



The Pitt Meadows Day Society
c/o 12007 Harris Road
Pitt Meadows, BC
V3Y 2B5

FIELD EXHIBITS AND ACTIVITIES

Dear Participant,

Please complete the Field Application form in full and email the application to **bandjbell@gmail.com** Pitt Meadows Day is Saturday, June 1, 2019. Our theme this year is "Meadows Magic". We will be accepting applications on a first come-first serve basis regardless of whether you have participated in our event in the past or not. **The cut-off date for field event application is Saturday, May 25, 2019.**

Important Information

Field event participants must arrive and be set up on the field at Harris Road Park between 7:30 am and 10 am on Saturday, June 1, 2019 Pitt Meadows Day.

There will be parking at the South end of the park under the trees for your vehicle. If you choose to park at Harris Road Park you will not be able to move your vehicle until the end of the field event day which is 5 pm. So if you need your vehicle during the day please find alternate parking outside of Harris Road Park.

Field event spaces are on a first come-first serve basis. All vehicles must be removed from the parking area adjacent to the Heritage Hall by 10:00 am before Harris Road closes for traffic to allow for the parade to begin.

The take down of field exhibits will begin at 5 pm.

You must bring your own table and chairs for your exhibit/booth as well as a tent to shield you from the weather. Your tent must be secured to the ground with sand bags or a similar item and not stakes as the stakes will interfere with the underground sprinkler system.

If you require electrical power please bring your own quiet portable generator.

All Field Exhibitors must have a liability policy with no less than \$2 million per occurrence. Check with your insurance provider for the one-day event insurance or go on-line to find a one-day policy.

Please include a copy of your Certificate of Liability Insurance to your application. Be sure the following three parties - "The Pitt Meadows Day Society, City of Pitt Meadows and School District No. 42" are added as additionally insured on your policy.

Please ensure that your Certificate of Liability Insurance contains a clause providing that it may not be cancelled, lapsed or materially altered without at least 30 days notice in writing to The Pitt Meadows Day Society by registered mail.

There is no fee for having an exhibit on the field. You cannot sell anything from your exhibit. If you are a Crafter or an Artisan you may sell your products in the Crafter Area on the Field at Pitt Meadows Day. Please fill out an Artisan Application and email it to pittmeadowsdayartisan@gmail.com

Should you have any questions or concerns please contact me by email at **bandjbell@gmail.com** or by calling 604-465-8609. We look forward to your participation on Pitt Meadows Day June 1, 2019.

Sincerely,

Bruce Bell
Pitt Meadows Day Committee

FIELD EXHIBITOR INFORMATION

Pitt Meadows Day is Saturday, June 1, 2019. Our theme is "Meadows Magic".

Arrival: Please arrive for set up between 7:30 am and 10 am to set up your booth. Harris Road will be closed after 10:00 am for the parade.

Check in at the hospitality tent when you arrive or find a volunteer who will be wearing a yellow t-shirt. They will assist you.

Parking: Parking is limited and is not available in the parking lot at Harris Road Park. We have reserved parking at the Southeast corner of the field for exhibitors. Space is very limited and we can only provide one space per booth.

Please note that once vehicles are parked on the field in the Southeast corner they must remain there until the take down of the booths at 5:00 pm. This is due to a safety concern of vehicles attempting to leave among crowds of people.

All Exhibitors **must** provide their own table and chairs. None will be provided.

All Exhibitors **must** provide their own tent, which is recommended for shade or rain. All tents **must** be weighted down appropriately, **no stakes will be allowed.**

All Field Exhibitors must have a liability policy with no less than \$2 million per occurrence. Check with your insurance provider for the one-day event insurance or go on-line to find a one-day policy.

Please include a copy of your Certificate of Liability Insurance to your application. Be sure the following three parties - "The Pitt Meadows Day Society, City of Pitt Meadows and School District No. 42" are added as additionally insured on your policy.

Please ensure that your Certificate of Liability Insurance contains a clause providing that it may not be cancelled, lapsed or materially altered without at least 30 days notice in writing to The Pitt Meadows Day Society by registered mail.

- The Hospitality Tent is located in the parking lot behind the Heritage Hall at Harris Road Park.
- Washrooms are located at the Park, Heritage Hall and Block House.
- Food vendors will be on site with a variety of food and beverages
- A Salmon & Chicken BBQ will take place at the Heritage Hall from 5:00 pm to 7:00 pm.
- First Aid is located in the parking lot at the Heritage Hall
- The parade begins at 11:00 am at Hammond and Blakely Roads and ends at Harris Road Park.
- Stage entertainment at Harris Road Park will begin at 1:30 pm with Opening Ceremonies followed by various musical and entertainment acts.



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FIELD EXHIBITOR APPLICATION

Date: _____ Contact Name(s): _____

Organization Name: _____

Cell Phone: _____ Home/Business Phone: _____

Email: _____

Mailing Address: _____

Please provide a summary of your planned activities for the day. Please indicate if you require more than a 10' x 10' booth size space on the field.

Please remember to add a copy of your Certificate of Liability Insurance with no less than \$2 million per occurrence to your application. Be sure the following three parties - "The Pitt Meadows Day Society, City of Pitt Meadows and School District No. 42" are additional insured parties on your policy.

Please email your completed application to Bruce Bell at bandjbell@gmail.com

or mail to: The Pitt Meadows Day Society
c/o 12007 Harris Road
Pitt Meadows, BC
V3Y 2B5
Attention: Field Exhibitor Coordinator