



## **BLUES+ROOTS BLUES MARKET APPLICATION**

The 20th Annual Burnaby Blues+ Roots Festival is the City of Burnaby's signature summer event located at Deer Lake Park (6450 Deer Lake Avenue, Burnaby BC) on Saturday August 10, 2019 from 12:00pm - 10:00pm. Last year the festival drew over 8,000 attendees. The Blues Market is prominently located on site and is a very busy and popular area of the festival. The festival is a strong supporter of a very diverse musical genre, comprised of local, provincial and national talent and the festival endeavours to reflect this diversity in our Blues Market.

## **INFORMATION AND RESPONSIBILITIES**

### **VENDOR MARKET POLICY**

Items of interest include ceramics, jewelry, woodwork and other visual arts with a primary consideration to handmade items. Artisans are not permitted to sell any item(s) not listed on their application as well any item(s) with the Burnaby Blues+ Roots Festival logo, sponsor or supplier logo and names or images of any artists playing at the festival.

### **SUBMISSION PROCESS**

All vendors returning or new to the festival are required to send in images of their items being sold with their application. Applications will be reviewed by a selection committee and vendors will be notified by email by Friday June 7, 2019.

### **ARTISAN APPLICATION**

Application deadline is Friday May 24, 2019 at 4:00pm. Application fee is \$30.00 per hour plus GST to include tables(3), chairs(2) max and black table linens if requested. Vendors are required to email or provide a website link to view items to be sold at the festival and for publicity purposes.

Included in your fee are the following:

- 10x10 space located in a communal tent
- A maximum of 3 tables and 2 chairs
- Black table linens if requested
- 2 site access lanyards

### **INSURANCE**

The City of Burnaby requires that all groups participating in events on City property carry liability insurance in the amount of \$2,000,000.00 (two million dollars). The City must be named as co-insured with a cross-liability clause and 30 days' notice of cancellation. If you carry liability insurance, a certificate that includes the coverage noted above must be submitted with your application. If you do not carry this liability insurance, an assessment in the amount of \$5.00 will be added to the registration fees (no GST). The coverage will be provided through a Certificate of Insurance under the Municipal User Group policy underwritten by SBC Insurance Agencies Ltd.

**VENDOR SPACE**

All vendors will be located in a communal tent and allocated one space of 10ft x10ft (100sq.ft.) with two selling sides. Vendor space is for single use only. No subleasing or sharing is permitted.

Any decor or merchandise may not extend beyond the interior of the designated space.

**All vendors must provide their own display lights; CSA approved extension cords and signage for their area.**

**SITE ACCESS**

Two general site access lanyards will be distributed to each vendor on festival day. Additional site access lanyards can be purchased in the amount of \$50.00 at the time of vendor application acceptance.

**SET UP HOURS**

Saturday, August 10 between 7:30am-11:30am, all vendors must be set up and ready to sell by 12:00pm.

**INQUIRIES AND GENERAL INFORMATION**

Please contact Sheri Jack-Henderson, Special Events Officer at [sheri.jack@burnaby.ca](mailto:sheri.jack@burnaby.ca) or 604-205-3004.



## BLUES MARKET APPLICATION

Please send completed application along with payment to:  
**FESTIVALS OFFICE**  
**THE CITY OF BURNABY**  
**SHADBOLT CENTRE FOR THE ARTS**  
**6450 DEER LAKE AVENUE**  
**BURNABY, BC V5G 2J3**  
**ATTENTION: Sheri Jack-Henderson, Special Events Officer**

### VENDOR INFORMATION

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Booth Staff Names: 1. \_\_\_\_\_ 2. \_\_\_\_\_

### GENERAL INFORMATION

1. Please describe what items will be sold at the festival. (please attach separate sheet if necessary)

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2. Please provide the price range of items(s) to be sold at the festival.

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3. How many tables and chairs will you require (up to a max of 3 tables and 2 chairs)?

\_\_\_\_\_ tables      \_\_\_\_\_ chairs

4. Please remember to email or provide your website link to view product images

## APPLICATION FEES

Vendor Fee	\$30.00 per hour, 31.50 with GST	\$
Additional Site access lanyards _____	at \$55.00	\$ _____
	<b>ADD: 5%GST</b>	\$ _____
	Subtotal:	\$ _____
<b>Mandatory User Group Liability Insurance (\$2 million)</b>		\$ <b>5.00</b>
If fee declined, a Liability Insurance Certificate (\$2 million) naming the City of Burnaby as co-insured must be submitted with registration form.		
	<b>Total:</b>	\$ _____

### NOTICES ABOUT PAYMENT:

1. Please enclose payment with application, if application is not accepted payment will be returned
2. Please make cheques payable to- **The City of Burnaby**
3. Please note that all fees are non-refundable
4. Receipts will be issued on festival day

### AGREEMENT:

I confirm that I have read all the information detailed in the 2019 Blues Market Information and Responsibilities and I agree to the information provided in my application is, to the best of my knowledge, true and accurate and that I agree to represent my products at the Burnaby Blues + Roots Festival in accordance with the rules and responsibilities in addition to the festival guidelines.

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

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

Signature: \_\_\_\_\_