

BLOCK PARTY



Vendor Guidelines

The Downtown Kelowna Association invites you to celebrate summer at Block Party on Saturday, July 23, 2022! This free community event fuses community, culture, art, food, shopping, and entertainment within the Meet Me on Bernard footprint along Bernard Avenue. The event will include a street market, storefront displays from many Bernard Ave. businesses, live and roving entertainment, and family-friendly activities from 10am-4pm.

Event:	Downtown Kelowna Association Block Party 2022
Date:	Saturday, July 23, 2022
Location:	Bernard Avenue (within Meet Me on Bernard)
Time:	10:00AM – 4:00PM
Website:	www.downtownkelowna.com/block-party

Interested in joining us at Block Party in the "street market" with a vendor stall? Please review the following Block Party Vendor Guidelines prior to completing the Vendor Application Form and Contract. Please note that completion of the Application and Contract does not guarantee a space at Block Party. Notification of acceptance will take place in a timely manner via email, with further details closer to the event date.

If you have frontage along Bernard Avenue within the Meet Me on Bernard footprint, you can create a Storefront Pop-Up or special display outside your business at no charge for 2022. The goal should be to entice visitors to Block Party into your store.

- Pop-ups must not block sidewalk access.
- Tent usage must be approved.
- The pop-up storefront display is allowed on Saturday, July 23, 2022 ONLY.
- Power will not be provided.
- All other guidelines in this document pertaining to hours of commerce, load-in, set-up, tear down, etc. apply.

Vendors in Street Market – General Info

- A limited number of vendors spaces for the street market are available.
- Only one vendor is permitted to operate per vendor space and application. The vendor is not permitted to allow another business to operate from their vendor space.
- Each market vendor space is 10' x 10'.

Food Vendors

- All food vendors are asked to consider having a drop cloth to cover their entire operation. Any costs incurred by the DKA for clean-up of spilled items on brick or pavement will be charged back to the vendor. Vendors must comply with all regulations laid out by Interior Health's Mobile Food Premises approval and permit regulations.

Food Permits

- If you will be preparing, providing, or serving food and/or drinks at your vendor booth, you require an approved food permit from Interior Health Authority to participate in Block Party 2022. If you don't have a food permit, you can apply for a Temporary Food Service permit from Interior Health at <https://www.interiorhealth.ca/information-for/businesses/food-premises>. Complete and submit your application by June 15, 2022.
- Once you have received your Temporary Food Permit, or if you have already acquired a permit, please provide a valid copy to kris@downtownkelowna.com, subject line 'BP FOOD PERMIT' by June 15, 2022. Please note that without this approval, you will not be able to participate Block Party 2022.

Communicable Disease Prevention

- Vendors must, at a bare minimum, provide hand sanitizer for patrons and will comply with all COVID-19 safety regulations that are currently in place on the date of the event.

Tents, Tables, and Other Rentals

- Tenting for your vendor space is mandatory, as is the use of weights to secure the tent. It is your responsibility to provide tent weights; sandbags or water filled jugs are sufficient.
- Each vendor is solely responsible for any costs associated with arranging their tables, chairs, and tents. We suggest reaching out to either All Occasions Party & Event Rentals (250.763.8687) or Avalon Event Rentals (250.861.1575).
- If you are renting equipment for your vendor stall, all deliveries must be made by 9:00am on Saturday, July 23, 2022.

Power

- Each vendor is solely responsible for arranging and covering costs for power, if required. New Horizon Productions (NHP) is providing the temporary electrical services for Block Party 2022 and will ensure these services are distributed properly and safely. Their certified electricians will be monitoring and approving all electrical services at our event to ensure they comply with the BC Safety Authority standards.
- Please note that all electrical equipment (generators) must be approved by the on-site electrician.
- If you are using power at Block Party 2022, please indicate so on the Vendor Application Form. Reach out to Dan at NHP; call at 250.762.6775 or email danreich@nhpav.com

Vendor Location

- DKA will provide the vendor with a location within the event area; this location shall be at the sole discretion of the DKA. Locations for DKA Business Members will receive priority. Specific location requests cannot be granted.
- Confirmation of location within the Block Party site plan will take place once payment is received IN FULL. A site map will be provided to indicate your site number and your location along Bernard Avenue. All vendors must set up at their appointed space; moving or trading spaces is not permitted.
- Please note that the Downtown Kelowna Association has the right to move your vendor location on Saturday, July 23, 2022 if required due to unforeseen circumstances in the event. We greatly appreciate your patience and understanding as we work to create a positive, exciting event for both vendors and the public.

Smoking

- Smoking of tobacco or cannabis is strictly prohibited in the event site or at vendor spaces.

Booth Animation/Music

- Booth animation and/or music played from vendor spaces will be restricted and must be approved by the DKA by July 15, 2022.

Load-In, Set-Up, and Tear-Down

- Access points into each block of the Bernard Avenue closure will be identified by the City of Kelowna. Vendors may only access their assigned vendor location between designated hours and agrees to follow guidelines as set by The City of Kelowna (to follow).
- Vendors will be given access to the site for load in beginning at 7:30AM on Saturday, July 23, 2022.
- Vendor deliveries will not be allowed into the event area after 9:00AM.
- Vendors must complete set up by 9:30AM on Saturday, July 23, 2022.
- Vendors may not pack up and/or leave the event area prior to 4:00PM on Saturday, July 23, 2022. Tear down may commence at 4:01PM.
- Vendors are responsible for clean-up of the space on which they have been allowed to operate. Clean up and removal of your material and garbage (including disposal of grey water) is to be completed by 5:30PM. Garbage and recycling receptacles will be provided on site. Vendors must leave event area by 5:45PM.

Business Hours

- Vendors will operate their booth from 10:00AM to 4:00PM on Saturday, July 23, 2022. All sales must cease at 4:00PM

Loss/Damage

- DKA will not be responsible for loss or damage to any property. Accordingly, each vendor shall take all necessary precautions to protect their valuables. Each vendor is responsible for their own cash, credit card and debit card security.

Rain or Shine

- This is a rain or shine event. Refunds will not be issued.

Vendor Application, Contract, and Fees

- The Block Party 2022 Vendor Application Form and Contract must be submitted by June 17, 2022. *UPDATED TO JULY 13, 2022 FOR LAST MINUTE ADDED VENDORS*
- All vendor fees must be paid by June 24, 2022. *UPDATED TO JULY 15 FOR LAST MINUTE ADDED VENDORS*
- \$10 from vendor fees collected (exclusive of fees for Not-for Profit Society/Organizations) will be donated to [We Support 3](#).

Liability Waiver

- All Block Party 2022 vendors must confirm their understanding and acceptance of the Liability Waiver included with the Contract.

If you have any questions or concerns, please contact:

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