

Prince George Agricultural and
 Historical Association
 4175 18th Avenue
 Prince George, British Columbia
 Tel: 250-563-4096 Email: pgbcne@gmail.com

BCNE Exhibition Park Market 2024

Company Name: _____
 Contact Name: _____ Phone: (____) _____ Alternate: (____) _____
 Email: _____ Website: _____
 Mailing Address: _____ City: _____ Prov: ____ PC: _____

Brief description of the items to be sold/displayed (**Please note:** if you have a product not listed below, you may **be asked to remove this item from your booth** if another vendor is already selling the same product that has been included on their selling list).

Application Requirements

1. Full payment for all market dates selected is required for this application to be processed. 20% discount for attending all of the market dates.
2. Applications without complete contact information will not be processed.
3. **Unsigned applications will not be processed.** By signing, you acknowledge and agree to follow all rules and regulations.

Set Up: Sundays 8:00am – 9:45am. The event starts at 10:00am. You must be fully set up no later than 9:45 am.

No vehicles will be allowed in the market designated area past 9:15 with the exception of the food truck/trailers. Due to the number of vendors and space available, we ask that you drive in and drop your items, park your vehicle outside the market area and then return to complete your set up.

Check In: Spots will be assigned, and the layout map will be provided on site and by email on the Friday before of the event. **All vendors must check in with the BCNE Volunteer before proceeding to their designated booth.**

Event Dates and Time: Sunday 10:00am – 3:00pm

PLEASE INDICATE WHICH DATES YOU ARE APPLYING FOR:

May 5 May 26 June 9 June 23 July 7 July 21

HARVEST FEST 2024 September 8

Move Out Times: Vending will go until 3:00 pm. There will be **NO** taking down of your booth before this time as it causes unnecessary risk to everyone involved.

In the event of an early take down, you must wait for direction from organizers or organizer's volunteers. **Absolutely no driving into gated field area until you are cleared to do so.** We will call the event if experiencing threat of lighting or other emergencies that may come up. We ask that you be patient for the safety of all.

BCNE Park Market Vendor

Rules and Regulations



1. **Allotment of Space:** The allotment of space shall be at the discretion of the BCNE. All booths are subject to availability and are booked on a first paid basis. All efforts will be made to avoid duplicates; however, **it is not guaranteed** and there may be vendors selling some of the same products/services. In all cases, the BCNE reserves the right to reject or accept conditional applications at any time.
2. **Booths:** Spots are 10x10. Tents, tables and chairs are the responsibility of the vendor. We do not provide electricity or power hookups. Be prepared to supply your own if required.
3. **Payment Schedule: Booths are \$50 per date, and payment must be made at time of booking. Payments are non-refundable unless the event is cancelled by the BCNE.** Payments can be made by Visa, Mastercard, E-transfer, cheque or cash.
4. **Use of Space:** The space contracted is to be used solely for the Vendor whose name appears on the application and only for those products listed on the application. The Vendor agrees the allotted space shall not be assigned, shared or subleased in whole or part except with written approval of the BCNE.
5. **The Vendor** will accept the space in the condition in which they rented. The vendor will leave the space as they found it. **Vendors will be billed a fee up to \$200.00 for any clean up** required by the BCNE.
6. **Vehicles:** All vehicles must be off the grounds by 9:15am. Parking is not available by your booth and vehicles will need to be parked elsewhere, outside the market area. This does not pertain to fruit/veggie trucks or food trucks.
7. **Food Preparation:** Preparation and/or serving of food and beverages of any kind without permission in writing from the PGAHA/BCNE is strictly prohibited.
8. **Insurance:** Must be purchased with a company licensed to provide insurance in British Columbia and in the minimum amount of \$2,000,000.00. The Prince George Agricultural and Historical Association (BCNE) and the City of Prince George must be listed as “Added Insured”.
9. **Damage and Liability:** The Vendor is responsible for all damages to the BCNE facility or display equipment. The BCNE assumes no responsibility or liability for loss or damage through any cause of goods, exhibits or any other materials owned, rented or leased by the Vendor.
10. **Safety:** The BCNE has the right to limit the generation of noise, smell, dust, smoke, litter and method of operation, creation of safety hazards or any other result, which may be objectionable or otherwise distract from or be out of keeping with the character of the festival as a whole. Booths must be maintained in a neat and orderly manner throughout the festival.
11. **Inclement Weather:** Vendors are aware that inclement weather, including thunder, rain, wind and electrical storms can sweep the grounds at any time and must ensure that their tents/displays/items are adequately secured and do not pose any danger to any person or their property, including unsecured shelters. The BCNE is not responsible for any items damaged due to weather. There are **NO REFUNDS** for any unfortunate happenings or loss of revenue due to weather or any other “act of god.” Secure any canopies and displays so that they will not blow away or collapse under the strain of wind or heavy rain. **Tent weights are mandatory**, and you will be asked to pack up (without refund) if you don’t have them.

