

Sapperton Day street festival 2018



Sponsor/Vendor Information & Application

LOCATION: 400 Block of E. Columbia St., New Westminster, BC

DATE: Sunday, June 10th, 2018 **EVENT HOURS: 11am - 5pm**

STREET CLOSURES: 9am **VENDOR SETUP: 9am - 11am**

EVENT ENDS: 5pm **TEAR DOWN: 5pm-6pm** **STREET RE-OPENS: 6pm**

The 16th Annual Sapperton Day Street Festival is a celebration that brings over 15,000 visitors into Sapperton showcasing its vibrant shops, services, restaurants, community organizations & other local businesses. We shut down East Columbia St. from Braid Street all the way to Sherbrooke Street. The community will be filled with music, entertainers, contests, food, information booths, prize draws, vendors, so much more!

Proceeds raised during the Festival day are donated to the Royal Columbian Hospital Foundation.

We invite you to participate in our wonderful community event that raises thousands of dollars for the Royal Columbian Hospital Foundation each year.

General Guidelines & Limitations:

- The Sapperton Day Street Festival is an outdoor event - rain or shine. **There are no refunds.**
- All participants are juried and will be accepted on a "first paid" basis.
- We reserve the right to limit the selling and promotion of identical products.
- **We recommend** you bring your own canopy tent (no larger than 10' X 10').
- Vendors and Non-Profits will be provided with a 10' X 10' space on the street. **Spots are limited!**
- **For Vendors and Non-profits - Tables, chairs, tents and power are not provided.**
- Sponsors are eligible for loaner tables however they must be arranged a minimum 2 weeks ahead of time.
- **All participants are asked to be on the street before the street closes at 9am.**
- Set up & take down times as stated at the top of this sheet. **Set up & take down times are enforced.**
- Site maps & parking passes allowing you to enter the festival site will be email out 2-3 days before the event.
- All vehicles on the street should be to assist in set up only - your car must be moved before 11am.
- Parking will not be allowed on East Columbia Street during the festival unless as part of a pre-approved display.
- We suggest that you arrive early to unload items on the sidewalk near your designated area before street closure in order to park your car elsewhere.
- Parking is available in neighbouring streets; please watch for enforced parking regulations.
- It is not possible for festival organizers to guarantee any particular location or sightlines.
- Vendors are asked to remember this is a family event & are not to sell, display or advertise any improper, offensive or illegal products or services.
- Vendors may not perform or sell beverages and/or ready-to-eat food items.

The Sapperton Day Street Festival reserves the right to limit, curtail, or refuse any participant activity, display space, merchandise or service. Note that promotion or marketing of associate businesses during the Festival is strictly prohibited in order to honor sponsors & other participating businesses.

The Festival is not responsible for any lost, stolen or damaged inventory or items used to promote your business/ organization during the Festival.

Any vendor may request a double booth which will be charged at full price - there is no quantity discount. The Sapperton Day Street Festival reserves the right to grant or deny any requests for additional booths.

Sponsorships & Vendor Fees:

