



2020 Vendor Registration

Saturday, June 20th, 2020, 10am – 6pm

Vendors will receive a 10 X 10 space for the day (if a larger space is required please contact office, it will affect location and fee). Vendors are to bring their own canopies, tables, chairs and trash bags. There will not be access to electricity or water.

To apply, please fill out this form & enclose payment. Confirmation will be emailed so be sure to provide your email address. Registration fee is non-refundable. **Vendors must read and sign the liability waiver.**

REGISTRATION INFORMATION - **DEADLINE: June 5th, 2020**

Business name: _____ Contact: _____

Email (required): _____ Cell Phone: _____

Full Mailing Address: _____

Please describe set-up & items for sale (use back for more space): _____

Special Requests: _____

FEES: (see map for location options)

Craft/Business vendor by location (before May 15): A \$125 B \$125 C \$200 F \$125 G \$125 H \$125

Craft/Business vendor by location (after May 15): A \$175 B \$175 C \$250 F \$175 G \$175 H \$175

Charitable organization vendor by location (before May 15): A \$75 B \$75 C \$150 F \$75 G \$75 H \$75

Charitable organization vendor by location (after May 15): A \$100 B \$100 C \$175 F \$100 G \$100 H \$100

Please make cheques to: **City of Prince Albert**. Return this form with payment to the PADBID office, 23 11th St. W., Prince Albert, S6V 3A8.

LIABILITY WAIVER

By signing below, the applicant hereby acknowledges that he/she is a qualified independent, insured vendor or rep of a non-profit/charitable, have read the attached Rules & Guidelines and:

- Assumes all responsibility and risk associated with all conditions, acts of God, hazards and potential dangers associated with running their booth whether they are known or unknown.
- Releases, indemnifies and holds harmless the Downtown Street Fair Committee, Main Street Events, Prince Albert Downtown Business Improvement District, City of Prince Albert and their agents and assignees from all loss, injury, damage or liability to persons or property sustained by reason of the presence of the vendor before, during and after the Downtown Street Fair.
- I fully understand that, should I choose to cancel my participation in the 2020 Downtown Street Fair, I will not be issued a refund.
- I hereby acknowledge that I am eligible to participate in the 2020 Downtown Street Fair event and have read and agree to comply with the established rules and guidelines of this event. I further understand that the Committee may revoke such authorization at any time for violation of these rules or other actions which do not conform to Board policy.

Vendor's printed name

Vendor's Signature

Date

Rules and Guidelines

SAFETY AND LIABILITY

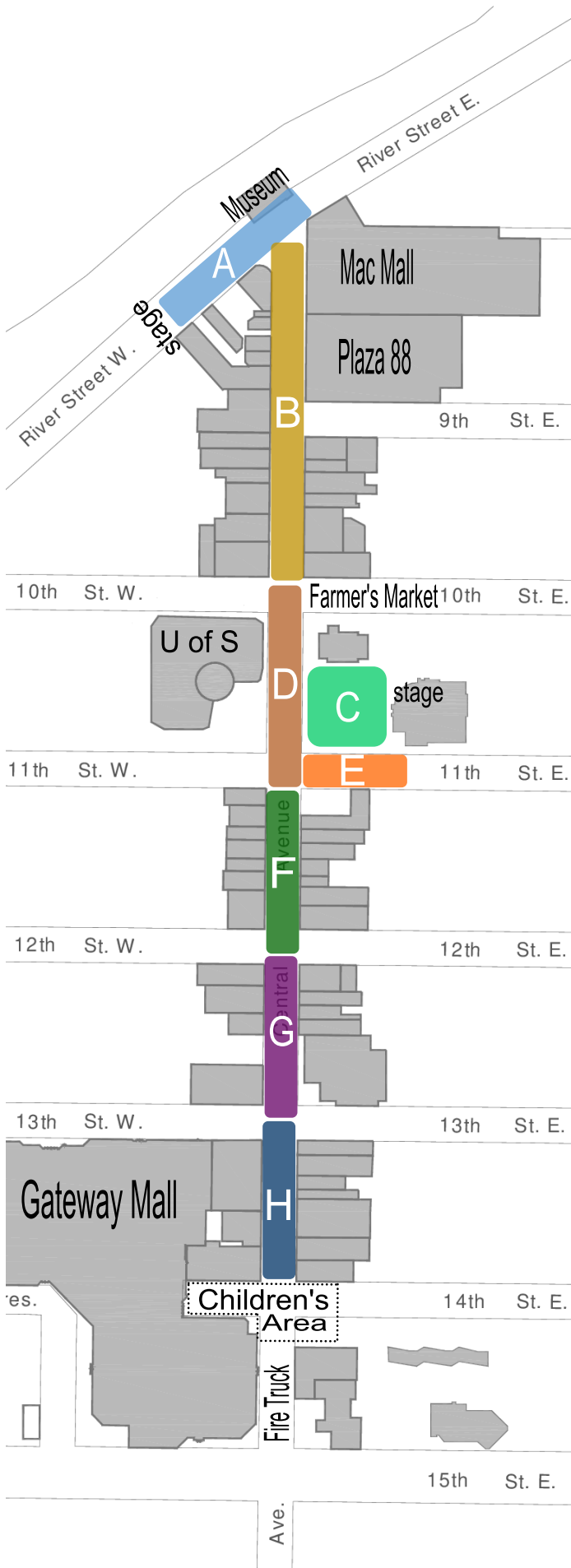
Please set up your display judiciously and operate safely. The Prince Albert Downtown Business Improvement District (PADBID), Downtown Street Fair Committee, City of Prince Albert and their agents and assignees can not be held liable for any loss, injury, damage or liability to persons or property sustained by reason of the presence of the vendor before, during and after the Downtown Street Fair.

