

2019 Light Up Vendor Handbook



EVENT TIMELINE

The 26th annual Light Up will once again be taking over 30 Avenue to celebrate the start of the holiday season in the heart of Vernon. The three-hour event aims to entertain children and their families in an inclusive and lively atmosphere while showcasing various businesses and organizations.

- Event date:** Saturday, November 30, 2019
Event location: 3000-3300 blocks of 30th Avenue
Event time: 5:00 p.m. to 8:00 p.m.
Event website: <https://downtownvernon.com/things-to-do/holiday-light-up>
Event contact: Dudley Coulter
dudley@downtownvernon.com
(250) 542-5851
- Vendor deadlines:** Early Bird Fee Deadline: September 30, 2019
Regular Fee/Application Deadline: October 31, 2019
Food Permit Documentation: November 15, 2019

VENDOR PRICING

The Light Up has a limited number of vendor spaces available and is likely to sell out in 2019. It is recommended you apply for space early. **Early bird pricing is available until September 30, 2019 and the final deadline is October 31, 2019.** See the 2019 fee structure below:

2019 LIGHT UP PRICING						
TYPE	10X10		10X20		10X30	
	Early Bird	Regular	Early Bird	Regular	Early Bird	Regular
Non-Profit	25	40	25	40	25	40
DVA Member	40	55	40	55	40	55
General Business	100	115	115	130	130	145
Food	145					

Refunds are available until October 31, 2019 for a \$25 administration fee. Refunds are not possible after October 31, 2019.

EVENT GUIDELINES

The following guidelines are outlined to ensure the safety of pedestrians and other vendors, to respect surrounding businesses and to maintain the Light Up's excellent reputation as the largest holiday street festival of its kind in the North Okanagan. Thanks in advance for your cooperation. Please DO NOT arrive before 3:00 p.m.

Load-in:	3:00 p.m. – 4:00 p.m.
Set-up:	3:00 p.m. – 5:00 p.m.
Vendor booth open:	5:00 p.m.
Road closure effective:	2:00 p.m. – 10:00 p.m.
No vendor vehicles on-site:	4:00 p.m. – 8:00 p.m.
You must operate your booth:	5:00 p.m. – 8:00 p.m.

Vendor applications, fees and applicable documents must be submitted to the DVA by October 31, 2019 in order to apply for vendor space. Applications will not be accepted after this deadline.

VENDOR GUIDELINES

The DVA will provide the vendor with a booth space within the event area and the location shall be the sole discretion of the DVA. Locations for DVA members is our first priority. Confirmation of a location within the Light Up event will happen once payment and registration are complete.

A site map will be provided to accepted Light Up vendors indicating your site number and location. All vendors must set-up at their appointed space; no moving or trading spaces will be permitted.

Please note the DVA has the right to move your vendor space on Saturday, November 30, 2019, if required due to unforeseen circumstances in the event. We greatly appreciate your patience and understanding as we work to create a positive, exciting event for both vendors and the public.

SET-UP

Vendor load-in will begin at 3:00 PM on November 30, 2019. All booths and displays must be set-up by 4:45 PM for inspection by block captains. If you require additional load-in and set-up time (over 2 hours), you must notify the event organizer, Dudley Coulter no later than November 15, 2019.

1. You are responsible to bring your own materials for your booth. The DVA does not supply anything other than power outlets (if paid for).
2. If tents are being used it is **MANDATORY** that you use weights to secure your tent(s) as per City of Vernon Bylaw. Materials such as water filled jugs or sand bags are sufficient.

Vendors must **load-in their booth materials by 4:00 PM** on Saturday, November 30, 2019. Vendors must **complete set-up by 4:45 PM** on Saturday, November 30, 2019. **Vehicles will not be permitted into the event area after 4:00 PM.**

FESTIVAL OPERATIONS

1. Vendors must operate their booths from 5:00 PM to 8:00 PM on Saturday, November 30, 2019. Vendors may not pack up and leave the event prior to 5:00 PM (this will result in a ban from future DVA events).
2. All sales must cease at 8:00 PM.
3. DVA is not responsible for loss or damage to property. Each vendor shall take necessary precautions to protect their valuables.

POWER

As noted in the 2019 Light Up Vendor Contract, you are responsible to provide your own power for your booth unless you have chosen and paid for power outlet(s). Power cannot be requested on the day of the event, it must be noted in your registration form which is due by October 31, 2019. If bringing your own power (generator) you must ensure it meets BC Safety Authority regulations and be CSA approved. 1 & 2 Electric will be on-site to inspect power uses at the Light Up to ensure they comply with the BC Safety Authority standards and City of Vernon bylaws.

Please note that all electrical equipment will be inspected by our on-site electrician. Any equipment not in compliance with the electrical code will be disallowed for use at the Light Up.

DVA Members

- You are welcome to use the power from inside your building, however, you must ensure all power cords meet BC Safety Authority regulations are CSA approved.
- All cords running through a public walkway (sidewalk) must be covered with mats to avoid tripping hazards.

- All uses of power will be inspected by 1 & 2 Electric.

Using a Generator

- Quiet generators are permitted (4-stroke).
- All cords running through a public walkway (sidewalk) must be covered with mats.

FOOD VENDORS

1. All food vendors must have their Interior Health Authority (IHA) Food Permit on site and comply with all regulations laid out in the Okanagan Similkameen Public Health Guidelines for Temporary or Seasonal Food Booths/Concessions. This must be sent to events@downtownvernon.com before November 15, 2019.
2. All food vendors must have their FoodSafe permit and send this to events@downtownvernon.com before November 15, 2019.
3. All food vendors must have their liability insurance listing the DVA and City of Vernon as additional insured and send this to events@downtownvernon.com before November 15, 2019.
4. All food vendors must have their approved fire inspection and send this to events@downtownvernon.com before November 15, 2019.
5. All food vendors are to provide a garbage can. Full bags will be collected throughout the day by event volunteers.
6. Vendors are not permitted to dump grease, grey water or ice onto turf, pavement or brick areas. Any costs incurred by Downtown Vernon for clean-up of spilt items will be charged to the vendor.

Food vendor document deadline: November 15, 2019

TEAR DOWN / CLEAN UP

All sales must cease at 8:00 PM. Vendors may their tear down at 8:00 PM. All vendors must complete their tear down and load out by 9:30 PM. Please be mindful to take away your booth materials and supplies. Downtown Vernon is not responsible for any items left behind at the Light Up.

1. Vendors must not pack up and/or leave the event prior to 8:00 PM. Failure to abide by this rule will result in a ban from all future events organized by the DVA.
2. Vendors are responsible for the clean-up of the grounds to which they have been allowed space to operate. Clean up and removal of your material and garbage is to be completed by 9:30 PM.

Vendors must complete tear down and clean up by 9:30PM on Saturday, November 30, 2019. Vehicles will not be permitted into the event site before 8:00PM.

PARKING

Vendors are not permitted to park their vehicles in the event area. As on-street parking is limited to two hours, vendors are encouraged to park in a nearby City of Vernon parking lot which is free on weekends. See below map for information:

