



**DOWNTOWN
MAPLE RIDGE**
Business Improvement Association

Ours to Share!

Summer Market

Back in School

September 23rd | 9AM - 2PM

Memorial Peace Park

BIA MEMBER REGISTRATION

Name: _____

Business Name (if applicable): _____

Address: _____

Contact Phone Number: _____ Cell Phone Number: _____

E-mail Address: _____

Please describe what products and/or services you will be bringing to the market:

Check the applicable boxes:

- \$20.00 Registration Fee - Current BIA Member
- \$25.00 Tent Rental - First Come First Serve Basis
- \$20.00 Tent Rental - Refundable Damage Deposit**

If accepted as a vendor you will be invoiced accordingly. **The * \$50 refundable deposit is mandatory.**

Please do not send payment until you receive an invoice.

*Please note that this market is being held from 9:00am to 2:00pm! A \$50 refundable deposit will be required to participate. The \$50.00 will be returned to you at the end of the market provided that you show up to occupy your location and your breakdown does not happen before 2:01pm. **If you leave early, breakdown before the end, or simply do not show up to participate in the market, your deposit will not be refunded to you!**

Initial:

Damage deposit is required for any DMRBIA tent rental. It is your responsibility to inspect the tent prior to use, and notify the DMRBIA of any deficiencies. The deposit will be returned at the end of the market upon inspection of the tent to ensure it has not been damaged. Please remember to remove any tape, rope or any other material from the tent frame. **If your tent requires removal of any above mentioned material or requires repair, your deposit will not be refunded!

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Terms & Conditions - Please read carefully:**

1 FULL payment must be received one week before the date of your market. *You will be sent an email reminder prior to your location being released to another Vendor. If you do not respond within 24 hours, your registration will be null & void.*

Initial:

Payment can be made by online invoicing system, cash, cheques (made out to the Downtown Maple Ridge Business Improvement Association or DMRBIA) or by email money transfer (executivedirector@downtownmapleridge.ca).

All cheques dishonored by bank are subject to a \$25.00 NSF charge. Only cash will be accepted 1 weeks before the market date.

2 **CANCELLATION OF YOUR SPOT & RETURN OF REFUND** – To have your full fee & deposit refunded you MUST give the DMRBIA at least 1 weeks’ notice. 7 days or less, will be on a basis of IF we can re-allocate your location. We will do everything in our power to re-allocate your location. In the event we are successful, your full fee & deposit will be refunded. **No refunds will be issued because of less than perfect weather conditions.**

Initial:

3 The BIA Summer Market will be held alongside the Haney Farmer's Market. The DMRBIA market will be located in the "East Park", East side of Memorial Peace Park Bandstand, directly behind to the Farmer's Market in front of the ACT Centre.

Initial:

You are required to check in with the DMRBIA booth **prior** to unloading to your location. - No changes to the site plan will be considered on the day of the market.

Set up time & move in schedule will be sent to you 1 week prior to the market date. Please consider making arrangements with transportation, as parking will be limited.

You will be allotted a 10'x10' area. If you need an additional space you will need to register & pay for 2 spots (both the registration fee & deposit). **The above cancellation fee is also applicable with cancelling a 2nd spot.** Vendor is responsible for giving the DMRBIA ample notice to re-allocate the location.

4 Vendors are required to supply their own tables, chairs, tent, & business signage. **Unfortunately, we are no longer able to supply table rentals to Vendors, and have limited tent rentals available.** If utilizing a tent, tent weights of 20lbs or more PER LEG will be required. This is MANDATORY by the City of Maple Ridge and will strictly be enforced. Please visit the City of Maple Ridge website and review the details on appropriate & inappropriate tent weights.

Initial:

<https://mapleridge.ca/DocumentCenter/View/9433/Pop-Up-Tent-Safety-Guidelines-PDF>

5 The DMRBIA market will coincide with the Haney Farmer's Market in Memorial Peace Park. The DMRBIA is not responsible for any duplications / similarities that may occur between the DMRBIA market & the Haney Farmer's Market.

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6

Vendors are prohibited from selling items from more than 1 direct sales company (e.g. Avon, Mary Kay, Pampered Chef, etc.). For instance, a vendor cannot have a booth with both Tupperware and Avon products.

Initial:

The vendor will sell only items listed on application form, to avoid duplication. As a courtesy to other Vendors at the Market, we have chosen to only allow 1 Vendor to carry products from one direct sales company. **If you are selling anything other than what you have declared on this registration without prior written consent from the DMRBIA, you will be asked to remove said items from your location, failure to do so will result in being removed from the market, and future applications to all DMRBIA markets be denied.**

7

Any vendor selling prepared food/beverage at the market must file paperwork with the **Fraser Health Inspector Brian at (604) 476-7060** at least 14 days before the Market. A copy of this paperwork must also be submitted to the DMRBIA and will be attached to your registration.

Initial:

All food vendors are required to have a fire extinguisher at booth. No power will be available.

8

Your location will not have access to power for any reason, or water.

Initial:

There will be bathroom facilities located around the festival, the DMRBIA will not be responsible to cover your booth.

Please ensure you have enough water & food to cover you for the day!

9

This is a **"Green Market"**! Vendors are required to supply own garbage bags & disposal, pick up and take care of the garbage/recycling in your area. Please refrain from using Styrofoam and take your recyclables home with you (paper, cardboard, plastics, organics).

Initial:

FAILURE TO CLEAN UP YOUR LOCATION ON EXIT (INCLUDING BUT NOT LIMITED TO: GARBAGE / RECYCLING / ORGANICS / TENT WEIGHT ITEMS / BUSINESS SIGNAGE may result in forfeiture of your deposit.

10

The DMRBIA is not responsible for any loss or damages that may take place during this market.

Initial:

DMRBIA does not guarantee the Vendor any sales and makes no financial commitments whatsoever to the Vendor.

Agreement:

By signing here, you agree with all the terms and conditions listed above!

Signature: _____

Printed Name: _____

Date: _____