



SR/Inv:

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DOWNTOWN BUSINESS FULL SEASON VENDOR APPLICATION 2022

Cash, cheque, e-transfer, and credit card accepted at the time of registration.

Please make cheques payable to **Downtown Penticton Business Improvement Association**,

Please 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:

<input type="checkbox"/> Artist	<input type="checkbox"/> Crafter	<input type="checkbox"/> Imported Goods	<input type="checkbox"/> Prepared Food
<input type="checkbox"/> Other	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Farmer	

Description of products you wish to sell:	

DOWNTOWN BUSINESS COMMUNITY MARKET RATES FOR 2022		
10x10 Vendor - Full-Season Pass (21 markets)	No Charge	
Supplementary 10x10 space - Full-Season Pass (21 markets)	\$1050.00	
Power: \$10.00/market x _____ market(s)		
2022 Admin Fee (1-time fee)	\$10.00	\$10.00
Sub-Total		
GST (5%)		
GST # 861170124 **No pro-rating throughout the season**	Total	
<ul style="list-style-type: none"> As a vendor in the Downtown Community Market, your location will be assigned to your business once application has been received by the DPBIA Market Manager and it will be assigned to you for the full season May 7 to September 24, 2022. Your stall will be a 10 x 10 without power. Should you require power please include it in the above application and complete your payment for power. Your continued attendance, like all vendors, is expected for all 21 dates of this year's market and set up and tear down will be as described on this application. If you are not able to attend the market, please advise the market manager at least 48 hours in advance. Should you not attend the market 3 times over the season, your stall will be re-assigned to a vendor on the wait list as it is critical for market flow, we do not have open spots. 		

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 2022 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.



INFORMATION AND REGULATIONS
Vendors, please keep for your information
 Subject to change as needed

VENDOR Refunds – Vendor Fees are non-refundable unless there are Provincial/Municipal Covid-19 Restrictions Ordered. At that time, a pro-rated refund will be returned to the vendor less the \$125.00 Administration Fee.

Vendor Initial: _____

Liability/Insurance – All Vendors must add the Downtown Penticton Business Improvement Association as an Additional Insured to their business insurance coverage and provide the DPBIA with a copy of this coverage. Without insurance coverage that includes the Downtown Penticton BIA as an additional insured, the vendor will not be allowed to participate in the DPBIA Community Market.

Vendor Initial: _____

PRODUCTS THAT ARE PROHIBITED IN THE DOWNTOWN COMMUNITY MARKET:

The Downtown Penticton Business Improvement 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 DPBIA's market criteria.

Vendor Initial: _____

VENDOR CONDUCT: The market is a place of business and a public forum. Polite, professional behaviour 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 the balance of the season without refund. Disputes may be brought to DPBIA Executive Director. Vendors may not smoke, vape in market area and both alcohol and cannabis consumption are prohibited during market hours, including setup and take down.

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 DPBIA if you are not attending the market, as this will provide us time to adjust the market stalls. Email amber@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 providing 48 hours' notice will receive one written notice/warning, and upon three warnings, the vendor may be relocated to a new market stall.

Vendor Initial: _____

Insurance Certificate Enclosed:	Yes	No	
Food Safe Certificate Enclosed:	Yes	No	N/A
BC Interior Health Permit Enclosed:	Yes	No	N/A

Admin Use Only:	
Received: _____	Pending: _____
Received: _____	Pending: _____
Received: _____	Pending: _____

Vendor Initial: _____

*Your initials confirm that the information you provided is truthful, accurate and that you have read and agree to the vendors' scheduled terms and conditions.



Downtown Community Market

Saturday, May 7 – September 24, 2022

Downtown Penticton Business Improvement Association

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 7 – June 25

8:30 am – 2:00 pm, Saturday, July 2 – August 27

8:30 am – 1:30 pm, Saturday, September 3 – September 24

SETUP: Setup starts at 6:30 am. Vendors MUST be set up by 8:00 am and must not take down until the end of the 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 onto 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 DPBIA 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 by-law 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 setup and take down. This is **not** a parking pass.

VENDOR SPACES: Street booths are a maximum of 10' x 10'.

Vendors must supply their own tables and chairs. Booth coverings (canopies or tents) are strongly recommended. **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 DPBIA prior to admittance to the market. All vendors using electricity MUST use heavy-duty CSA approved extension cords for outdoor use and provide low-profile cord covers. 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. DPBIA partners with the City of Penticton for a higher level of environment-friendly practices.

EMERGENCY VEHICLE ACCESS: As per the Penticton Fire Chief, every Saturday during the community market, the DPBIA 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 BIA MEMBERS: DPBIA 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 DPBIA member-specific application form.



Downtown Community Market

Saturday, May 7 – September 24, 2022

Downtown Penticton Business Improvement Association

2022 MARKET SCHEDULE (21 SATURDAYS)			
May 7	First Community Market		
May 14		August 6	Peach Fest. Weekend
May 21	Victoria Day Long Weekend	August 13	
May 28		August 20	
June 4		August 27	
June 11		September 3	Labour Day Long Weekend
June 18		September 10	
June 25		September 17	
July 2	Canada Day Long Weekend	September 24	Last Outdoor Market
July 9			
July 16			
July 23			
July 30	BC Day Long Weekend		

Vendor fees are non-refundable and are non-transferable

No sub-leasing – all spots must be pre-approved by Market Manager

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