

## Rules & Regulations Q&A - 2026 Pitt Meadows Day Artisans

Saturday June 6, 1pm – 8pm

Pitt Meadows Athletic Park (11431 Bonson Rd.)

Artisans are those selling goods that they've handmade. They are on the field for a 7-hour day with exposure to thousands of event attendees. Applications are reviewed and selected by members of the Pitt Meadows Day Advisory Committee to ensure a wide variety of goods, services and programs are onsite.

### RULES & REGULATIONS Q&A

#### When will I know if I'm accepted?

You will be notified once the committee has reviewed your application (within 1 week). Once accepted you will receive a link to a separate form titled **STEP 2**. This form will collect more detailed information such as rental requirements, insurance information and provide a link to the business license application. You will be asked to upload your business license application and insurance certificate to the STEP 2 form, if you do not have a google/gmail account please email your documents to [pmdartisans@gmail.com](mailto:pmdartisans@gmail.com). An invoice will be emailed once STEP 2 is submitted and we've received your business license application and insurance. Payment and paperwork must be provided prior to March 31 to be eligible for the early bird price, or May 25, 2026 as a final deadline. Business licensing requires a min. 3 days to process – please account for that in the deadlines. Submitting your application on the date of the deadline will NOT be accepted.

#### What is the cost for a booth at Pitt Meadows Day?

There are 2 different fees for a 10x10 booth depending on when you apply. If STEP 2 form, payment, approved business license and insurance is submitted before March 31, you'll be eligible for the early bird price. If you apply after March 31 (or don't send in all of your supporting documents before March 31) then the booth fee is \$150

- **Early bird pricing** - \$100 until March 31 for a 10 x10 space (a tent is mandatory and must be fire safety certified, other requirements include: insurance and business license) Early bird pricing is only valid if approved business license, insurance and payment are received by March 31.
- **April 1-May 25 pricing** - \$150 for a 10x10 space and must include business license and insurance before May 25
- **\$22.50** for a one-day business license – mandatory for all artisans selling goods at the event. Please give licensing 3 business days to process (early bird fee above is only valid for the approved business license, not sending an application in).
- Insurance – naming the City of Pitt Meadows as additionally insured for 2 million dollars ([www.duuo.ca/vendor-insurance](http://www.duuo.ca/vendor-insurance) is a good option)

**Please Note: Fees are not refundable**

#### Do we have to supply our own tent, table and chairs?

10x10 tents are mandatory and must be fire safety regulated. Rentals are available for \$125 tent, \$15 (8ft) table, \$5 - 2 chairs, please indicate in your submission form (if accepted) if you require rentals and the cost will be included in your invoice along with the booth fee. Rentals will be set up for you ahead of time in your designated spot on the field.

### **What time can I take down my booth?**

8pm is the strike time, no early departures are permitted. Please ensure you plan staffing accordingly and bring adequate inventory for a 7-hour day.

### **Is there parking available?**

We have limited reserved parking for **ONE vehicle** per booth (first come first served until full). Space is very limited and we can only provide one space per booth. \*Once parked your vehicle must remain for the duration of the day. You must park and manually bring supplies into your booth space (wagon/trolley etc), no vehicles will be permitted on event field.

### **Set Up**

Mandatory tent set up on Friday June 5 (all details will be emailed to you with your booth number by May 27). **You will NOT be able to set up your tent on event day.** If you've rented any equipment they will be set up for you.

### **Do I get to choose my booth space?**

No. Event coordinators will assign booth space in order to provide a variety of vendors in one area. Site map is created to put booths into groups of 4 giving everyone corner visibility.

### **Will I have access to power?**

Power will not be available to any vendors. For safety reasons, gas generators are not permitted.

### **Additional Rules**

Please be environmentally friendly - **single use items such as water bottles or balloons are prohibited.**

Absolutely no driving onto the field on event day. You will be required to park and walk supplies onto the field.