

EVENT INFORMATION

Get ready for an eco-friendly community event with the Downtown Duncan Earth Day on April 20th, 2024! Set against the backdrop of Charles Hoey Memorial Park, this year's festivities centre around sustainable fashion and product choices.

Event:	Downtown Duncan Earth Day		
Date:	Saturday, April 20, 2024		
Location:	Charles Hoey Memorial Park		
Time:	11:00AM – 3:00PM		
Set Up Time:	9:00AM (Eco-Fair Opens at 11 am)		
Take Down Time:	3:00PM (no earlier take down permitted)		
Map Distribution:	April 5, 2024		
Vendor Deadlines:	Vendor Application:	March 15, 2024	
	Vendor Fees Payment:	March 15, 2024	
	Food Permit Documentation:	March 15, 2024	
	Insurance Documentation:	March 15, 2024	

Application Submission: 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 maximum 10'x10' space and are required to:

- Provide their own display equipment, tent, signs and stock the stall fully before the event starts. We encourage you to use sides and back on your tent in case of inclement weather and for greater aesthetics.
- Keep the stall space and surrounding area clean and ensure that all health regulations are met.
- Not interfere with attendees access to neighboring stalls or the flow of attendees.
- Be polite and courteous to other vendors and the public.
- Your business or organization will adhere to the event's theme and engage in selling used, reclaimed, upcycled and pre-loved products.
- Or, provide information or products/services that address the harmful effects of greenhouse gas emissions, climate change and other environmental threats.

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)

Please note that booths are limited to a 10x10 space.

FEE TYPE	AMOUNT
Food/Retail Vendor	\$75
Non-Profit Fundraising	\$50
Non-Profit, Sharing Information Only	\$25
Refundable Clean-Up Fee	\$75

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 select which type of vendor you are :

Food/Retail Vendor

Non-Profit Fundraising

Non-Profit, Info Sharing

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:

Please read and sign (on the following page) indicating your agreement:

1. That the DOWNTOWN DUNCAN BIA is in charge of the Eco-Fair booths within Charles Hoey Memorial Park on April 20, 2024.
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 March 15, 2024 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 \$75.00 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 \$75 Clean-Up fee will be refunded if clean-up is completed satisfactorily.
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 from Charles Hoey Memorial Park by 4:00 pm on Saturday, April 20, 2024.
10. That there will be **no alcoholic beverages** consumed, dispensed, or sold from any concession operating during the Eco-Fair.
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 breach 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.
14. Vendors will receive a booth number assignment (spots 1 through 15) on April 5th.

Deadline for applying to be a vendor: March 15, 2024.

Please read and sign below indicating your agreement:

I have read the 'Vendor Contract' (previous 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.

I recognize that this year, the Earth Day celebration is focused on sustainable fashion and lifestyle and I will ensure all products, services and information being sold or promoted from my booth will align with that theme.

Applicant Signature : _____ Date : _____

Please fill in your total fees below :

This is the amount that is due upon submission of this form. All vendors will be charged an additional clean-up fee of \$75, which will be refunded to you upon satisfactory clean up at the end of the event (see contract for further details).

Fees are payable by cheque, or card (in office) at **#201-111 Station Street.**

Total fees = Vendor Type + Refundable clean up fee.

Fee type amount : _____ + \$75 = _____

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

Administration Section ONLY

Insurance

Power required?

Island Health permit

Vendor fee

Clean-up fee

Clean up fee to be returned

or destroyed