



Playhouse After Dark Market 2026

Company Name: _____
Contact Name: _____ Phone:(____) _____ Alternate: (____) _____
Email: _____ Website: _____
MailingAddress: _____ City: _____ Prov: ____ PC: _____

Brief description of the items to be sold/displayed (**Please note:** if you have a product not listed below, you may be asked to remove this item from your booth if another vendor is already selling the same product that has been included on their selling list).

Application Requirements

1. Full payment is required for this application to be processed.
2. Applications without complete contact information will not be processed.
3. **Unsigned applications will not be processed.** By signing, you acknowledge and agree to follow all rules and regulations.

Set Up: Friday October 2nd 1:00pm – 4:45pm. The event starts at 5:00pm. You must be fully set up no later than 4:45pm.

No vehicles will be allowed in the market designated area past 4:15 with the exception of the food truck/trailers. Due to the number of vendors and space available, we ask that you drive in and drop your items, park your vehicle outside the market area and then return to complete your set up.

Check In: Spots will be assigned, and the layout map will be provided on site and by email on the Wednesday before of the event. **All vendors must check in with the Studio 2880 staff before proceeding to their assigned spot**

Event Dates and Time: Friday October 2 5:00pm – 9:00pm **AND** Saturday October **3:00pm – 9:00pm**

Move Out Times: Vending will go until 9:00 pm **EACH NIGHT.** There will be **NO** taking down of your booth before this time as it causes unnecessary risk to everyone involved.

In the event of an early take down, you must wait for direction from organizers or organizer's volunteers. **Absolutely no driving into any pedestrian area until you are cleared to do so.** We will call the event if experiencing threat of lighting or other emergencies that may come up. We ask that you be patient for the safety of all.

Playhouse After Dark Market Vendor

Rules and Regulations

1. **Allotment of Space:** The allotment of space shall be at the discretion of the Community Arts Council. All booths are subject to availability and are booked on a first paid basis. All efforts will be made to avoid duplicates; however, **it is not guaranteed** and there may be vendors selling some of the same products/services. In all cases, the CAC reserves the right to reject or accept conditional applications at any time.
2. **Booths:** Spots are 10x10. Tents, tables and chairs are the responsibility of the vendor. We do not provide electricity or power hookups. Be prepared to supply your own if required.
3. **Concession Trucks:** must follow all Prince George Licensing bylaws and provide all required licenses with the application. Business license, Food Permit, Fire Safety Certificate
4. **Food Items at Booth:** All items must be individually wrapped and labeled. (an ingredient sign on the table is adequate) Food Safe certificate must be submitted with this application. Must also be Health Board Approved.
5. **Cosmetic Products:** Any vendors selling cosmetic products must follow the Health Canada Cosmetic Guidelines including completed Cosmetic Notification Forms (CNF) and Health Canada required labeling.
6. **Natural Health Products:** Any vendors selling Natural Health Products must submit their NHP license as issued by Health Canada.
7. **Payment Schedule: Booths are \$100.00 and payment must be made at time of booking. Payments are non-refundable unless the event is cancelled by the CAC.** Payments can be made by Visa, Mastercard, E-transfer, cheque or cash.
8. **Use of Space:** The space contracted is to be used solely for the Vendor whose name appears on the application and only for those products listed on the application. The Vendor agrees the allotted space shall not be assigned, shared or subleased in whole or part except with written approval of the CAC.
9. **The Vendor** will accept the space in the condition in which they rented. The vendor will leave the space as they found it. **Vendors will be billed a fee up to \$200.00 for any clean up** required by the CAC.
10. **Vehicles:** All vehicles must be off the vendor area by 4:15pm. Parking is not available by your booth and vehicles will need to be parked elsewhere, outside the market area. This does not pertain to fruit/veggie trucks or food trucks.
11. **Food Preparation:** Preparation and/or serving of food and beverages of any kind without permission in writing from the CAC/Studio 2880 is strictly prohibited.
12. **Insurance:** Must be purchased with a company licensed to provide insurance in British Columbia and in the minimum amount of \$2,000,000.00. The Community Arts Council (CAC) and the City of Prince George must be listed as “Added Insured”.

