



## 2023 Pitt Meadows Day Artisan Application

Saturday June 3, 11am – 7pm

Harris Road Park – 12460 Harris Road, Pitt Meadows, BC

### INFORMATION

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

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### PRODUCT INFORMATION

All products must be handmade by you. Your booth is limited to your allotted 10'x10' space on the field. Please give a brief description of your products:

\_\_\_\_\_

### EVENT INFORMATION: June 3, 2023

Pitt Meadows Day will be held at Harris Road Park –12460 Harris Road, Pitt Meadows, BC,

Schedule:

- |            |   |
|------------|---|
| 8-10am     | Lion's Pancake Breakfast                                |
| 11am       | Parade (Harris Rd. is closed from 10am – 1pm)           |
| 11am – 7pm | Kids zone, exhibitors, artisans                         |
|            | Food trucks, beverage garden & main stage entertainment |
| 5pm – 7pm  | Salmon BBQ  |

### WHERE TO SEND YOUR APPLICATION

Application Forms should be emailed to [pmdartisans@gmail.com](mailto:pmdartisans@gmail.com). They can also be dropped off or mailed to:

Pitt Meadows Family Recreation Centre  
12027 Harris Rd., Pitt Meadows, BC V3Y 2B5

**April 30** - Application deadline

**May 1-5** - Notification of acceptance

**May 17** - Deadline for registration (includes insurance, business licence, table/tent rental request, contract and payment in full)

## Q&A

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

\$50 for a 10x10 space. This is a popular event, so one booth per artisan.

Business licence is \$22.50 for a one day licence – mandatory for all artisans at the event.

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

You will be notified between May 1-5. Deadline to register for this spot is May 17 (which includes submitting insurance, business licence application, table/tent rental request, signed contract and payment in full.

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

Rentals are available at \$80 tent, \$10 table, \$5 - 2 chairs

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

7pm is the strike time, no early departures are permitted. Please ensure you bring adequate inventory for an 8 hour exhibit day.

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

We have limited reserved parking (first come first served until full) at the Southeast corner of the field for exhibitors. Space is very limited and we can only provide one space per booth. Please note: once vehicles are parked on the field in the Southeast corner they must remain there until the take down of the booths at 7:00 pm. This is to ensure public safety. Harris Rd. is closed at 10am so vehicles must be parked before that time.

### **Can we set-up the day before?**

Yes, set-up time on Friday June 2<sup>nd</sup> is between 3-6pm.

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

In order to provide a variety of vendors in one area, event coordinators will assign booth space.

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

Power will not be available to any vendors.

### **Will I have to get a business licence?**

Yes, a one-day business licence will be required at the cost of \$22.50. Upon acceptance to the event you will be provided with an email address to the licencing department.

### **Where can I get one-day vendor insurance?**

While we're sure there are many insurance companies that can supply one-day insurance, we can suggest <https://duuo.ca/vendor-insurance/> as an option that vendors have used at past Pitt Meadows Days

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.