



## Artisan Vendor Guidelines and Application

As part of a 2013 pilot program, Greater Vernon Parks, Recreation and Culture invites artists and crafters to set-up their booths to sell and display self-produced, original pieces of work in parks during the summer season. We encourage artists to work on their craft(s) onsite to provide live demonstrations for the interested public.

### PERMITTED PARKS

Artisan Vendor Permits can be issued for the following parks:

- Kin Beach Park  
*7200 Tronson Road, Coldstream, BC*
- Polson Park  
*2600 Hwy 6, Vernon, BC*

Other parks may be considered upon request.

### PERMIT FEES

- Single day permit - \$15 plus tax  
- Participants can attend any day of their choice
- Single Weekend Permit - \$25 plus tax  
- Participants are able to attend on the weekend (or two days) of their choice
- All Season Permit – \$125 plus tax  
- Participant can attend every weekend and weekday through the Summer Season (July long weekend to September long weekend)

### GUIDELINES FOR ELIGIBILITY AND PARTICIPATION

Greater Vernon encourages a positive, family-oriented environment in the parks. As such, we reserve the right to refuse the display of items that may be considered inappropriate or unacceptable under this program. If a participant fails to comply with organizers regarding the removal of questionable items, that participant will forfeit their permit.

Participants must display self-produced, original pieces of work. Mass produced or manufactured objects may not be sold.

Personal services are permitted but are restricted to artistic face painting, hair wrapping and henna or temporary tattoos.

Items other than those listed on the original application must be approved by the Regional District prior to their display. The sale of items not listed on the permit, and therefore not approved by the coordinator, will result in cancellation of the permit.

Artists and crafters may be on-site during park hours only, from dawn to dusk.

Facility Use Permits take precedent over Artisan Vendor Permits so, if a park is booked for a special event or private function, the Participant must obtain permission from the Park Renter for approval to attend. If approval is not obtained the Participant must not vend in the rented area of the park for the duration of the booking.

Participants are responsible for the supply of their own display materials (tables, chairs, etc.).

No vehicles are permitted within the parks, so all display materials and product must be brought onto the site by hand. Vehicles must be left in the public parking areas available for use, and no reserved spaces will be allotted.

Participants must possess a local business license, and must display their valid Artisan Vendor Permit at all times.

The footprint of a booth should be no larger than 10' by 10' and must be located out of the way of through-ways and exits within the areas specified on the attached maps. Special permission must be given for larger booths or a different set up area. Any tents or shelters required to be staked down must receive permission in order to ensure that irrigation or electrical facilities are not damaged.

Booths must be taken down at the end of each day, and everything must be removed from the site.

Booths must not inhibit any regular park activities.

One sandwich board of no more than one meter in height may be allowed at the vending site. Small banners may be allowed on vending structures, but no signage may be attached to any tree, fence, or other park structure.

Participants are not to solicit park users beyond their booth.

Permit holders must comply with all local Bylaws. If there is any damage to park landscape as a result of a vendor's display or people visiting their display, the Vendor will be held responsible for the repair.

The Regional District has the authority to make minor additions or modifications to these guidelines for the purpose of protecting the park or its users, or to improve the operation and administration of the program.

The Regional District has final discretion as to the eligibility of items for sale.

## **PROCESS**

Interested participants apply through the Regional District using the application form attached.

All types of item(s) and/or personal services intended for sale should be indicated on the application form. The Regional District reserves the right to request photos or samples.

Upon review of each application, the Regional District staff will notify successful participants and advise when they may pick up their permit.

Permits are to be purchased at the Regional District office:

Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC  
V1B 2K9

Cash (or debit) payment is required at the time the permit is issued. This permit must be displayed at all times while the vendor participates in the program.

Weekend permits should be purchased at least one week prior to the weekend the artist wishes to attend.

# Greater Vernon Artisan Vendor Application

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Website: \_\_\_\_\_

## Permit Type *(please check)*

- single day \_\_\_\_\_ (indicate date)
- single weekend \_\_\_\_\_ (indicate dates)
- multiple days or weekends (indicate dates)

\_\_\_\_\_

\_\_\_\_\_

- Summer Season permit

*(10 weekends included in the Summer Season – July long weekend to September long-weekend)*

