



Cloverdale Arts
& Entertainment
Association

VENDOR REGISTRATION FORM

2023 CLOVERDALE MARKET DAYS

SATURDAYS 10AM-3PM

May 27, June 24, July 29, August 26, September 16

Historic Downtown Cloverdale, 176 St between 56A & 58 Ave

Registration Fees:

All 5 Market Days \$350 + \$15 admin fee

Drop-in fee per Market Day \$85 + \$15 admin fee

All Vendors must have: 10 x 10 tent, tables, chairs needed to operate

Food Trucks \$150 + \$15 admin fee (must supply certificates and/or food permits)

*Please note an application does not guarantee a spot – you will be sent a confirmation of your dates and instructions for payment.

BUSINESS NAME: _____

Contact Person: _____ On Site Person: _____

Address: _____

Email: _____

Website or Facebook: _____

Phone: _____ On Site Cell: _____

List ALL products and services that will be on display at your booth. Provide detailed description of your products.

Please put the costs and dates of the Markets you would like to attend: (May 27, June 24, July 29, Aug 26, Sept 16, 2023)

1. VENDORS

\$85 per market x _____ dates + \$15 admin fee.

Market Dates _____

2. VENDORS

\$350 ALL 5 MARKETS + \$15 admin fee, total \$365.

3. FOOD TRUCKS

\$150 per market x _____ dates + \$15 admin fee.

Market Dates _____

TOTAL PAYMENT ENCLOSED: _____

Make cheque payable to:

Cloverdale Arts & Entertainment Association

5696 176th Street, Cloverdale, BC V3S 4C6

E-transfer: cloverdalemarketdays@gmail.com, or cash.
(Please put the name of your business in the e-transfer.)



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VENDOR GUIDELINES

2023 CLOVERDALE MARKET DAYS

The Cloverdale Arts & Entertainment Association (CAEA) is governed by a volunteer Board of Directors who set market policies and vendor regulations.

PLEASE NOTE: All prospective and returning vendors are required to read and agree to the policies and regulations outlined on this application form. This page must be signed and dated.

Non-Profit Organizations and Community Groups

There is a limit to the number of non profit organizations and community groups. You must apply as a regular vendor. The market will review your application and forward a response.

■ **Set Up:** Sign in starts at 7:30am. 176 Street will be closed from 56A to 58 Avenue. You will have 10 minutes to unload your tent and product from your vehicle to the sidewalk and then **MUST** leave and park in the assigned vendor parking areas.

Tent set up will begin at 8:30 am, no exceptions.

The street will be closed at 8:15 am to all vehicles. Vendors arriving at 8:15 am or later will have to park and carry their items into their assigned location.

All vendors must be set-up and ready to sell by 9:45 am. Please respect each other's space while setting up. **NO VEHICLE ACCESS ON 176 STREET BETWEEN 56A AND 58 AVE AFTER 8:15 AM.**

■ **Booth Set Up:** Vendors are required to check in before setting up. The vendor location map will be available at the sign in table. The streets will be marked, and volunteers will be on hand to direct you. Booth sizes are 10'X10', we encourage you to fill the space, the fuller the better. Vendors must supply their own tent, chairs, tablecloths and covers and any extras as needed for the booths. Tent walls are permitted. Vendors are responsible for insurance and security for their booth(s)/table(s) and the contents of the individual space. Vendors are 100% liable for loss, damage, or stolen merchandise.

■ **Provide** own Tent or Canopy 10x10, Table, Chairs, and Power if needed. **WE CANNOT SUPPLY POWER.** Any cords or wires need to be securely taped to the ground.

■ **Tent/canopy weights** must be used at all times so the tent

doesn't blow over and must be provided by vendor. It's for your safety as well as the safety of the public that this rule is enforced.

■ **Take Down:** At 3pm pack up in a quick manner by moving your items to the sidewalk and making room for cars for loading.

■ **Vendor Parking:** There are assigned parking lots for Vendors.
 1. **MacMillan Tucker & Mackay** — back of building 5690 176A Street
 2. **CamRose Early Learning** — 17672 57 Avenue
 3. **Surrey Assoc. of Community Living** — 7687 56A Ave
 4. **Unifor** — back of building 5783 176A Street
 After 10 am, the parking lot will allow the general public to use any unused spots.

■ **Cleanliness and Clean Up:** Vendors must maintain the space assigned to them in a clean and sanitary condition during the market. When vacating the space, please leave the area as you found it, remove everything you brought including garbage and recyclables.

■ **Write and submit** any concerns or complaints to Cloverdale Market Days rather than airing them publicly at the market.

■ **No Alcohol, smoking, vapes, or drugs** are allowed at the market

■ **Rainy Day:** The Cloverdale Market Day will go on, please be prepared. There will be no refunds.

■ **Cloverdale Market Days** reserves the right to refuse future attendance to our markets to vendors that are a no shows as well as vendors that do not adhere to the above conditions.

CANCELLATIONS:

■ **Fees** of accepted vendors are non-refundable, unless exceptional circumstances apply and only at the discretion of Cloverdale Market Days.

■ **"No show" vendors** disrupt the market and with 2 no shows, will not be allowed to return to the following years Market. Cloverdale Market Days reserves the right to allow exemptions when the circumstance is due to an emergency and will be made on a case by case basis.

After reading all the guidelines, if you have any questions email Cloverdalemarketdays@gmail.com or call Paige 604-657-1104 or Cynthia 604-880-9983. I have read and agree to the guidelines/rules set forth in the 2023 Cloverdale Market Day Registration Vendor Form.

Signature _____

Date _____

Print full name _____