

### EVENT INFORMATION

Thank you for your interest in participating in Christmas Kick Off. Please **read** and **sign** the **agreement**, complete the application below and attach all applicable information. All space assignments are on a first come, first served basis. Your application will be reviewed by the Downtown Duncan BIA Events Committee. All applications must be received by Friday, October 26<sup>th</sup> 2024. We cannot guarantee a space after this date. The Downtown Duncan BIA welcomes non-profits and community groups wishing to share information as well as those fundraising for a worthy cause.

<b>Event:</b>	Christmas Kick Off
<b>Date:</b>	Friday, November 21, 2025
<b>Location:</b>	Downtown Duncan – City Square and Craig Street
<b>Time:</b>	5:00PM – 8:00PM
<b>Set Up Time:</b>	3:00PM – 5:00PM
<b>Take Down Time:</b>	8:00PM (no earlier take down permitted)
<b>Website:</b>	<a href="http://www.downtownduncan.ca">www.downtownduncan.ca</a>

**Vendor Deadlines:** Vendor Application: October 27, 2025

**Application Submission:** [ddbia@downtownduncan.ca](mailto:ddbia@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:

- To be eligible for participation, vendors must provide one of the following: a food or beverage option, or a family-friendly activity that engages attendees.
- Provide their own display equipment, shelter, signs and stock the stall fully before the event starts
- Use tent weights and display all prices
- 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

Organization Name: \_\_\_\_\_

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

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)

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FEE TYPE	AMOUNT
<b>Refundable</b> Clean Up Fee	\$75.00
Vendor Fee	\$75.00

Do you require power?      Yes\_\_\_\_\_      No\_\_\_\_\_

Do you wish to pick up your deposit \_\_\_\_ or to have it shredded \_\_\_\_

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

**Please read and sign below indicating your agreement:**

'I have read the 'Vendor Agreement' (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 community group or not for profit group, hereinafter referred to as the GROUP, and the Downtown Duncan Business Improvement Area Society (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 Friday, November 21, 2025
2. All electrical requirements must be submitted at the time of application. Service is limited to low-amperage.
3. The Group shall attach a \$75 deposit for clean-up with the Downtown Duncan BIA that will be returned by December 8<sup>th</sup> if all clean-up is completed.
4. That the GROUP shall procure at his own expense, the **necessary insurance, provincial/municipal licenses**, and all other **VIHA permits** as required for the purpose of carrying out the provisions of this contract. Please attach copies with the application.
5. The Downtown Duncan BIA requests that the GROUP **releases the BIA & the City of Duncan from all liability** of any and all bodily injury, which may be sustained by the concession operator and all employees or workers. **The GROUP must supply additional insurance naming the Downtown Duncan BIA and The City of Duncan as being additionally insured for \$2,000,000 liability.**
6. That the GROUP must prominently **display their food booth permit**, authorized by the Central Vancouver Island Health Region Authority,
7. That the **GROUP shall provide a garbage receptacle** for refuse at their concession and empty it periodically throughout the evening and at the end of each day. Please DO NOT empty garbage receptacles into street bins used by the public.
8. That the GROUP shall **remove all structures/booths/vehicles** from the downtown area **by 9:00 pm on Friday, November 21, 2025.**
9. That there will be **no alcoholic beverages** consumed, dispensed from, or sold from any concession operating during the evening.
10. That the GROUP 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 GROUP shall operate.
11. That the GROUP must not make use of "barkers" to solicit sales from the crowd. ALL sales must be from the GROUP booth.
13. Any **breech of the agreement** herein set out may result in the **forfeiture by the GROUP of his/her right and privilege to occupy or operate any concession during the evening.**