Category	Description	Includes	Cost
Title Sponsor	Event Titled named after your business or brand.	Terms negotiable.	\$10,000
Zone Sponsor	<p>Event Zone named or recognized by your business branding</p> <p>Contact us for further info Additional terms may be negotiable.</p> <p>Email your logo for media opportunities (.eps format) <u>info@shopsapperton.com</u></p>	<ul style="list-style-type: none"> - Ability to offer product sampling, give-a- ways or swag. - Up to 10'X45' space provided. - Up to 4 tables (if pre-arranged) - Company logo on all volunteer t-shirts - Company logo displayed on event sign boards & recognized by event mcee hourly. - Company logo displayed on posters and print ads. - Acknowledged on website and social media. <p>Please provide social media links or handles.</p>	\$5,000
Corporate Sponsor	<p>Event Activity named or recognized by your business branding</p> <p>Email your logo for media opportunities (.eps format) <u>info@shopsapperton.com</u></p>	<ul style="list-style-type: none"> - Ability to offer product sampling, give-a- ways or swag. - Up to 10'X20' space provided. - Up to 2 tables (if pre-arranged) - Company logo on all volunteer t-shirts. - Company logo displayed on event day information boards & recognized by emcee periodically through the day. - Company logo displayed on posters and print ads. - Acknowledged on website and social media. <p>Please provide social media links or handles</p>	\$1,000
Event Sponsor	Company recognition of sponsorship	<ul style="list-style-type: none"> - Ability to offer product sampling, give-a- ways or swag. - 10'X10' space on street - 1 table (if pre-arranged) - Company name listed on event day information boards & recognized by emcee periodically throughout day. - Company name <u>listed</u> on posters. - Acknowledged on website. 	\$500
Sapperton Business	<p>Sapperton Business is defined as: any brick and mortar or home based business in the Sapperton area. This includes restaraunts but excludes mobile food vendors.</p>	<ul style="list-style-type: none"> - Listed on the ShopSapperton website business directory throughout the year. - Recognition of event participation on website. - 10'X10' space on street. If possible, you will be placed in front of your place of business. 	<p>\$150</p> <p>Register and prepay before April 10th & pay only \$125</p>
Vendor	<p>Vendors are defined as: individuals and/or businesses marketing products or services for promotion or retail sale.</p>	<ul style="list-style-type: none"> - 10'X10' space on street only. 	<p>\$150</p> <p>Register and prepay before April 10th & pay only \$125</p>
Non-Profit	<p>Non-Profits are defined as: Community or charitable organizations promoting awareness of a specific cause.</p> <p>Political or government agents must apply as a vendor.</p>	<ul style="list-style-type: none"> - 10'X10' space on street only. <p>Not permitted to sell any products, raffle/prize tickets, subscriptions or memberships of any kind.</p>	<p>No Charge</p> <p>(Limited Space First come, first serve!)</p>

We thank you for your interest & we look forward to receiving your application.

If you have any questions or concerns please contact:

Guy Ciprian, Event Manager
guy.ciprian@shopsapperton.com
604-341-1496

Sapperton Day street festival

Sunday, June 10th, 2018

Sponsor/Vendor Application - Please Print Clearly

Date: _____

Business or Organization Name: _____

Contact Name & Title: _____

Phone#'s: _____

Email: _____

Application For: (please circle one)

- | | |
|--|--|
| 1. Non-Profit (<i>no selling allowed</i>) | No Charge – Limited Spots! |
| 2. Vendor | \$ 150 * (Before April 10th pay \$125) |
| 3. Sapperton Business | \$ 150 * (Before April 10th pay \$125) |
| 4. Event Sponsor | \$ 500 |
| 5. Corporate Sponsor | \$ 1,000 |
| 6. Zone Sponsor | \$ 5,000 |
| 7. Title Sponsor | \$10,000 |

Receipt Required (must check off if required)

- **Restaurants & Mobile Food Vendors** - please refer to the Food Vendor Application
- **We accept Cash, Cheque or Paypal payments only:** pay by PayPal at www.shopsapperton/SD2017.html
- **If you have paid by Paypal**, please write your invoice/transaction number on the top of this page.
- **If paying by cheque**, please make your cheque out to "**Sapperton Merchants Association**"
- **If paying by cash**, please drop off at address below. (We are not responsible for cash sent by mail)
- **Receipts or Invoices will be sent out by request only!**

***** Payment Deadline May 10th, 2018 *****

Please drop off or mail printed applications & payments to:

C/o Sapperton Day Street Festival, TD Bank
280 E. Columbia St. New Westminster BC V3L 0E3

Bank hours for drop off are: M-W 8-6, Th-F 8-8, Sat 8-4 & Sun 11-4

Include a brief description of your sponsored activity or display area: The Sapperton Day Street Festival reserves the right to limit changes made to the description of your vendor booth including but not limited to: merchandise or services sold or promoted, the vendor attending, activities offered during Festival.

Signature: _____

By signing the application form, you are agreeing that you have read and agree to the vendor guidelines and limitations outlined on previous pages for the Sapperton Day Street Festival.