



## Application for Vendor Space

Company Name:			
Last Name:		First Name:	
City:	Province:	Postal Code:	
Phone:	Email:		
Signature:			Date:

*I wish to apply for vendor space at the Sun Peaks Twilight Market.  
I have read the attached rules and regulations and agree to abide by them.  
I agree to pay the appropriate fees.*

### Market Fees

Regular Summer Market Day Vendor	FREE
Casual Vendor Rate	\$20.00 + GST per twilight market

### Please check the following that applies to you:

I wish to attend the Twilight Market as a vendor. Please indicate which date(s) you would like to attend (weather pending).

- July 13<sup>th</sup>, 2019
- August 10<sup>th</sup>, 2019

## Website & Social Media Information

If you would like your business featured on our social media, please provide the following:

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

Phone #: \_\_\_\_\_

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

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_





## Vendor & Product Information

Select vendor type:

- Food** (High Risk vendors must be certified in Food Safe Level 1 and must include a copy of approval letter from Interior Health with application)
- Craft** (All products must be handmade)
- Liquor** (Must have proper paperwork and licensing and follow rules as set by the LCBC)
- Community Groups & Non profits** (Allowed to attend market at no cost at the discretion of the Market Manager)

List each item you plan to sell at the market in the grid below. For food vendors, please list all ingredients for each product. Any new products that a vendor wishes to add during the market season must be submitted for jury review. **Please include photos of your products.**

Product	Ingredients





## Information Sheet & Vendor Rules & Responsibilities

- The Sun Peaks Twilight Markets is a new and exciting addition to our summer Sunday market season that runs from 6:00pm to 9:00pm on Saturday July 13<sup>th</sup> and August 10<sup>th</sup>, 2019. Set up will take place between 4:30pm and 5:45pm with assistance from the Market Manager to find your set-up location. All vendors are required to set up their own tents and displays within the allotted timeframe. **Vendors who arrive later than 5:45pm must carry their items to their designated spot.**
- Due to the timing of this event, upon arrival all vendors' cars must be walked in and out of the village by a Tourism Sun Peaks staff member to ensure the safety of everyone.
- Application does not guarantee a space. All applications are reviewed and selected by the Market Manager and Market Advisory Committee. All applications are reviewed in consideration of the following criteria:
  - Is the product 100% made, baked or grown by the applicant
  - Is the applicant a returning vendor
  - What is the value to the market
- Power is not guaranteed. If Vendors need power, they are expected to let us know well in advance. They are also expected to bring their own power cords.
- Vendors are responsible for the security and safety of their stall space and products including keeping the area clean and free of clutter. **Tent weights are mandatory.** Vendors are responsible for their own garbage and must remove it at the end of the market. Please note the public garbage receptacles located within the village walk are for small pedestrian waste only.
- Tourism Sun Peaks is not responsible for any loss, theft or damage to vendors, vendor merchandise, displays or products at any time while in attendance at the Sun Peaks Market Days.
- Any concerns from Vendors should be brought to the attention of the Market Manager immediately.
- Any changes to the products offered must be submitted to and approved by the Market Manager, at least one week prior to the market date.
- The Market Manager has the right to evict and/or ban any Vendor, temporarily or permanently, who fails to comply with market rules and responsibilities, and/or who does not respectfully respond to the Managers' directions.
- Insurance - all vendors selling food items must carry \$2mil liability insurance naming Sun Peaks Mountain Resort LLP & Tourism Sun Peaks as additionally insured. Exact wording to be supplied upon acceptance of your application. Other "High Risk" vendors may also be required to carry \$2mil liability insurance, vendors will be notified upon acceptance of applications.





## Health Inspection Guidelines

Please be aware that vendors selling high risk foods must apply and be approved by Interior Health prior to participation in the Sun Peaks Market Day. Acceptance letters must be presented to the Market Manager prior to your first market.

Is your Food Product:                      High Risk                      Low Risk

1. If your product is High Risk, attach a copy of your '**Letter of Permission**' from the **BC Environmental Health Officer (EHO)**
2. If your product is Low Risk, ensure the submission of all ingredients used in your application, or provide a copy of a letter from a BC EHO that supports this claim.
3. If you are uncertain, please contact our local Health Inspector at 250.851.7324.

## 2019 Summer Events Calendar

For event calendar details, please visit the Events Calendar online at

[www.sunpeaksresort.com/events](http://www.sunpeaksresort.com/events)

*All dates and events subject to change.*



#13 – 3250 Village Way      Sun Peaks, BC    V0E 5N0  
Ph: 250-578-2555    Fax: 250-578-2552    [www.sunpeaksresort.com](http://www.sunpeaksresort.com)