Downtown Community Market
Saturday, May 2nd – Sept. 26th, 2020
Downtown Penticton Association

DROP-IN VENDOR APPLICATION 2020
Cash, cheque, e-transfer, and credit card accepted at the time of registration.
Please make cheques payable to Downtown Penticton Association,
Send E-transfer to etransfer@downtownpenticton.org. Please contact us for password before sending funds.

| Business Name: |  |
| Contact: |  |
| Address: |  |
| City: | Postal Code: |
| Phone: | Cell: |
| E-Mail: |  |

Type of Vendor:  
- Artist  
- Crafter  
- Imported Goods  
- Prepared Food  
- Other  
- Non-Profit  
- Farmer  

Description of products you wish to sell:

DROP IN VENDOR COMMUNITY MARKET RATES FOR 2020
Drop in vendor must pay in full the Thursday prior to the market by 12:00pm. Non-refundable and non-transferable.

<table>
<thead>
<tr>
<th>Vendor Type</th>
<th>Rate</th>
<th>Market(s)</th>
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</thead>
<tbody>
<tr>
<td>10x10 Vendor</td>
<td>$55.00/market</td>
<td>x _____</td>
</tr>
<tr>
<td>10x10 Vendor Long Weekend Rate</td>
<td>$85.00/market</td>
<td>x _____</td>
</tr>
<tr>
<td>Sidewalk Vendor</td>
<td>$35.00/market</td>
<td>x _____</td>
</tr>
<tr>
<td>Sidewalk Vendor Long Weekend Rate</td>
<td>$55.00/market</td>
<td>x _____</td>
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</table>

Power: $10.00/market x _____ market(s)

2020 Admin Fee (1-time fee) | $10.00 | $10.00
Sub-Total |  |
GST (5%) |  |
GST #861170124 ** No pro-rating throughout the season** |  |

Total

Please check requested market dates:
- May 2, 9, 23, 30
- Jun 6, 13, 20
- Jul 4, 11, 18, 25
- Aug 15, 22, 29
- Sep 12, 19, 26

Long weekends: May 16, Jun 27, Aug 1, Aug 8, September 5

I have read the information and regulations for the Downtown Community Market. I agree to follow them and acknowledge that if I do not, I will be removed from any further markets for the year.

_________________________ ______________________ |
Signature Date

This is an application for admission into the 2020 Community Market. Applications are subject to review. Vendors are not registered until the market manager has approved the application and vendor fees are paid in full.

3 - 212 Main Street • Penticton, BC • V2A 5B2
P: 250.493.8540 info@downtownpenticton.org
INFORMATION AND REGULATIONS

Vendors please keep for your information
Subject to change as needed

VENDOR INCENTIVE PROGRAM:
We encourage vendors to attend every market and consistently follow market regulations. To show our appreciation, we are implementing a vendor incentive program that can save you up to 10% off your next full-season registration. Throughout the 2020 market season we will be assessing compliance with incentive policy. Those who earn the incentive discount will be notified at season's end.

The Incentive Policy:
To qualify for an incentive, please adhere to the following: (1) arrive and begin set up at 6:30 am, (2) have vehicle moved off the road by 7:45 am, (3) start take down at designated market end time, (4) keep all displays, signs and merchandise within designated 10x10 space, (5) secure weights on each tent leg each week, (6) attend all markets unless arranged in advance, (7) exhibit polite, professional behavior, and (8) comply with all other guidelines and regulations. (The incentive coupon is non-transferable and no cash value).

PRODUCTS THAT ARE PROHIBITED IN THE DOWNTOWN COMMUNITY MARKET:
The Downtown Penticton Association will not allow the selling of any marijuana, cannabis and CBD Oil containing products (with or without THC). As a community market we specialize in the sale of foods, artisan products, crafts and art. Any form of marijuana, cannabis and CBD containing products does not meet the DPA’s market criteria.

Vendor Initial:

VENDOR CONDUCT: The market is a place of business and a public forum. Polite professional behavior is expected. Verbal abuse/threats and/or inappropriate aggressive tone directed toward market staff, manager, other vendors or the public will not be tolerated and will result in immediate removal from the market for balance of the season without refund. Disputes may be brought to DPA Executive Director. Vendors may not smoke, vape in market area and both alcohol and cannabis consumption are prohibited.

Vendor Initial:

FIRE DRILL PROCEDURE: If there is an active fire, smoke, or incident whereby you are instructed to evacuate your booth, the following steps should be taken immediately:

Step One: Call 911 and report the fire/smoke;
Step Two: Call Market Manager to report the fire/smoke and advise if you called 911;
Step Three: Collect your money box and advise adjacent vendors/customers to follow you to muster station;
Step Four: Head to muster station. Stay at the muster station until a first responder tells you the area is safe.

MUSTER STATIONS: (A-D)
- Front Street and Backstreet Blvd: Muster Station A
  o Located on the Southside of 30 Minute Hit parking lot located at 52 Front Street.
- 200 Block of Main Street:200 Block North Side: Muster Station B
  o Vendors on the North side of breezeway head to Slackwater Brewery's parking lot. Located at 218 Martin Street.
- 200 Block South Side: Muster Station C
  o Vendors on the South side of breezeway head to the 200 Block Laneway Washrooms.
- 300 Block of Main Street: Muster Station D
  o Vendors in the 300 Block of Main Street head to the Impark Parking Lot on the South side of Mike's Pawn Shop. Located at 353 Main Street.

