold from any concession operating during the festival.

11. That the VENDOR will obtain prior approval from the DOWNTOWN DUNCAN BIA for all items that they intend to sell. The DOWNTOWN DUNCAN BIA reserves the right of approval of all menus and to fix the location from which the VENDOR shall operate.

12. That the VENDOR must not make use of "barkers" to solicit sales from the crowd. ALL sales must be from the VENDORS booth.

13. That any breech of the agreement herein set out may result in the forfeiture by the VENDOR of his/her right and privilege to occupy or operate any concession during this event.

Deadline for applying to be a vendor: May 31st, 2020.