

Thank you applying to be part of our Winter Market. We are closing Comox Ave from Port Augusta St to Nordin St to provide space for limited booths, entertainment and for the attendees of the Mayor Tree Lighting to spill into the street. We look forward to making this part of our annual event and thank you for being part of a quick pop-up event.

With your space fee, the Downtown Comox BIA will provide:

- Social-media, radio, newspaper and website marketing
- Live Entertainment and kids area (including Santa)
- Production of posters to help promote the event locally and much more!

Rules and Understandings:

1. Event starts at 3pm and ends at 7pm. Vendors must stay open for the entire event. Set-up permitted after 1pm, vehicles must be off the street no later than 2:30 pm, and will not be allowed back in until 7pm.
2. Please understand that the event mandate is first and foremost to promote Downtown Comox BIA member businesses. Applicant products must be hand-made by the applicant and imported hand-crafted items are not eligible for inclusion in the market. If in this application the vendor does not accurately describe their product and is selling a manufactured product that is in conflict with a Downtown Comox BIA business, they will be removed from the event without a refund. If in doubt, please contact the coordinator for clarification.
3. Booth space is 11'x11' and will be assigned a few days prior to the event; a confirmation email will be sent then with event map. On the morning of the event participants will find their placement by name or number written on the sidewalk beside their space.
4. BIA Members have first right of refusal to space in front of their business, but ONLY if they submitted applications. Those BIA Members who are not located between Port Augusta St and Nordin St have second priority of booth placement as close to their storefront location.
5. Power is limited. If you require power for your booth, please indicate in the application and MUST be arranged prior to the day. Any Electrical appliances or equipment must be CSA/ULC certified, and electrical cords must be in good condition and taped to the ground where they may cause tripping hazard. Please inform organizer if you are planning to use a generator so you can be placed accordingly.
6. No cars may be parked in the street during the event. All cars must be parked as far out of the downtown core as possible to allow customers the use of prime space during the event. Please do not park in the mall parking lot.
7. Prices for booths are reflective of a short notice event, please understand if booth prices may increase next year.
8. Due to the COVID 19 Pandemic, certain health requirements will be necessary for you to provide at your booth including and not limited to providing hand sanitizer at your booth for customers, participating in a daily health check with event organizer, wearing a mask if recommended by public health authority. A complete list of requirements will be sent out once your application has been confirmed and event organizers have received the most up to date information leading up to the event.
9. Please be prepared for all weather, if weather is extreme event may be moved inside the mall.

Deadline for application is November 20, 2021 by email (scanned or a photo of application), mail or dropped off at Coast Surf Shop Comox addressed to 'Comox BIA'.

Vendor Registration:

Booth / Company Name: _____

Contact Person: _____

Description of Merchandise – attach separate sheet if necessary

Mailing Address: _____

Phone: _____

Email: _____

Any Requests?: _____

Booth Space is assigned by 11-foot increments. A 10'x10' tent will fit into one space. Extra space will be allocated if available at the discretion of the organizers.

Indicate type of Vendor:

Non-BIA Artisan/Crafter -\$40 per space

BIA Member or Associate Member - \$20 per space

Non-Profit/Charity - \$20 per space

(there are no taxes – but please note you will need to carry your own insurance for the event, once the application is received the organizer will send you detailed information regarding this)

Do you need Power? Yes No

_____ x 11' space(s) x Type of Vendor Amount\$ _____

Total Enclosed with Application Will pay day of event

I, _____ have read and agree to the rules and understandings for participating.

Signature: _____ Date: _____

Receipts will not be issued unless requested at time of payment.

Refunds: A full refund is available on written cancellations before November 15, 2021;
50% refunded up to November 20, 2021 and no refunds will be given after November 21 2021.

Payment to be made with cash or cheque only (sent in with application or will be collected day of event)

Please mail this form with a cheque payable to: Comox BIA

Address: Comox BIA, PO BOX 1624 RPO STN A, Comox BC V9M 8A2

Any Questions Please Email: info@downtowncomox.com or visit the website www.downtowncomox.com