



# 2023 Vendor Application

## Saturday, June 17th, 2023, 10am – 6pm

**Vendors will receive a 10X10 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

Business name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email (required): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

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

Special Requests: \_\_\_\_\_

### **REGISTRATION DEADLINE: June 09, 2023. Prices include: 5% GST**

<b>FEES:</b>	<b>Before May 26<sup>th</sup></b>	<input type="checkbox"/> \$135 Craft or Business Vendor	<input type="checkbox"/> \$80 Non-profit or Charitable
	<b>After May 26<sup>th</sup></b>	<b>\$185 Craft or Business Vendor</b>	<b>\$105 Non-profit or Charitable</b>

Please make cheques to: **City of Prince Albert**. Return this form and payment to Prince Albert Downtown Business Improvement District (PADBID) OR City Hall, 1084 Prince Albert, S6V 7P3. Envelope **MUST** be labeled with: **PADBID** Etransfer is now available. Etransfer can be sent to: [revenues@citypa.com](mailto:revenues@citypa.com). No password is required however please note "**PADBID Street Fair Application**" on the etransfer.

### **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 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 2023 Downtown Street Fair, I will not be issued a refund.
- I hereby acknowledge that I am eligible to participate in the 2023 Downtown Street Fair event and have read and agree to comply with the established rules 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), 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. Please note any requests with respect to location on application form when submitted.
- Set-up will begin at 8:30a.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, with the exception of emergency vehicles. Please plan accordingly.**
- **All vendors must be set up and fully operational at least 15 minutes prior to the start of the fair.** (10:00 am)
- 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 store, 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 beside Foot Locker inside the Gateway Mall. 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.