## Artisan Categories (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Body care/Soap    | <input type="checkbox"/> Pottery            |
| <input type="checkbox"/> Jewelry           | <input type="checkbox"/> Paper products     |
| <input type="checkbox"/> Hats              | <input type="checkbox"/> Toys               |
| <input type="checkbox"/> Hand Bags         | <input type="checkbox"/> Photography        |
| <input type="checkbox"/> Clothing          | <input type="checkbox"/> Accessories        |
| <input type="checkbox"/> Painting - canvas | <input type="checkbox"/> Henna tattoo       |
| <input type="checkbox"/> Carving           | <input type="checkbox"/> Airbrushed tattoos |
| <input type="checkbox"/> Fibre art         | <input type="checkbox"/> Hair wrapping      |
| <input type="checkbox"/> Other _____       |   |

## Insurance and Business License

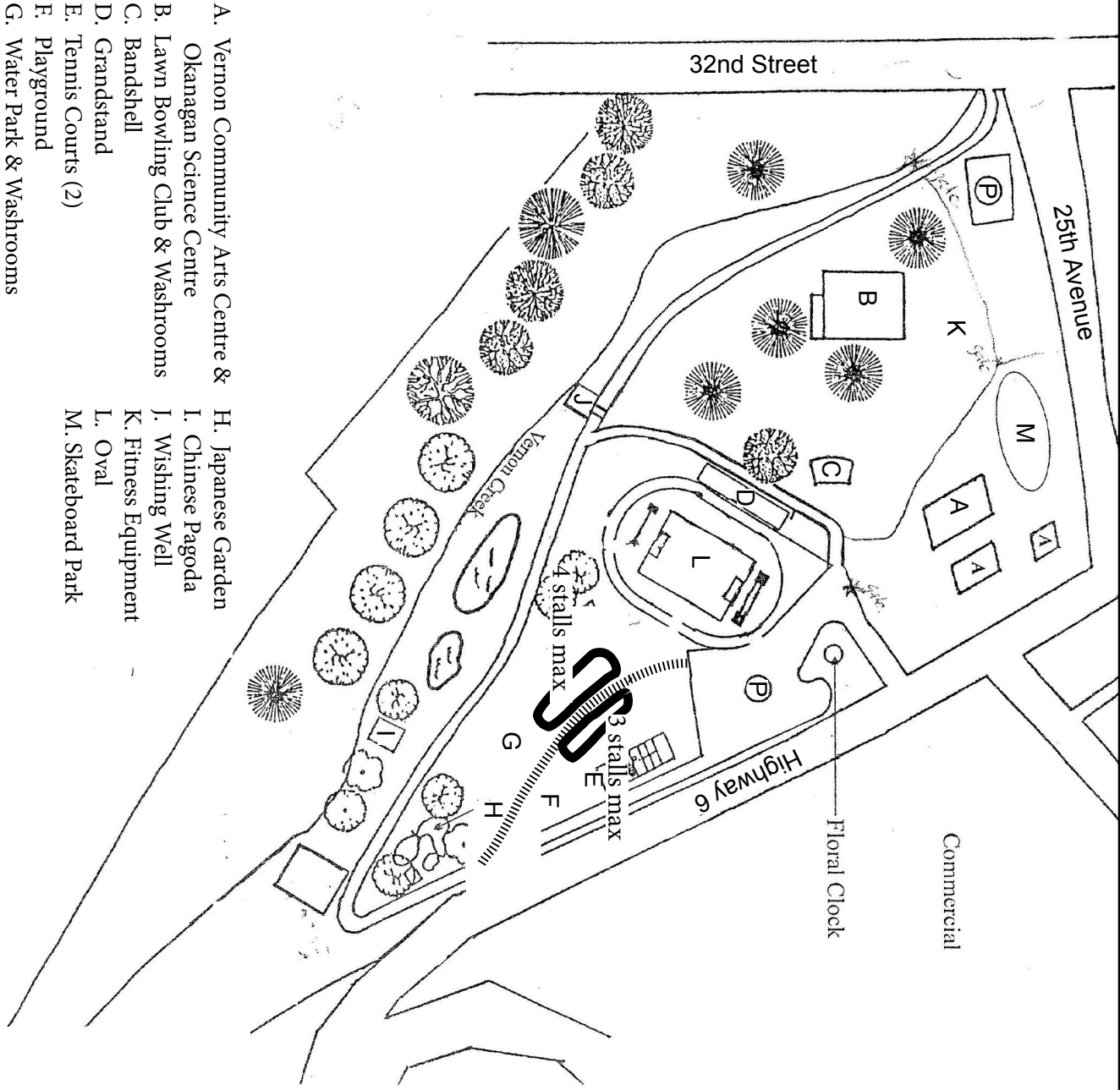
- I have purchased a local business license and have included a copy with my application.
- I, \_\_\_\_\_, understand that it is my responsibility to carry appropriate insurance: \_\_\_\_\_ (initial).

