



OFFICE OF ADMINISTRATION

Night Market Vendor Registration Form: August 9, 2024 4 pm – 8 pm

Name: _____ Name of Organization/Business: _____

Phone: _____ Email: _____

Mailing Address: _____

Please select the applicable organization/business type:

Vendor: Regular (\$17) Vendor: FSJ Farmers Market (\$12) Non-Profit Organization (\$7)

Number of spaces requested (10x10' space – fee applicable to each, max 3): _____

Did you participate in previous year's Night Market event? (please circle) Yes / No

VENDORS ONLY

Brief description of product(s) you intend to sell:

Is this a product or service you create yourself? (please circle) Yes / No

Food Safe ID Number (If applicable): _____

Are you a BC Farmers Market Member? (please circle) Yes / No

If no, are you covered by any other form of insurance? Please specify: _____

Other Notes: _____

NON-PROFIT ORGANIZATIONS ONLY

Brief description of the information you intend to share:



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SET UP INFORMATION

Will you be providing your own table? (please circle)	Yes	/	No
If Yes, what are the dimensions of your table? _____			
If no, would you like the District to provide a table for you?	Yes	/	No
Will you need electricity? (there are limited spots)	Yes	/	No
If Yes, please specify what it is needed for _____			
Will you be setting up a tent in your space? (please circle)	Yes	/	No
Do you have a specific request for location? _____			
Do you have specific set-up needs? Please describe: _____			
Other Notes: _____			

Fees (per 10x10' space):

- \$17 / for sales and industry booth
- \$12 Fort St. James Farmers Market
- \$7 for non-profit information booths (if you wish to sell anything, you must pay the \$17 vendor fee)

*Please pay fee in advance of event either by cheque or cash. Refunds will not be given.

1. Each vendor registration will allow for a 10x10 space. If you would like more than 10x10, please inform us the number of spaces according to your needs. Additional registration fees will apply.
2. We can provide tables for those vendors who need one, but please bring your own if possible. Please bring your own chair, tent (if desired) and display set-up. In order to use a District-provided table, please indicate this on your registration form.
3. Vehicles will only be allowed on event grounds between 2 pm – 3 pm Set-up will take place from 3pm – 4 pm. All vendor vehicles must be removed from park grounds after 3pm. Parking will be available in the parking lot at Cottonwood Park at the far end. This year Night Market will be again held at Cottonwood Park.
4. We will attempt to accommodate location preference, needs to access electricity, etc. however we make no guarantee that you will receive the location requested. There are many factors which go in to coordinating an event such as this one and we appreciate your patience and flexibility. Vendors needing electricity must be responsible for providing their own extension cords and must have indicated this need on their registration forms.

Signature: _____

Date: _____

Staff Initial: _____

Date: _____