



# 2023 Community Day Festival

## Booth Application Form

**Application Deadline: May 1, 2023**

To submit your application please email to [recreation@langleycity.ca](mailto:recreation@langleycity.ca), or you can drop it off in person at Timms Community Centre (20399 Douglas Crescent) front desk during office hours.

The Langley City Community Day Committee invites you to apply for exhibit space at our Community Day Festival. All organizations wishing to participate are required to complete and return this application form.

We expect approximately 10,000 visitors to join us in Douglas Park on Saturday, June 10, 2023. The event will be open to the public from 11:00am to 8:00pm, however, the community booth section of the event will only be open from 11:00am to 3:00pm.

The planned activities include a variety of family-oriented attractions and demonstrations, dedicated kids' activity zones, face painters and balloon twisters, food trucks, an artisan craft marketplace, beer garden, and live musical entertainment.

1 General Information	
Organization Name	
Organization Contact Person	
Mailing Address	
Phone	Email
Event Day On-Site Contact Person	
Cell Phone	Email

## 2 Booth Type

Please select (check one box) which category your organization falls into.

<input type="checkbox"/>	<b>Community Groups &amp; Organizations</b>	<input type="checkbox"/>	<b>Community Businesses</b>	<input type="checkbox"/>	<b>Sports and Leisure</b>	<input type="checkbox"/>	<b>Other</b>
<b>Criteria:</b> <ul style="list-style-type: none"><li>• Community Based</li><li>• Not for Profit</li><li>• Family Oriented</li><li>• Educational Display</li><li>• No selling of products or services</li></ul>		<b>Criteria:</b> <ul style="list-style-type: none"><li>• Community Based</li><li>• For Profit</li><li>• Family Oriented</li><li>• Educational Display Only</li><li>• No selling of products or services</li><li>• Limited number of spaces available for this category</li></ul> <p>Note: \$50.00 application fee is required if your business is selected to attend the event.</p>		<b>Criteria:</b> <ul style="list-style-type: none"><li>• Community Based</li><li>• Not or For Profit</li><li>• Family Oriented</li><li>• Educational Display Only</li><li>• No selling of products or services</li></ul>		<b>Criteria:</b> <ul style="list-style-type: none"><li>• Located in Langley City</li><li>• Not for Profit</li><li>• Educational Display</li><li>• Display materials and handouts must be approved by the committee prior to the event</li><li>• Limited number of spaces available for this category</li></ul>	

## 3 Booth Logistics

Langley City will supply each booth with one (1) table and two (2) chairs. Additional chairs and/or tables can be requested but are not guaranteed.

Additional Tables Requested = \_\_\_\_\_ Additional Chairs Requested = \_\_\_\_\_

Please provide a brief description of the information you are going to display / handout at your booth; also include details about any activities you plan to have:

---

---

---

---

## TERMS AND CONDITIONS

### Booth Placement Priority

Booth placement is entirely up to the discretion of the Community Day Event committee.

### Booth Construction

Each vendor will set up, maintain, market, operate, take down and remove their own booth from the space provided to them. Table (1) and chairs (2) provided by Langley City must remain at the space provided to you after you leave the site. *Note: tents are not permitted to be staked in the ground at the event site; plan to use sandbags or weights.*

### Hours of Operation

June 10, 2023 - 11:00am to 3:00pm

You are required to be setup a minimum of 30 minutes prior to the start of the event (10:30am) and you must leave your booth open to the public until the end of the event (3:00pm).

### Size of Space

12 x 12 space will be provided at the event site; this space will accommodate one 10 x 10 tent per organization. *Note: tents are not supplied by Langley City for this event; it is the responsibility of the organization to provide their own 10x10 tent for their booth.*

### Electricity

No electricity is provided at the event site; if you plan to bring a generator for your booth, prior approval needs to be provided by Langley City. To request the use of a generator at the event contact us at [recreation@langleycity.ca](mailto:recreation@langleycity.ca)

### Set Up & Take Down

- Set Up: June 10, 2023, from 8:00 am to 10:30 am.
- Take Down: June 10, 2023, from 3:00 pm to 4:00 pm.

Set Up and Take Down of your booth from the park must be completed within the set date and hours. Due to access restrictions at the event site, vehicles are not permitted to drive to/from their booth location. It is the responsibility of the organization to move their equipment on-site and off-site. Please plan accordingly and if possible, bring a cart or wagon to transport your supplies and/or equipment.

### Rain or Shine

The Community Day event will take place rain or shine unless inclement weather puts our volunteers or participants at risk or harm. In the case of a cancellation an email will be sent out to all contacts listed on the application form.

### Indemnification

Each booth (owner/operator/employees/volunteers) indemnifies the City of Langley, its Recreation, Culture and Community Services Department, the Community Day committee members, and volunteers from any litigation resulting from any loss or damage that may incur as a result of their being accepting and operating a booth on Community Day for any reason.