

SECHELT



DOWNTOWN BUSINESS ASSOCIATION

Phone: (604) 885-9611 Fax: (604) 885-2733

310 Teredo Square, 5710 Teredo Street

PO Box 442, Sechelt, BC, V0N 3A0

Email: sdba@dccnet.com Website: www.secheltowntown.com

Catch the Spirit!

Sechelt Night Market 2010

Cowrie Street – Rain or Shine

Thursday evenings June 17 – September 2, 2010

(except July 1, 2010)

5:00 p.m. – 9:00 p.m.

Information Sheet for Vendors

1. Vendors must be pre-registered by 12:00 noon on the Wednesday prior to the Thursday Night Market in order to be eligible for the \$10.00 per evening fee.
2. Vendors who do not pre-register will be charged \$15.00 per evening.
3. Only vendors who are pre-registered to attend every evening will be guaranteed a consistent placement on the street. Others will be placed where spaces are available.
4. Pre-registered vendors will receive a location map each week by e-mail late on Wednesday.
5. Vendor setup starts at 5:00 p.m., and all vendors should be set up by 5:30 p.m.
6. Traffic will continue on Cowrie Street until the street is blocked off at 5:30 p.m. Vendors setting up prior to 5:30 may set up in the curb parking lane to permit traffic on the travelled portion of the street, and expand further into the street after traffic has been halted.
7. Market is open from 5:00 p.m. to 9:00 p.m. every Thursday evening from June 17 to September 2, 2010. We are in the block of Cowrie Street between Inlet and Trail.
8. Night Market is rain or shine.
9. All vendors to supply their own tables, chairs, and signage. Tent shelters are recommended to provide sun shade and in case of showers.
10. All fees are collected during the Night Market evening – no pre-payment. Receipts will be mailed out by the SDBA Office at the end of July and after the last Night Market.
11. Parking must not be within the block of the Night Market. After your setup is complete, please move your vehicle to a side street. No evening parking in the business parking lot adjacent to Cowrie Street on the north side.
12. Any vehicles unloading on the street must be removed by 5:30 p.m. Cars unloading in the business parking lot adjacent to Cowrie Street on the north side may stay there only until unloading is finished, and must be removed to a side street by 5:30 p.m. at the latest.
13. Vendors are to look after their own garbage removal, and to help keep the street clean.
14. Vendors and stores who are pre-registered at least two weeks in advance are eligible to be chosen as the “Vendor of the Week” and “Merchant of the Week” as selected by the SDBA Night Market Committee.

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Pre-Registration Form

(Must be received in the SDBA Office by 12:00 noon the day before Night Market to be eligible for Pre-Registered Fee)

Business / Organization Name: _____

Contact Name: _____

Address: _____

Postal Code: _____

Phone: _____ Cell Phone: _____ E-mail: _____

Product Description: _____

Location Request: _____

Other Special Requests: _____

Date/s Attending Night Market:

Note: Setup starts at 5:00 p.m., vendors should be set up by 5:30 p.m.

-June 17

-June 24

-July 8

-July 15

-July 22

-July 29

-August 5

-August 12

-August 19

-August 26

-September 2

- Our Store will be open on these Thursday Nights until _____ p.m.

Fees: *Note: All Night Market Fees are collected during Night Market – no pre-payment.*

- \$10.00 per evening IF PRE-REGISTERED, July, August & September

- \$15.00 per evening DROP IN THAT EVENING, July, August & September

- \$5.00 per evening for Non-Profit Organizations, July, August & September

- Free for SDBA members and associate members

Please drop off Pre-Registration Form at the SDBA Office, 310 – 5710 Teredo Street, or fax to 604-885-2733, to arrive at the office not later than 12:00 noon the day before Night Market.

Office Use Only:

Date Application Rec'd: _____

Time Application Rec'd: _____

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5:00 p.m. – 9:00 p.m.

Volunteer Registration Form

To properly coordinate everyone participating in the Sechelt Night Market, we require this Volunteer Registration Form to be completed and returned to the SDBA office **at least two weeks prior to the applicable Night Market**. Please take or mail to the SDBA at 310-5710 Teredo Street, PO Box 442, Sechelt, V0N 3A0, or fax to 604-885-2733. Thank you.

Business / Organization / Person/s Name: _____

Contact Name: _____

Address: _____

_____ Postal Code: _____

Contact Phone Number: _____ Cell Phone: _____

Contact Email (**required**): _____

Volunteering for: -Setup -Strike -Run Children's Games -Run Children's Crafts
-Other (specify) _____

I/We will be attending Night Market:
-June 17 -June 24 -July 8 -July 15 -July 22 -July 29
-August 5 -August 12 -August 19 -August 26 -September 2

I/We will be at Night Market at the following times:
Arriving at -4:00 pm -5:00 pm -6:00 pm -7:00 pm -8:00 pm
Departing at -4:30 pm -5:30 pm -6:30 pm -7:30 pm -8:30 pm -9:30 pm

Office Use Only

Participation Confirmed: _____

Comments: _____

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Entertainment Registration Form

To properly coordinate everyone participating in the Sechelt Night Market, to coordinate advertising, and to prepared payment cheques, we require this Entertainment Registration Form to be completed and returned to the SDDBA office **by April 30, 2010**. Please take or mail to the SDDBA at 310-5710 Teredo Street, Box 442, Sechelt, V0N 3A0, or fax to 604-885-2733. Thank you.

Name of Entertainer/s: _____

Name of Group (if applicable): _____

Date of Entertainment: _____

Times of Entertainment: _____ p.m. to _____ p.m.

Can you provide your own sound equipment? -Yes -SDBA to provide sound -Sound not required

Can you provide your own shelter (e.g. pop-up tent) for sun shade or in case of showers? -Yes -No

Contact Information:

Contact Person Name: _____

Address: _____

City/Province/Postal Code: _____

Telephone: _____ Cell Phone: _____

E-mail (**required**): _____

Agreed Fee: _____ Cheque/s payable to: _____

Office Use Only

Comments: _____

Date/s Paid: _____ Amount/s Paid: _____ Cheque Number/s: _____
