

## INSTRUCTIONS TO VENDORS

- Some space and equipment is limited – availability is on a first come first served basis. Registration form and payment in full required.
- The Festival operator reserves the right without prejudice to limit and or refuse participation to any person or organization that they feel whose attendance would not be in the best interests of the event.
- Site open to vendors at 8:30 – please do not arrive any earlier.
- Transport vehicles must be off site by 10:00 – we will have a dedicated space off site and as close as possible for vendor vehicles.
- Set up must be complete by 10:15 – the festival opens at 10:30 everyone should be ready to go.
- Must set up in assigned space only – failure to do so will probably result in having to move.
- Must remain set up until 4:00 – this is a safety issue; if you cannot make the commitment for the full duration then you should not register.
- Vehicles allowed back on site at 4:15 – we want our visitors and guests to enjoy the full festival and then be able to exit comfortably and safely not having to dodge vendor vehicles coming into the area.
- Should be packed up and space cleaned by 5:30 – please take everything away with you that you came with and place trash and recyclables in proper locations.
- This is a rain or shine event, this is the west coast and the event is in October – be prepared.
- We must be made aware of any and all food products that are intended to be sold or given away as promotions or samples. Menu and prices (if applicable) must be submitted with registration application.
- It is the responsibility of all food providing vendors to be approved by the Fraser Health Authority and to have their permit displayed prominently on event day.
- Public washroom and sanitation facilities are not to be used for vendor purposes.
- Any generators that are used on event day must be safe and quiet – preapproval is required.