DOWNTOWN PENTICTON BIA

Downtown Community Market
Saturday, May 16 – September 5, 2026
Downtown Penticton Business Improvement Association

SR/Inv:	SR/Inv:

DROP-IN VENDOR APPLICATION 2026

Cash, cheque, e-transfer, and credit card accepted at the time of registration.
Please make cheques payable to **Downtown Penticton Business Improvement Association**,
Send E-transfer to etransfer@downtownpenticton.org

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 2026

Drop-in vendor must pay in full the Thursday prior to the market by 12:00pm. Non-refundable and non-transferable.

10x10 Vendor: $75.00/market x _____ market(s)		
10x10 Vendor Long Weekend Rate: $100.00/market x _____ market(s)		
Power: $10.00/market x _____ market(s)		
2026 Admin Fee (1-time fee)		**$10.00**
Sub-Total		
GST (5%) ** Please calculate and include GST in your total**		
GST #861170124 ** **No pro-rating throughout the season****	**Total**	

Please check requested market dates: May 23___ 30___ | **Jun** 6___ 13___ 20___| **Jul** 4___ 11___ 18___ 25___
Aug 8___ 15___ 22___ 29____
Long weekends: May 16___ | June 27___ | August 1 __ | 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 2026 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 or CBD Oil that contains 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. It will result in immediate removal from the market for the balance of the season without a refund. Disputes may be brought to the DPBIA Executive Director. Vendors may not smoke or vape in the 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 market@downtownpenticton.org or phone 250-493-8540 (provide your name, vendor business name, and 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: _____

EARLY DEPARTURE FROM THE MARKET: Vendors departing the market prior to the designated closing time will incur a $50.00 penalty and receive a formal written notice. Accumulation of more than two written notices will lead to immediate expulsion from the market for the remainder of the season without eligibility for a refund.

Vendor Initial: _____

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

Vendor Initial: _____

Admin Use Only:

Received:_____ Pending:_____

Received:_____ Pending:_____

Received:_____ Pending:_____

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

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 16 – September 5, 2026

SETUP: Setup starts at 6:30 am. **Vendors MUST be set up by 8:00 am and must not be taken down until the end of the market.** Vendors must remain open during the designated market hours, as early departure is not permitted. Belongings (merchandise, tents, etc.) must be packed up before bringing vehicles onto the street.

Note: NO vehicles are allowed on the street until market staff members have approved 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-laws and parking regulations. **Late arrivals will not be permitted to set up at the market.**

Access to the 200 Block is available via the Nanaimo Avenue intersection, while the 300 Block can be accessed from Main Street North or Wade Avenue West. All routes are valid, and there will be no moving barricades. Please adhere to the directions of staff/ traffic flaggers. Access 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, as well as the 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.

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, 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.

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2026 MARKET SCHEDULE (17 SATURDAYS)			
May 16	**First Community Market/ Victoria Day Long Weekend**	**July 18**	
May 23		**July 25**	
May 30		**August 1**	**BC Day Long Weekend**
June 6		**August 8**	
June 13		**August 15**	
June 20		**August 22**	
June 27	**Canada Day Long Weekend**	**August 29**	
July 4		**September 5**	**Labour Day Long Weekend/Last Outdoor Market**
July 11			

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.**