13. **Damage and Liability:** The Vendor is responsible for all damages to the CAC facility or display equipment. The CAC assumes no responsibility or liability for loss or damage through any cause of goods, exhibits or any other materials owned, rented or leased by the Vendor.
14. **Safety:** The CAC has the right to limit the generation of noise, smell, dust, smoke, litter and method of operation, creation of safety hazards or any other result, which may be objectionable or otherwise distract from or be out of keeping with the character of the festival as a whole. Booths must be maintained in a neat and orderly manner throughout the festival.
15. **Inclement Weather:** Vendors are aware that inclement weather, including thunder, rain, wind and electrical storms can sweep the grounds at any time and must ensure that their tents/displays/items are adequately secured and do not pose any danger to any person or their property, including unsecured shelters. The CAC is not responsible for any items damaged due to weather. There are NO REFUNDS for any unfortunate happenings or loss of revenue due to weather or any other “act of god.” Secure any canopies and displays so that they will not blow away or collapse under the strain of wind or heavy rain. **Tent weights are mandatory**, and you will be asked to pack up (without refund) if you don’t have them.
16. **Signs advertising** your business must remain out of public walkways and other event areas. The CAC reserves the right to remove any signs that are not within your rented space should they deem necessary.
17. **Raffles** of any type must be approved by the CAC with the exception of free draws.
18. **CAC celebrates a vibrant and diverse community** by providing space to community organizations; however, organizations or vendors promoting any type of hate or prejudice are not permitted, and if set up will immediately be asked to leave.
19. **The consumption of alcohol or illicit drug use** or any related illegal activity will result in immediate expulsion from the ground with NO REFUNDS and Legal action may apply.
20. **The sale or display of any item deemed a “weapon”** or that which could potentially be used to cause harm to others, including swords, knives, batons, guns or similar firearm whether real or fake, or in any event, an item that is deemed by the CAC to be a weapon, is strictly prohibited from being sold and/or displayed on the grounds during the Playhouse After Dark Market
21. **The sale or display of any item that is deemed as “drug paraphernalia”** including pipes, rolling paper, roach clips and the like, or in any event, any item that is deemed by the CAC to be drug paraphernalia, is strictly prohibited from being sold and/or displayed on the grounds during the Playhouse After Dark Market.
22. **The sale or display of any item that is deemed “offensive or inappropriate for a family festival”** i.e. t-shirts with slogans and/or messages deemed inappropriate for a family show or any item that is deemed by the CAC to be offensive or inappropriate, is strictly prohibited from being sold and/or displayed at the Playhouse After Dark Market.
23. During the Playhouse After Dark Market, any CAC staff and CAC Volunteer or their designate may deem an item as being prohibited from being sold and/or displayed on grounds.
24. **Any vendor found in non-compliance** with these rules and regulations may be either given the opportunity to take corrective measures or be directed to leave the grounds immediately with the assistance of Security and/or the RCMP, if required, for the duration of the event, with no reimbursement of funds due to them, and may be banned from future years at the CAC and other related CAC events.

25. **Interpretation and Enforcement:** The management of the Playhouse After Dark Market rests with the Community Arts Council (CAC). These conditions of contract, display rules and regulations form part of the contract between the Vendor and the CAC. All matters in question not covered by these regulations are subject in the first instance, to the decision of the President and/or Executive Director of the CAC, or their duly authorized representative(s). All decisions made shall be adhered to by all parties. It is the responsibility of the Vendor or their designated representative to familiarize themselves with the rules and regulations.
26. **Privacy Policy:** The information collected in this application will only be used for the purposes of updating the Community Arts Council's confidential community group database to ensure communication between the event and its vendors. No information provided will be shared unless written permission is received. This information is collected and managed in strict accordance with the *Personal Information Protection Act*.

By signing, you agree that you have read and agree to all the rules and regulations:

Signature: _____ Date: _____

Playhouse After Dark Market Vendor



Invoice

FEES:

Price (Plus GST)	Number of Spots Required (10x10)	GST	Total
\$100.00	X _____	X 5%	=

EVENT INSURANCE: All Vendors must provide proof of insurance. You are solely responsible for any injuries, accidents, or loss which may be sustained as a result of your vending operations at the PG Playhouse Market Area. The CAC or any partner shall have no responsibility for any accident or injury caused by your activities. You must maintain your own liability insurance and provide us with a certificate of insurance. Please forward us a certificate of insurance listing the Community Arts Council and the City of Prince George as additional insured. If signing up for insurance thru DUUO they will forward us a copy on your behalf.

Company Name: _____

Signature: _____ Date Signed: _____

Method of Payment: _____ Date Received: _____

OFFICE USE ONLY

PAYMENT TYPE:

INSURANCE:

SPOT NUMBER: