



**Cloverdale Arts  
& Entertainment  
Association**

# VENDOR APPLICATION FORM

## 2024 CLOVERDALE MARKET DAYS

**SATURDAYS 10AM-3PM**

**May 25, June 22, July 27, August 24, September 21**

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

**Registration Fees:**

All 5 Market Days \$450 + \$15 admin fee

Drop-in fee per Market Day \$100 + \$15 admin fee

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

Food Trucks \$175 + \$15 admin fee (must supply insurance, 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.

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**Please put the costs and dates of the Markets you would like to attend: (May 25, June 22, July 27, August 24, Sept. 21, 2024)**

**1. VENDORS**

\$100 per market x \_\_\_\_\_ dates + \$15 admin fee.

Market Dates \_\_\_\_\_

**2. VENDORS**

\$450 ALL 5 MARKETS + \$15 admin fee, total \$465.

**3. FOOD TRUCKS**

\$175 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.)*

**The Cloverdale Arts and Entertainment Association reserves the right to limit the number of vendors in a particular category and to refuse applications without explanation.**



Cloverdale Arts & Entertainment Association

# VENDOR GUIDELINES

## 2024 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 10x10, Table, and Chairs.  
**WE CAN NOT SUPPLY POWER. NO GENERATORS ALLOWED EXCEPT FOR FOOD TRUCKS.**

■ **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. No vendor may take down or pack up prior to 3 pm as a courtesy to the other vendors and market organizers.

■ **Vendor Parking:** There are assigned parking lots for Vendors.  
1. **MacMillan Tucker & Mackay** — back of building 5690 176A Street  
2. **Surrey Assoc. of Community Living** — 7687 56A Ave  
3. **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. Do not leave any garbage behind or put into the community garbage cans.

■ **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 show 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 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](mailto: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 2024 Cloverdale Market Day Registration Vendor Form.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print full name \_\_\_\_\_