**Acknowledgement of understanding where your muster station is located.

Vendor Initial:

NOTICE OF BEING ABSENT FROM THE MARKET: A minimum of 48 hours’ notice (6:30 am on Thursdays) must be provided to the DPA if you are not attending the market. Email info@downtownpenticton.org. Phone 250-493-8540 (provide your name, vendor business name, and a phone number to call you back if necessary).

Note: No Show: Vendors who fail to show up on a Saturday without the providing 48 hours’ notice will receive one written notice/warning. A $20.00 fine will be levied for any additional no shows.

Vendor Initial:
INFORMATION AND REGULATIONS - CONTINUED

Vendors please keep for your information
Subject to change as needed

MARKET HOURS:
8:30 am – 1:30 pm, Saturday, May 2nd – June 27th
8:30 am – 2:00 pm, Saturday, July 4th – August 29th
8:30 am – 1:30 pm, Saturday, September 5th – September 26th

SET-UP: Set-up starts at 6:30 am. Vendors MUST be set up by 8:00 am and must not take down until end of market.
Vendors must remain open during the designated market hours; leaving early is not permitted. Belongings (merchandise, tents, etc.) must be packed up before bringing vehicles on to the street.

Note: NO vehicles are allowed out on the street until market staff members have given the ok that the street is clear of pedestrians. Vendors may not move barricades without DPA staff approval. Failure to comply may constitute automatic dismissal for the market season. NO refund will be given.

All vehicles must be moved off the street by 7:45 am. Please adhere to all bylaw and parking regulations. Late arrivals will not be permitted to set up at the market.

Access to the 200 block will be via Nanaimo Avenue WEST from Martin Street. The 300 Block can be accessed from Main Street North or Wade Avenue West. No wrong ways, no moving barricades and please respect traffic flaggers. Access to Front Street via Veterans Way.

PARKING: There are no assigned spots for vendors to park. Please familiarize yourself with the various lots and on-street parking and City of Penticton parking by-laws. All vendors and their support vehicles will be subject to City of Penticton parking by-laws including timed parking limits in effect on Saturdays.

V = VENDOR PASS: Vendor vehicle pass is required to be displayed in vehicles during set-up and take down. This is not a parking pass.

VENDOR SPACES: Street booths are a maximum of 10’ x 10’. Sidewalk spaces are 8’ max.
Vendors must supply their own tables and chairs. Booth coverings (canopies, umbrellas or tents) are strongly recommended. Sidewalk vendors may use an umbrella for covering, tents are not allowed on the sidewalk. All tents need to be weighed down to comply with the Fire Department regulations.

FOOD CONCESSIONS VENDORS: Food concessions must carry Limited Liability Insurance, Food Safe and be registered with the Regional Health Authority with their Short-Term Food Permits and be inspected by the Fire Department.
Note: Copies of all permits MUST BE provided to the DPA prior to admittance to the market. All vendors using electricity MUST use heavy duty extension cords approved for outdoor use. All vendors using propane must have proper certification for the use of propane. All food concessions preparing food using canopy tents must have approved fire-rated canopies.
Note: Downtown Community Market has incorporated eco-friendly practices to reduce our carbon impact. If power is required all vendors must use electricity in the market instead of diesel and/or gas generators. DPA is partnering with the City of Penticton for a higher level of environment-friendly practices.

LIABILITY: Approved vendors are solely responsible for products, equipment and other possessions, and for their business practices. By making application to the Downtown Community Market for vendor status, the vendor agrees to indemnify and save harmless the Downtown Community Market, the City of Penticton, the Downtown Penticton Association and its directors, employees and agents from any loss incurred by the vendor or from any action or claim of any nature by any person. The vendor also agrees to abide by the Rules and Regulations set out by the Downtown Community Market.

CLEARING OF ACCOUNT: Outstanding fees or fines from previous years and special events must be paid in full prior to future applications being accepted.
INFORMATION AND REGULATIONS - CONTINUED

Vendors please keep for your information
Subject to change as needed

EMERGENCY VEHICLE ACCESS: As per the Penticton Fire Chief, every Saturday during the community market the DPA is required to reserve spots for emergency vehicle access.

There are three areas reserved within the market:
• Nanaimo Square and Main beside the Nanaimo Square Building
• Westminster and Main beside HSBC
• Parking lot located in the 300 Block on Main Street beside Mike's Pawn Shop

Should an incident occur, emergency vehicles will go to one of these designated reserved areas. The location is easy to spot – marked with caution tape and a sign saying, "Emergency Vehicles Only." Vendors should not use or block these spots.

DOWNTOWN PENTICTON ASSOCIATION MEMBERS: DPA members may apply for one 10’ x 10’ market space at no charge, on a space-available basis. Additional space(s) will be charged at the published rates. Please use the DPA member-specific application form.

Vendor fees are non-refundable and are non-transferable
No sub-leasing – all spots must be pre-approved by Market Manager

Questions? Email DPA office - info@downtownpenticton.org or call 250-493-8540.

<table>
<thead>
<tr>
<th>2020 MARKET SCHEDULE (22 SATURDAYS)</th>
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<tbody>
<tr>
<td>April</td>
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<tr>
<td></td>
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<tr>
<td>August 1</td>
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