



Fall would not be complete without the Uptown Rutland Scarecrow Festival. It's free, it's fun and with lots of activities, there is something for everyone. This signature event is proudly hosted by the Uptown Rutland Business Association. (URBA)

#### Here's what we have in store for our 10<sup>th</sup> Anniversary:

- Scarecrow Building Contest: Scarecrows can be built ahead of time or right on site that day. Last year we maxed out, over 150 scarecrows were created and on display.
- Pumpkin Art on display throughout the park.
- The City of Kelowna will be on site to promote healthy play for the mind, body and soul. Giant-sized board games, bouncy castle and an inflatable obstacle course, plus soccer drills and more.
- Face painting, crazy hair, crafting table, bead booth, and who doesn't love the Clowns?
- Live roaming entertainment; this year we want to create a fun vibe. Entertainers will walk about, interacting with the kids and their families.
- Marketplace: lots to see, sample, and purchase from local vendors and artisans from around the Valley.
- Community partner booths: these are the agencies who help those in need and we love helping them promote all they do for our community.
- Food Vendors: what's a fall festival without food? Come enjoy your favourite foodie truck.

**The 2018 Scarecrow Festival will be held in Lions Park at 205 Gray Rd,  
a centrally-located green space with nearby parking.**

If you're a food or beverage vendor ... retail merchant ... artist ... who wants to reach a dynamic buying audience for your products and/or services, becoming a Scarecrow Festival exhibitor is a smart -- and cost-effective marketing opportunity that enables you to reach consumers!

## **VENDOR APPLICATION**

**WHAT: 10<sup>th</sup> Annual Uptown Rutland Scarecrow Festival presented by Interior Savings**

**WHERE: Lions Park, Gray Road, Kelowna, BC**

**WHEN: Sunday, October 14, 2018, 12:00pm – 4:00pm**

### **REGULATIONS & REQUIREMENTS**

The 10th Annual Uptown Rutland Business Association Scarecrow Festival celebrates farmers and showcases Rutland's rich agricultural history. We welcome a variety of exhibitors and vendors to share in this fun, family event, and are anticipating many visitors to the festival again this year.

Please register early.

### **BOOTH COSTS**

**Foodie Trucks: \$100.00**

**Market Vendor booth \$75.00** (standard size 10x10 space)

You must bring your own TENT, WEIGHTS FOR TENTS, TABLES and CHAIRS

### **SAFETY & SECURITY**

The festival is held out of doors, rain or shine. Outdoor conditions are present. **Food Vendors must supply their own power and water.** (There is no power or water available for market vendors or artists) For safety precautions, all vendors using a 10 x 10 pop up tent must use tent weights at all four corners of the tent. Stakes are not allowed in the ground. Entire display is the vendor's responsibility (including merchandise, tents, tables, chairs, etc.). Vendors are responsible for setting up and taking down their displays as well as maintaining a clean & safe operation for full duration of the event.

### **FOOD VENDORS**

#### **Mobile Food Vendors**

Mobile food vendors for this event are required to have the proper permits in place to serve the public. Please ensure your mobile food vendor has the following:

- A Kelowna Fire Department annual inspection decal. Contact 250-469-8755 for more information
- Interior Health Authority Permit

[www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/Permits.aspx](http://www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/Permits.aspx)

#### **General Food Service**

For food service not being provided by a mobile food vendor, it is the organizer's responsibility to ensure the appropriate Interior Health Authority Temporary Food Service Permit is in place. If required, a copy of the food service permit must be included as part of the Outdoor Event Permit.

URBA will make every attempt to avoid duplication of vendor services. URBA reserves the right to decline a vendor application.

### **BOOTH PLACEMENT**

There are approximately 7 food truck spaces & 25 vendor spaces available for this year's festival. Placement is at the sole discretion of the committee. All vendors will receive their space assignment by the Scarecrow Festival Committee. URBA reserves the right to make changes as necessary to adjust the booth layout at any time.

