



# Cariboo Memorial Recreation Complex

Sam Ketcham Memorial Pool \* Twin Ice Arena \* Gibraltar Room \* Recreation Programs

## Canada Day 2018 Vendor Request Form

The Cariboo Memorial Recreation Complex (CMRC) invites you to join us for Canada Day on Sunday, July 1, 2018. There will be live entertainment, family activities, and vendors from 11:00am - 1:30pm in Boitanio Park.

We are looking for dynamic, local businesses and organizations with unique products and services to make this truly a special event. Please read and complete all sections of this application to be **considered** for inclusion, and submit to the attention of Suzanne Cochrane **before** Friday, June 1, 2018

Preference will be given to:

- Local vendors
- Good quality, well priced items
- International foods and goods

Submission requirements:

- All submissions are subject to a selection process
- A brief description of products or service must be submitted with application form
- Late submissions will not be accepted
- Limited number of spaces available
- **All vendors MUST comply with Municipal Fire regulations and when cooking food on site and have the appropriate fire extinguisher**
- **Food vendors must have a Temporary Food Permit and/or copies of an approved Farmers Market Application from Interior Health**

Location & space allocation:

- Boitanio Park • Lot sizes: 10' x 10' • Electricity is not available
- 2018 festivities will be located around the Gwen Ringwood stage
- Mobile vendors will be placed in park Cul-de-sac on Borland Street OR by picnic shelter
- The location of vendors will be determined by the Cariboo Memorial Recreation Complex

Set up & take down:

- Vendors are required to do their own set up and take down
- Vendors supply their own tent, tables, chairs and power-silent generators
- Designated vendor parking is available in the park
- Vehicle access into park on paved sidewalks only - 7:00 - 10:30am
- Set-up must be completed by 11:00 am
- Late arrivals will not be accommodated
- Take-down: no earlier than 1:30pm, unless all goods are sold
- Signage must be confined to inside your booth
- This is an outdoor event, please come prepared for weather
- Booths must have a clean, attractive and professional appearance

Space and fees:

- CMRC will provide 1 Day Exhibition Business License for all vendors
- \$10.00 Non-refundable booking fee



525 Proctor Street, Williams Lake, British Columbia V2G 4J1  
Telephone (250) 398-7665 \* Fax (250) 398-7884 \* [www.williamslake.ca](http://www.williamslake.ca)



# Canada Day 2018 Vendor Request Form

Name of Business: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Phone # (B): \_\_\_\_\_ (H): \_\_\_\_\_

(C): \_\_\_\_\_

Email: \_\_\_\_\_

Please check:  Retail Vendor  Food/ Beverage Vendor  Non-profit Vendor

Number of spaces (10' x 10') requested: \_\_\_\_\_

Description of products being sold or services offered at your booth:

---

---

Please Initial:

I have read and agree to all submission requirements including location, space allocations, and set-up and takedown times

I have attached a copy of my Temporary Food Permit and/or copies of approved Farmers Market Application from Interior Health

I will comply with Municipal fire regulations and will have the appropriate fire extinguisher at my booth, if cooking food on site

\$10.00 fee attached, cheque payable to the City of Williams Lake

I understand that vehicles are permitted on paved sidewalks only for set up/ take down

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Cariboo Memorial Recreation Complex

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Mail/ Drop Off: Suzanne Cochrane  
Cariboo Memorial Recreation Complex  
525 Proctor Street, Williams Lake, BC V2G 4J1

Email: [scochrane@williamslake.ca](mailto:scochrane@williamslake.ca)

Fax: (250) 398-7884

Date Received: \_\_\_\_\_