

# 2019 Sunshine Festival Vendor Handbook



## EVENT TIMELINE

The Sunshine Festival will once again be taking over 6 blocks of 30<sup>th</sup> Avenue for the 25<sup>th</sup> year in a row! Vernon's official kick-off to summer will feature two live stages, over 150 vendors, children's activities and the largest sidewalk sale in the North Okanagan. Over 15,000 people are expected to attend this annual event.

**Event date:** Saturday, June 15, 2019  
**Event location:** 2900-3400 blocks of 30<sup>th</sup> Avenue  
**Event time:** 9:00 a.m. to 5:00 p.m.  
**Event website:** [downtownvernon.com/sunshinefestival](http://downtownvernon.com/sunshinefestival)  
**Event contact:** Dudley Coulter  
[dudley@downtownvernon.com](mailto:dudley@downtownvernon.com)  
(250) 542-5851

**Vendor deadlines:** Vendor Application: May 1, 2019  
Early Bird Fee Deadline: March 15, 2019  
Food Permit Documentation: May 1, 2019

## VENDOR PRICING

The Sunshine Festival has a limited number of vendor spaces available and sold out in 2018 with a waiting list of over 20 vendors. It is recommended you apply for space early. **Early bird pricing is available until March 15, 2019 and the final deadline is May 1, 2019.** See the 2019 fee structure below:

TYPE	10X10		10X20		10X30	
	Early Bird	Regular	Early Bird	Regular	Early Bird	Regular
Non-Profit	55	80	55	80	55	80
DVA Member	80	105	80	105	80	105
General Business	210	260	260	310	310	360
Food	235	285	285	335	335	385

## EVENT GUIDELINES

The following guidelines are outlined to ensure the safety of pedestrians and other vendors, to respect surrounding businesses and to maintain the Sunshine Festival's excellent reputation as the largest street fair and sidewalk sale in the North Okanagan. Thanks in advance for your cooperation.

<b>Load-in:</b>	6:30 a.m. – 7:30 a.m.
<b>Set-up:</b>	6:30 a.m. – 8:30 a.m.
<b>Vendor booth open:</b>	8:45 a.m.
<b>Road closure effective:</b>	6:00 a.m. – 8:00 p.m.
<b>No vendor vehicles on-site:</b>	8:00 a.m. – 5:00 p.m.
<b>You must operate your booth:</b>	8:45 a.m. – 5:00 p.m.

Vendor applications, fees and applicable documents must be submitted to the DVA by May 1, 2019 in order to request 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 a priority. Confirmation of a location within the Sunshine Festival will happen once payment and registration are complete.

A site map will be provided to accepted Sunshine Festival 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, June 15, 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

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Vendor load-in will begin at 6:30 AM on June 15, 2019. All booths and displays must be set-up by 8:30 AM 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 June 1, 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 7:30AM** on Saturday, June 15, 2019. Vendors must **complete set-up by 8:30AM** on Saturday, June 15, 2019. **Vehicles will not be permitted into the event area after 8:00AM.**

## FESTIVAL OPERATIONS

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1. Vendors must operate their booths from 8:45 AM to 5:00 PM on Saturday, June 15, 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 5:00 PM.
3. DVA is not responsible for loss or damage to property. Each vendor shall take necessary precautions to protect their valuables.

## POWER

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As noted in the 2019 Sunshine Festival 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 May 1, 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 Sunshine Festival 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 Sunshine Festival.

### 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

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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](mailto:events@downtownvernon.com) Before May 1, 2019.
2. All food vendors must have their FoodSafe permit and send this to [events@downtownvernon.com](mailto:events@downtownvernon.com) before May 1, 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](mailto:events@downtownvernon.com) before May 1, 2019.
4. All food vendors must have their approved fire inspection and send this to [events@downtownvernon.com](mailto:events@downtownvernon.com) before May 1, 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: May 1, 2019**

### TEAR DOWN / CLEAN UP

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All sales must cease at 5:00 PM. Vendors may their tear down at 5:00 PM. All vendors must complete their tear down and load out by 7:00 PM. Please be mindful to take away your booth materials and supplies. Downtown Vernon is not responsible for any items left behind at the Sunshine Festival.

1. Vendors must not pack up and/or leave the event prior to 5:00 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 7:00 PM.

Vendors must complete tear down and clean up by 7:00PM on Saturday, June 15, 2019. Vehicles will not be permitted into the event site before 5:00PM.

## 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:

