Christmas in Pitt Meadows
Artisan and Exhibitor Application
Friday, December 4, 2026 4pm – 8pm
Pitt Meadows Family Recreation Centre – 12027 Harris Rd

PERSONAL INFORMATION

Name: _____

Business Name (if applicable): _____

Address: _____Postal code: _____

Email: _____ Phone: _____

PRODUCT INFORMATION:

Description of products:

_____

PAYMENT INFORMATION & REQUIRED DOCUMENTATION:

- ☐ $50 Non-refundable Application Fee – 1 x 8ft table & 2 chairs included
- ☐ $22.50 Business licence required (Artisans only) – click here for the application
- ☐ Insurance – www.eventpolicy.ca to purchase 1 day insurance

Non-refundable Application Fee
Ways to pay:

1. In-person at the Pitt Meadows Family Recreation Centre. Payment accepted: Cheque (payable to: City of Pitt Meadows), Visa, Mastercard, Debit or cash
2. Over the phone (604) 465-2470. Payment accepted: Visa or Mastercard

In-Person or over the phone is available Monday to Friday from 6:00 am to 9:00 pm and Saturday and Sunday from 8 am to 8 pm. Please wait for approval of your application before making payment.

Insurance
All Artisans & Exhibitors must provide a certificate of insurance with no less than $2 million liability per occurrence. The - "City of Pitt Meadows" must be added as additionally insured on your policy, and the address of the event is 12027 Harris Rd., Pitt Meadows, BC, V3Y 2B5

Your Certificate of Liability Insurance needs to contain a clause providing that it *may not be cancelled, lapsed or materially altered without at least 30 days' notice in writing to The City of Pitt Meadows Day by registered mail.*

Registration closes at 8:00pm on Sunday, November 22, 2026 or until all spaces have been filled.

City of Pitt Meadows THE Natural PLACE

EVENT INFORMATION: Friday December 4, 2026

Christmas in Pitt Meadows will be held both inside the Pitt Meadows Family Recreation Centre and outside in Spirit Square – 12027 Harris Rd, Pitt Meadows, BC. Artisans will be inside.

Check-in anytime after 830am - you must be set-up and ready no later than 4:00pm

PLEASE READ CAREFULLY

1. Artisans & Exhibitors are responsible for all damage to the exhibit facility, show property or display equipment. The City of Pitt Meadows will take reasonable precautions to safeguard Artisan & Exhibitor property; however, the City assumes no liability for loss or damage through any cause of goods, exhibits, or other materials owned, rented or leased by the Artisan/Exhibitor. Artisans & Exhibitors shall indemnify the City of Pitt Meadows against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the Artisan/Exhibitor in connection with the Artisan & Exhibitors use of display space.
2. A final site plan, along with parking/load-in and load-out instructions will be emailed by Monday November 30th. Your booth location will be marked.
3. The organizers will do all in their power to co-operate with entrants to ensure a successful event. We ask that you do the same. Kindly observe all provincial and local bylaws, and all safety and traffic regulations.
4. All vendors are expected to show up for the event regardless of weather conditions.
5. The City of Pitt Meadows reserves the right to reject any submission, and select candidates based on criteria established by the City of Pitt Meadows. Successful applications are not an endorsement by the City of Pitt Meadows.

ADVERTISING RELEASE:

In consideration of this entry, the owner/vendor agree to permit the City of Pitt Meadows the use of their names and pictures of their products/booths for all future publicity, advertising and commercial purposes (including newspapers, social media and website). All publicity and advertising rights are reserved by the City of Pitt Meadows.

By signature hereto, I acknowledge I have read and agree to all the rules and regulations of the City of Pitt Meadows Christmas in Pitt Meadows event as set forth on this form, and I agree to observe all rules and decisions of the event coordinators.

_____ _____

Signature of registrant (Required) Date

Please email completed application to events@pittmeadows.ca

Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Privacy of Protection Act (FOIPPA). This information will be used for City of Pitt Meadows special event purposes and will not be disclosed to the public except as may be requested by law.