### MOVE IN AND TAKE DOWN FOR FOOD TRUCKS

Move In times from 9:00am – 10:30am. Set up must be completed by 11:30am.

Take down at 4:00pm. There will be no take downs until 4:00pm. If a Vendor takes their booth down PRIOR to 4pm there will be a \$100 FINE. Vendors are to be off site by 6:00pm.

### MOVE IN AND TAKE DOWN FOR MARKET PLACE VENDORS

Move In times from 10:00am – 11:30am. Set up must be completed by 11:45am.

Take down at 4:00pm. There will be no take downs until 4:00pm. If a Vendor takes their booth down PRIOR to 4pm there will be a \$100 FINE. Vendors are to be off site by 6:00pm.

### CANCELLATIONS & REFUND POLICY

Scarecrow vendor booth costs will not be refunded unless URBA is notified of cancellation before **October 1<sup>st</sup>, 2018**.

**All applications and payment for 2018 Scarecrow Festival must be received by September 28<sup>th</sup>, 2018**

*Please read all Regulations & Requirements carefully. Keep a copy of this page for your records.*

CONTACT INFORMATION	
Organization	
Contact Name	
Cell Number	
Email Address	
Emergency Contact Info	
Phone/Relation to you	

VENDOR INFORMATION	
Booth Size:	
Products to be Sold:	
Time Required for Set-up:	
Time Required for Take down:	
Names of Staff/Volunteers & Contact Info. If different from above.	
There will be no take downs until 4:00pm. If a Vendor takes their booth down PRIOR to 4pm there will be a \$100 FINE.	Signature that you have read and agreed X _____

SPACE REQUIREMENTS	
<input type="checkbox"/>	Standard 10 x 10 space - tent required 10 ft. deep x 10 ft. long x 10 ft. high
<input type="checkbox"/>	Trailer space - Size of trailer = _____

PAYMENT OPTIONS - APPLICATION DEADLINE: September 28<sup>th</sup>, 2018

**Payment Options: Space cannot be held without payment.**

Cancellations must be received before October 1<sup>st</sup> to ensure refund.

PayPal on line at [www.ourrutland.ca](http://www.ourrutland.ca)

Cash or Cheque: PLEASE SEND CHEQUES TO:

Uptown Rutland Business Association 158 Valleyview Rd Kelowna, BC V1X 3M4

## DAMAGE & LIABILITY

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**DAMAGE & LIABILITY:** The Exhibitor is responsible for all damage caused by them to the exhibit facility, show property or display equipment. Exhibitors are responsible for all damage caused to same from any cause whatsoever and shall become financially responsible to the Uptown Rutland Business Association. (URBA) URBA assumes no liability for loss or damage through any cause, of goods, exhibits or other materials owned, rented or leased by Exhibitor. The Exhibitor shall indemnify the URBA and their employees, and members, Sponsors, against, and hold them harmless from any complaints, suits or liabilities resulting from negligence of the Exhibitor in connection with the Exhibitors use of display space.

URBA provides no insurance to participants in the 2018 Uptown Rutland Business Association Scarecrow Festival. I/We agree to abide by Scarecrow Festival's Rules & Regulations and hold harmless clause and insurance statement:

**Signature** \_\_\_\_\_

**Please print name signed above** \_\_\_\_\_

**Date** \_\_\_\_\_

### ABOUT THE FESTIVAL & URBA

The Scarecrow Festival, presented by the Uptown Rutland Business Association (URBA), fosters Rutland's community pride by inviting people from throughout the Okanagan to celebrate Rutland's rich agricultural history and the important role Rutland played in building the Okanagan.

URBA provides a forum for members to share their vision for the community and ensures the voice of our business community is heard by municipal, provincial, and federal governments. In addition to monthly business networking events like Uptown After Hours, URBA also organizes community events that bring people together.



[www.ourrutland.ca](http://www.ourrutland.ca)