



# Marketplace Information

City of Prince George - Parks Recreation Services

Join the City of Prince George at Lheidli T'enneh Memorial Park on July 1, from 11 a.m. to 6 p.m. Canada Day in the Park is one of Prince George's largest free outdoor celebrations. The event attracts more than 15,000 people each year.

The festival includes the opportunity for vendors and non-profit organizations to participate. Selling of raffle tickets, goods, and pre-packaged food is permitted. Certain food vendors may be required to apply as a food concessionaire (at the discretion of the Canada Day in the Park committee).

A completed application does **not guarantee** participation. The Canada Day in the Park committee will consider all applications and menus to ensure there are a variety of options available that reflect Canada's diverse cultural mosaic. Registration and payment of registration fees **does not guarantee** application acceptance. Applications will be adjudicated once all required information is received. The Canada Day in the Park committee reserves the right to accept and reject any application. All unsuccessful applicants will be refunded in full.

## Application process

1. Apply on the City website before May 1: [princegeorge.ca/CanadaDay](http://princegeorge.ca/CanadaDay)
2. Ensure the information you provide is up to date. Applications without complete contact information will not be processed.
3. Registration fees are due upon registration:
  - o **Home based business and non-profit rate (10'x10'booth):** \$125 plus tax
  - o **Regular rate (10'x10'booth):** \$325 plus tax
4. Email proof of insurance, a copy of a valid business license, and an appropriate permit to operate from Northern Health if food is being served to [pgcdvendor@gmail.com](mailto:pgcdvendor@gmail.com). Applications will not be reviewed until proof of insurance is received. **This information must be submitted before May 1.**
5. By registering, applicants acknowledge and agree to all rules and regulations outlined in this document.
6. **NOTE:** Not for profit and home based business market vendors will fall under the BCNE business license.

## Set up/breakdown

Set up begins on July 1, at 7 a.m.. Take down begins at 6:30 p.m.. Please do not set up before 7 a.m..

## Hours of operation

Marketplace vendors are expected to operate on July 1, between 11 a.m. and 6 p.m.

## Rules and regulations

1. **Booth size:** 10 feet by 10 feet. Participants must supply their own tent. Tents must be secured and weighted down properly. Absolutely no tent pegs or spikes are allowed.
2. **Booth contents:** Canada Day in the Park promotes and celebrates a positive, family-friendly image. The Canada Day in the Park committee reserves the right to refuse participation of any group as it sees fit.
3. **Fees:** Must be paid when registering for the event (see application section above for rates). The Canada Day in the Park committee reserves the right to assign a rate category as it sees fit.
4. **Electricity:** Power is not provided and no generators are permitted.

## QUESTIONS? GET IN TOUCH:

[parksandrec@princegeorge.ca](mailto:parksandrec@princegeorge.ca)  
250-561-7640  
[www.princegeorge.ca/CanadaDay](http://www.princegeorge.ca/CanadaDay)





# Marketplace Information

City of Prince George - Parks Recreation Services

5. **Parking:** There are a few vending spots along Taylor Drive where you will be able to park your car behind. These spots are on a first come first served basis (max one vehicle/booth). All other spots will require you to find other parking. Once a vehicle is moved out of the park it will not be allowed back in until after the event.
6. **Access to booth:** During wet weather, no vehicles are allowed to be driven on the grass. Please be prepared to haul all your equipment from your parking space. In dry conditions, vehicles may only access the grassed areas before 10:00 a.m. and after 6:30 p.m. All vehicles must be off the grass between 10:00 a.m. and 6:30 p.m. Do not drive any faster than a walker.
7. **Indemnification:** The applicant shall defend, indemnify and save harmless the indemnitees from and against all claims, demands, actions, proceedings, and liabilities whatsoever and all costs and expenses incurred in connection therewith and resulting from the performance, purported performance, or non-performance of the event, excepting only where such claim, demand, action, proceeding or liability is based on the negligence of the indemnitees. The applicant will at all times, even after this event has expired or has been terminated, indemnify and save harmless the City from and against any and all losses, costs, damages, expenses, claims, legal actions, and liabilities for damage to property or for bodily injury or death of any person or persons, whether directly or indirectly caused or incurred, arising or resulting from any use or to this event. The applicant's obligation to indemnify and save harmless the City under this provision includes all losses, costs, damages, expenses, claims, legal actions, and liabilities arising or resulting from exposure to, transmission of, or infection with communicable diseases among the applicant's directors, officers, members, participants and spectators while they are present on and using the facility, and whether or not the City's negligence has in any way caused or contributed to that exposure, transmission or infection.
8. **Insurance:** The successful applicant will at all times during the participation in the event and at no expense to the City, supply general liability insurance of \$5,000,000 (bodily injury and property damage coverage) with the City of Prince George as an additional insured on the policy. A copy of the above information must be submitted to the Canada Day in the Park committee by May 1<sup>st</sup> or sooner. Vendor may not participate at the festival until this completed information has been received. No refunds will be issued, and the festival may re-sell the space.
9. **Hold harmless:** The City is not liable for damage to property or bodily injury or death of person or persons, while at the facility, unless it was caused solely by the neglect of the City. This exclusion of liability is expressly made pursuant to section 4 of the Occupiers Liability Act of British Columbia. In no event shall the City be liable for any losses, cost, damages, expenses, claims, legal action, and liabilities arising or resulting from exposure to, transmission of, or infection with communicable disease among the applicant's directors, officers, members, participants and spectators while they are present on and using the facility, and whether or not the City's negligence has caused or contributed to that exposure, transmission or infection.
10. **Waiver and release:** The applicant promises and agrees not to sue, and hereby waives, releases and discharges the City from any and all claims and liability for personal injury or death or damage to property or loss of any kind or nature whatsoever, whether directly or indirectly caused or incurred, arising or resulting from any use or occupancy of the facility pursuant to this document. The applicant's agreement to waive, release and discharge the City under this provision includes all claims and liabilities arising or resulting from exposure to, transmission of, or infection and communicable diseases among the applicant's directors, officers, members, participants and spectators while they are present on and using the facility, and whether or not the City's negligence has in any way caused or contributed to that exposure, transmission or infection.