SET UP AND TAKE DOWN

- Vendors will be provided with their booth space at least one week before the event. No adjustments are allowed unless extreme circumstances.
- Set-up will begin at 8:00a.m. on the day of the event. All vehicles must be removed from the event area by 9:30a.m. Streets will be closed at 9:30am until 6:00pm. **No movement of vehicles will be allowed to move in these areas during these times, except for emergency vehicles. Please plan accordingly.**
- **All vendors must be set up and fully operational by 9:30am.**
- Take down and general clean-up will take place between 6:00 p.m. and 7:00 p.m. All participants are required to stay on site until 6:00 pm.
- **All vendors receive a 10X10 space and must provide their own set-up equipment, including tables, chairs, displays, etc. (Exception of food vendors who will provide size of booth or be given at 10x10 space)**
- No electricity will be available on the street or sidewalk. **Any power needs must be the responsibility of the booth vendor (exception of food vendors).** If you are bringing power from your booth, please keep powered equipment next to your building to avoid stretching cords across sidewalk. If you bring a generator it must be clean and quiet.
- **Please pay special attention in setting up tables and displays next to the street curb.** It is recommended that you leave approx. 1.5 metre clear set back from the street curb to avoid injuries from people slipping off the curb onto the street while browsing at your displays.
- Anyone setting up on sidewalks shall allow pedestrian traffic to be mobile by leaving sufficient space for pedestrians, strollers and wheelchair access.
- A minimum of 2 metre clear space shall be maintained around the circumference of fire hydrants.

Please take note:

- Be prepared for any type of weather, event goes on rain or shine!
- Public washrooms are located at the Gateway Mall, Historical Museum, Arts Centre, Memorial Square & 14th St.
- There will be zero tolerance for trash on the street. It is part of the strategy of a rejuvenated downtown to be clean and safe.
- Overfilled trash containers, messy picnic tables or messy streets are unacceptable and should be cleaned up immediately.
- It is the responsibility of all operators, vendors, participants and member of the general public to keep on top of all clean-up duties. Everyone is to make a special effort. Food vendors must supply own trash receptacles.
- Street Fair volunteers will be wearing safety vests to identify themselves and the PADBID office will be staffed all day, the PADBID office is located at 23 11th St. W. If any issues arise please contact the office at (306) 763-1802
- Registration deadlines will be final, unless a drop out occurs where a last-minute vendor can be accommodated.



Craft - Business - Non-profit locations



Food Truck locations



This year when you apply for the Downtown Street Fair you will be choosing the area that you would like your booth located.

There are different price points depending on location.

We have located our large attractions at both ends of Central Ave and in Memorial Square. This will create a lot of movement along entire street.

On the application please indicate which location you are interested in. The number of booths per location is based on usage by our downtown business community that receive priority.

The locations are available on a first come first serve basis - based on when the application and payment is received.