



Downtown Kelowna Association

## 10<sup>th</sup> Annual DKA Summer Nite Car Show **VENDOR APPLICATION**

Saturday, July 18<sup>th</sup>, 2009

### About the Downtown Kelowna Association

The Kelowna Downtown Business Improvement Area Association (Downtown Kelowna, Downtown Kelowna Association, DKA), is a registered not-for-profit society with a mission to ensure the downtown neighbourhood is a safe and desirable place to conduct business, live, work, and recreate. While initially formed as a volunteer grass roots organization in the mid 1980's, the DKA officially came into existence as an entity in November 1989 funded through an improvement levy collected by the municipality from commercial properties in the area. The annual levy becomes the Association's base operating budget upon which the organization leverages additional funding from partners including various levels of governments and corporate sponsors to support programs and initiatives.

The Downtown Kelowna Association coordinates and presents the DKA Summer Nite Car Show, the DKA Mardi Gras Street Festival and the Downtown Christmas Light Up on an annual basis.

### Event Information

This year is the 10<sup>th</sup> Annual DKA Summer Nite Car Show. Taking place on Saturday, July 18<sup>th</sup>, it has grown over the last nine years to attract well over **8,000 spectators** and close to 300 vehicles. The car show is open to all makes and models of cars, trucks, and motorcycles. Our motto is: "If you love it, bring it!" Bernard Ave. closes to traffic from 5:00-9:00 p.m. and opens to car enthusiasts from all over the Okanagan. Spectators enjoy live music, live entertainment, downtown businesses and hundreds of 'pride-and-joys'.

### Event Guidelines

The DKA Summer Nite Car Show takes place along Bernard Ave., the main street of Downtown Kelowna. This area is open to event participants as well as the general public. The following guidelines are outlined in order to ensure the safety of pedestrians, the respect of surrounding businesses and the continuation of the event's success. Failure to respect these guidelines may result in a participant not being invited back to the event in years to come.

1. Vendors **MAY NOT** pack up and leave the event area **prior to 9:00 pm**, when the event is over.
2. Vehicles caught driving through the event area will be escorted out by event staff and **WILL NOT be invited back** in future years. Any participants unable to stay for the entire length of the event need to notify the event organizer **PRIOR TO THE EVENT DAY**; arrangements will be made to position your vehicle with safe access to an event exit.
3. Please refrain from starting your vehicle during the event.
4. Please take your litter with you when you leave or dispose of it at one of the many garbage bins through the event area. Leaving trash on the sidewalks is disrespectful to our Downtown businesses and to our City.
5. Please alert event staff of any fluid leaks from your vehicle(s).

*Thank you in advance for your respect of the above guidelines.*

### **Vendor load-in will take place between 2:30-3:30 p.m.**

Please be punctual to ensure a smooth load-in and to be considerate of idling vehicles.

Event details such as trailer parking, vehicle placement (for Car Clubs), and registration procedure will be provided to participants once registration payment is received

# 10<sup>th</sup> Annual DKA Summer Nite Car Show

## VENDOR APPLICATION

Contract to reserve vendor space at the DKA Summer Nite Car Show, July 18, 2009  
Between: Downtown Kelowna Association (*hereinafter called DKA*)

AND: \_\_\_\_\_  
Company or Organization Name (*hereinafter referred to as Licensee*)

The Parties Agree As Follows:

1. DKA will provide the Licensee with a location within the car show event area and the said location shall be at the sole discretion of the DKA.
2. Licensee will be responsible for their own materials, i.e. tables, chairs, canopies, umbrellas, **power**, etc.
3. If tenting is being used, it is **MANDATORY** that the Licensee use weights to secure the tent(s). It is the responsibility of the Licensee to provide their own weights.
4. The Licensee shall **set up NO LATER than 2:30 pm** on Saturday, July 18, 2009.
5. In the event that your vendor space is allocated on grass, playing field, or soft ground in a public space, there is to be absolutely **NO GROUND PENETRATION (STAKES)**.
6. For safety purposes, all sales must cease at 9:00 pm, as streets will re-open to traffic at this time.
7. **CLEAN UP OF GROUNDS:** The Licensee shall be responsible for clean up of the grounds to which they have been allowed space to operate. Clean up and removal of your material (including disposal of grey water for Food Vendors) is to be completed by 10:00 pm.
8. **FOOD VENDORS:** All food vendors are required to have a drop cloth covering their entire operation. Any costs incurred by the DKA for clean-up of spilled items on brick or pavement will be charged back to the Licensee.
9. DKA will not be responsible for loss or damage to any property. Accordingly, each Licensee shall take all necessary precautions to protect their valuables.
10. Contract and vendor fees must be returned by **Friday June 19, 2009** in order to secure vendor space.
11. This is a **rain or shine** event. **Refunds will not be issued.**

**VENDOR FEES:**

General Vendor:

- 1 booth  
\$100.00 (\$95.24 + \$4.76 GST)
- 2 booths  
\$180.00 (\$171.43 + \$8.57 GST)

Downtown Business/Member:

- 1 booth  
\$35.00 (\$33.33 + \$1.67 GST)
- 2 booths  
\$55.00 (\$52.38 + \$2.62 GST)

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

Business Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(city) (postal code)

Fax and/or Email: \_\_\_\_\_

Product(s)/Service(s) Available for Sale: \_\_\_\_\_

**Liability Waiver:** Applicant hereby assumes any and all responsibility for all known or unknown damages, injuries, losses, judgements and/or claims whatsoever that may occur to any entrant, and his or her property while participating in DKA Car Show and does release from liability the organizers and sponsors.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Cheques payable to: Downtown Kelowna Association. Please send applications with payment to:**  
Jennifer Batey, Event Coordinator  
Downtown Kelowna Association, #200-287 Bernard Ave., Kelowna, BC V1Y 6N2  
Tel: (250) 862-3515 Fax: (250) 862-5204 email: [jennifer@downtownkelowna.com](mailto:jennifer@downtownkelowna.com)