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

Office use only

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Polson Park  
Approved Artisan Vendor Area



- A. Vernon Community Arts Centre & Okanagan Science Centre
- B. Lawn Bowling Club & Washrooms
- C. Bandshell
- D. Grandstand
- E. Tennis Courts (2)
- F. Playground
- G. Water Park & Washrooms

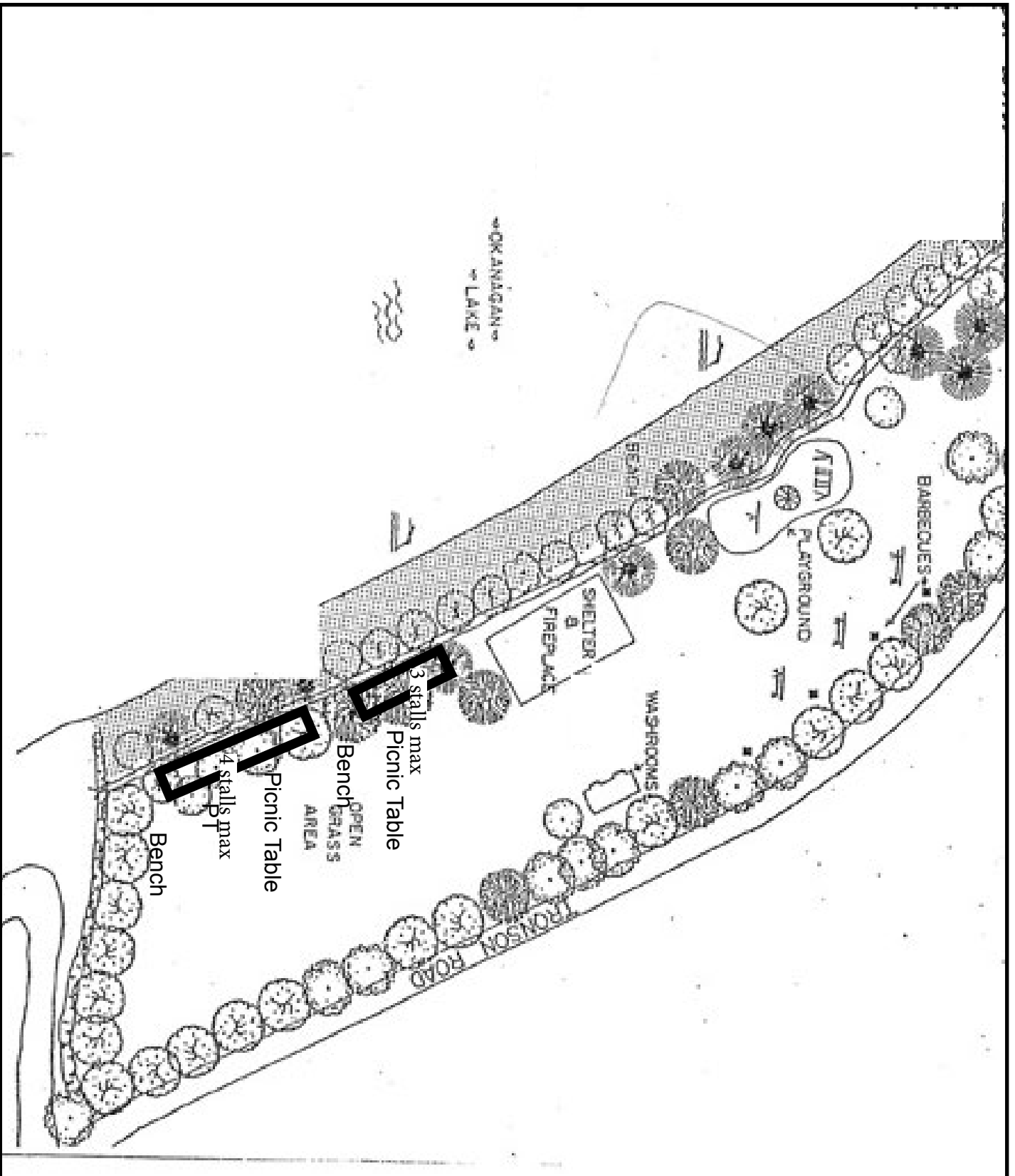
- H. Japanese Garden
- I. Chinese Pagoda
- J. Wishing Well
- K. Fitness Equipment
- L. Oval
- M. Skateboard Park



Approved Vendor Area

Stalls are available on a first-come basis, daily.

Kin Beach  
Approved Artisan Vendor Area



Approved  
Vendor Area

Stalls are  
available on  
a first-come  
basis, daily.