## QUESTIONS? GET IN TOUCH:

[parksandrec@princegeorge.ca](mailto:parksandrec@princegeorge.ca)  
250-561-7640  
[www.princegeorge.ca/CanadaDay](http://www.princegeorge.ca/CanadaDay)





# Marketplace Information

City of Prince George - Parks Recreation Services

11. **General provisions and fees:** We reserve the right to deny any application without explanation. Cancellations made by the City will be refunded. Cancellations of any booked space by the vendor after May 15 results in a forfeit of the payment made.
12. **Signs advertising** your business must remain within your rented space.
13. **Consumption of alcohol or illicit drug use** or any related illegal activity will result in immediate expulsion from the ground with no refund and legal action may apply.
14. **Interpretation and enforcement:** The management of the festival rests with the City of Prince George. These conditions of contract, display rules and regulations form part of the contract between the concessionaire and the festival. All matters in question not covered by these regulations are subject in the first instance, to the decision of the Canada Day in the Park committee, or their duly authorized representative(s). All decisions made shall be adhered to by all parties. It is the responsibility of the concessionaire or their designated representative to familiarize themselves with the rules and regulations.
15. **Setup/breakdown:** The event starts at 11 a.m. You must be fully set up no later than 10:30 a.m. You can arrive any time after 7 a.m. to set up. Vending will go until 6 p.m. There will be no taking down of your booth before this time and access with any vehicle (in dry weather) is not allowed until 6:30 p.m. It causes unnecessary risk to everyone involved. Early closure may result in loss of participation privileges next year. You are required to provide all your own equipment. This includes proper weights for your tent. Please make sure you are prepared for all types of weather as this is an outdoor event.
16. **Security:** There will be security during the advertised hours of the festival. While such security is provided, The City of Prince George or any partners shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release the aforementioned parties from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.
17. **Permits:** Vendor shall be responsible for obtaining all licenses and permits, and for complying with all safety, health, and fire codes.
18. **Disclaimer:** The Canada Day in the Park committee does not require a criminal record check to be a part of this event. If you submit this document, you are declaring that you and your staff/volunteers are able to attend this event with no restrictions.
19. **Harassment/Anti-bullying.** Any harassment, bullying, violence or threats of violence will not be tolerated. Any such act will result in expulsion from the event, loss of future participation and may include the involvement of the police. This includes but is not limited to:
  - Any act that causes or may cause physical harm or significant emotional distress;
  - Deliberate destruction of City property;
  - Acts, gestures or statements that give persons reasonable cause to believe that there is a risk of injury to themselves or another person;
  - Statements that are menacing or taunting in nature;
  - Invitations to engage in violent acts.
20. **Cellular Service:** Please be aware that some cell phone providers have "spotty" service during the event.

## QUESTIONS? GET IN TOUCH:

[parksandrec@princegeorge.ca](mailto:parksandrec@princegeorge.ca)  
250-561-7640  
[www.princegeorge.ca/CanadaDay](http://www.princegeorge.ca/CanadaDay)

