



### **Set Up:**

- \* Set up must be completed by 2 pm for the 3'clock opening May 31, 2024.
- \* All vendors must remain open during festival hours.
- \* **No vendors will be allowed to drive on the event grounds during Festival hours.**
- \* Craft booths are 10 X 10, if more space is required, advanced notice to the coordinator is required and will be charged accordingly. (i.e., 2 spots, 2 charges)

### **Security:**

- \* General overnight security will be provided, but any damages or loss will be the responsibility of the vendor and not the festival.
- \* The festival committee will visit all booths and have the authority to request removal of any or all undesirable items.

### **Booths:**

- \* Each vendor is provided a space, which is assigned by Sunfest.
- \* Vendors will not be allowed to move to a new location at any time.
- \* Vendors will be responsible for any property damage incurred in the area of their booth.
- \* All electrical cords must be grounded and meet site approval.
- \* Vendors are required to supply and maintain at least one trash and recycling Container at their booth.
- \* **Power supply is limited and reserved for food vendors. What power is left over after food vendors have all they need, will be provided on a first come first serve basis.**
- \* Proper power cords will be the responsibility of the vendor.
- \* Castlegar Sunfest will not provide any type of framed tents or coverings for vendors.
- \* **NO** alcoholic beverages may be sold or consumed at your concession space.

### **Clean-up:**

- \* Vendors are responsible for maintenance and clean up within a 10-foot radius of their booth at all times during the event. Please provide and maintain your own garbage and recycling receptacles and take any garbage to the bins provided.

### **Sunfest Committee Contact:**

- \* Lori Orser                      250-354-7266      castlegarsunfest@gmail.com

**Castlegar Sunfest Festival In the park**  
**May 31, June 1,2, 2024**  
**Craft / Merchandise vendor Contract**

Contact Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ e-mail address \_\_\_\_\_

Do you wish to stay for Sunday? \_\_\_\_\_

**POWER IS LIMITED!!! PLEASE PROVIDE US WITH YOUR POWER REQUIRMENTS TO BE SURE WE CAN ACCOMMODATE YOUR BOOTH!**

Craft vendor spaces are 10 X 10. If extra space is required, please enquire first. The vendor may be required to pay extra for using more space. Please enquire.

If Power is available, how much do you need? \_\_\_\_\_

Is this power vital to your booth? \_\_\_\_\_

Please list items you will be selling in your booths.

Item	Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Craft/merchandise vendors - # of 10 x 10 spaces \_\_\_\_\_ @\$85.00 = \_\_\_\_\_

Charity & Non-profits # of 10 x 10 spaces \_\_\_\_\_ @\$30.00 = \_\_\_\_\_

**Total Enclosed**      \$ \_\_\_\_\_

**\*\*\*Please make cheques payable to Castlegar Festival Society\*\*\***

**Vendors Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**In order to properly process your application, please enclose the following**

\* Completed copy of this contract for each vendor.

\* Payment \*\* If you would like to e transfer your payment, please e mail the application to me first to confirm acceptance: [castlegarsunfest@gmail.com](mailto:castlegarsunfest@gmail.com), I will respond with an e mail address to send payment to.

Send Completed Contracts To:  
Castlegar Festival Society  
C/O Lori Orser  
1503 Slocan St  
Nelson B.C  
V1L 1G1