



**Cloverdale Arts  
& Entertainment  
Association**

# VENDOR REGISTRATION FORM

## 2019 CLOVERDALE MARKET DAYS

**Saturdays, May 25, June 22, July 27, Aug 24, September 21**

Historic Downtown Cloverdale, 176 St between 56A & 58 Ave • 10:00 am-3 :00 pm

As of 2019, the Cloverdale Market Day will have a one time \$15 admin fee to help alleviate the increasing costs associated with running the markets.

### **Registration Fees:**

All 5 Market Days \$250 + \$15 admin fee

Drop-in fee per Market Day \$60 + \$15 admin fee

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

Food Trucks \$100 + \$15 admin fee (must supply certificates and/or food permits)

**PAYABLE IN FULL AT TIME OF REGISTRATION**

**NO PAYMENTS ACCEPTED THE WEEK OF THE MARKET**

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, Aug 24, Sept 21, 2019)**

### **1. VENDORS**

\$60 per market x \_\_\_\_\_ dates + \$15 admin fee.

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

### **2. VENDORS**

\$250 ALL 5 MARKETS + \$15 admin fee, total \$265.

### **3. FOOD TRUCKS**

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

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

### **4. NON PROFIT ORGANIZATIONS**

\$25 per market x \_\_\_\_\_ dates + \$15 admin fee.

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

(LIMIT 4 NON PROFITS PER MARKET)

**TOTAL PAYMENT ENCLOSED:** \_\_\_\_\_

Check payable to Cloverdale Market Days, 5685 176 Street, BC V3S 4C5,  
e-transfer: cloverdalemarketdays@gmail.com, or cash.



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## VENDOR CONTRACT

As an Approved Vendor of Cloverdale Market Days, I agree to:

*Must sign at the bottom of this form*

- **Before unloading/setting up**, all vendors must sign in at Clothesline Consignment – 5685 176 Street – check in table in front of store.
  - **Set Up:** Saturday morning starting at 7:30am, sign in first. 176 Street will be closed from 56A to 58 Avenue. You have 5 minutes to unload your tent and product from your vehicle and put it on the sidewalk beside your designated number. Then you **MUST** leave to park your vehicle to the assigned vendor parking areas. Vendors arriving at 8:30 or later will have to park and carry their items in. All vendors must set-up and be ready to sell by 9:45am. Please respect each other's space while setting up. **NO VEHICLE ACCESS ON 176 STREET BETWEEN 56A AND 58 AVE AFTER 8:30 AM.**
  - At 8:30 AM any vacant reserved space can be filled at the market manager's discretion.
  - Provide own Tent or Canopy 10x10, Table, Chairs, and Power if needed. Any cords or wires need to be securely taped to the ground. **WE CANNOT SUPPLY POWER.**
  - **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 StreetThere will be Vendor Parking Signage at the parking lots. **Do not park on the streets.** After 10 am, the parking lot will allow the general public to use any unused spots.
  - Must remain in your space until closing at 3:00 pm. Vehicles allowed back no sooner than 3:15 pm. **DO NOT PACK UP UNTIL 3 PM.** Please aim to be packed up and gone by 4pm.
- If you need more time, move your items to the sidewalk and load from there.
- Please remove all garbage and other visible signs of your stall when leaving. Take out what you brought in.
  - Write and submit any concerns or complaints to Cloverdale Market Days rather than airing them publicly at the market.
  - 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.
  - 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](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 2019 Cloverdale Market Day Registration Vendor Form.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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