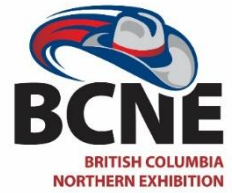
12. **Signs advertising** your business must remain out of public walkways and other event areas. The BCNE reserves the right to remove any signs that are not within your rented space should they deem necessary.
13. **Raffles** of any type must be approved by the PGAHA/BCNE with the exception of free draws.
14. **PGAHA/BCNE celebrates a vibrant and diverse community** by providing space to community organizations; however, organizations or vendors promoting any type of hate or prejudice are not permitted, and if set up will immediately be asked to leave.
15. **The consumption of alcohol or illicit drug use** or any related illegal activity will result in immediate expulsion from the ground with NO REFUNDS and Legal action may apply.
16. **The sale or display of any item deemed a “weapon”** or that which could potentially be used to cause harm to others, including swords, knives, batons, guns or similar firearm whether real or fake, or in any event, an item that is deemed by the PGAHA to be a weapon, is strictly prohibited from being sold and/or displayed on the grounds during the BCNE Exhibition Park Market.
17. **The sale of display of any item that is deemed as “drug paraphernalia”** including pipes, rolling paper, roach clips and the like, or in any event, any item that is deemed by the PGAHA to be drug paraphernalia, is strictly prohibited from being sold and/or displayed on the grounds during the BCNE Exhibition Park Market.
18. **The sale or display of any item that is deemed “offensive or inappropriate for a family festival”** i.e. t-shirts with slogans and/or messages deemed inappropriate for a family show or any item that is deemed by the PGAHA to be offensive or inappropriate, is strictly prohibited from being sold and/or displayed at the BCNE Exhibition Park Market.
19. During the BCNE Exhibition Park Market the General Manager and BCNE Volunteer or their designate may deem an item as being prohibited from being sold and/or displayed on grounds.
20. **Any vendor found in non-compliance** with these rules and regulations may be either given the opportunity to take corrective measures or be directed to leave the grounds immediately with the assistance of Security and/or the RCMP, if required, for the duration of the event, with no reimbursement of funds due to them, and may be banned from future years at the BCNE and other related BCNE events.
21. **Interpretation and Enforcement:** The management of the BCNE Exhibition Park Market rests with the Prince George Agricultural and Historical Association (PGAHA). These conditions of contract, display rules and regulations form part of the contract between the Vendor and the PGAHA. All matters in question not covered by these regulations are subject in the first instance, to the decision of the President and/or General Manager of the PGAHA, or their duly authorized representative(s). All decisions made shall be adhered to by all parties. It is the responsibility of the Vendor or their designated representative to familiarize themselves with the rules and regulations.
22. **Privacy Policy:** The information collected in this application will only be used for the purposes of updating the Prince George Agricultural and Historical Association’s confidential community group database to ensure communication between the event and its vendors. No information provided will be shared unless written permission is received. This information is collected and managed in strict accordance with the *Personal Information Protection Act*.

By signing, you agree that you have read and agree to all the rules and regulations:

Signature: _____ Date: _____

BCNE Park Market Vendor

Invoice



Available Market Dates:

May 5 June 23

May 26 July 7

June 9 July 21

HARVEST FEST 2024 September 8

FEES:

Price Per Market Date (GST included)	Number of Spots Required (10x10)	Number of Market Dates Selected	Number of Market Dates Selected
\$50.00	X _____	X _____	= \$ _____ *Discount of 20% if you attend all 7 market dates.

EVENT INSURANCE: All Vendors must provide proof of insurance. You are solely responsible for any injuries, accidents, or loss which may be sustained as a result of your vending operations at the BCNE Outdoor Ag Arena. The BCNE Exhibition Park Market or any partner shall have no responsibility for any accident or injury caused by your activities. You must maintain your own liability insurance and provide us with a certificate of insurance. Please forward us a certificate of insurance listing us as Certificate Holder and Additional Insured; Prince George Agricultural and Historical Society. If signing up for insurance thru DUUO they will forward us a copy on your behalf.

PAYMENT:

Please make cheques payable to: Prince George Agricultural and Historical Association OR PGAHA

Mail to: PO Box 955 Stn A, Prince George BC, V2L 4V1

Visa/Mastercard accepted via phone (250) 563-4096

E-transfer: gmbcne@gmail.com

Company Name: _____

Signature: _____ Date Signed: _____

Method of Payment: _____ Date Received: _____