



**SATURDAY, JUNE 17, 2017
10:00 AM TO 8:00 PM
STREET FAIR GUIDELINES**

1. SAFETY AND LIABILITY

- a. Please set up your display judiciously and operate safely.
- b. The Prince Albert Downtown Business Improvement District (PADBID), Downtown Street Fair Committee, City of Prince Albert and their agents and assignees from all loss, injury, damage or liability to persons or property sustained by reason of the presence of the vendor before, during and after the Downtown Street Fair.

2. SET UP AND TAKE DOWN

- a. Set-up will begin as early as 8:30 a.m. on the day of the event. All vehicles must be removed from the fair area by 9:30 a.m.
- b. **All vendors should be set up and fully operational at least 15 minutes prior to the start of the fair.** (10:00 am)
- c. Take down and General Clean-up will take place between 8:00 p.m. and 9:00 p.m. We encourage all participants to respond to public interest by staying on site until 8:00 pm.
- d. **All vendors receive a 10X10 space and must provide their own set-up equipment, including tables, chairs, displays, etc.**
- e. No electricity will be available on the street or sidewalk. **Any power needs must be the responsibility of the booth vendor.** If you are bringing power from your store, please keep powered equipment next to your building to avoid stretching cords across sidewalk. Please, if you bring a generator – respect your neighbours in regards to noise and placement of generator.

3. WEATHER

- a. Be prepared for sunny weather.
- b. Be prepared for inclement weather.
- c. *Fair will take place regardless of weather conditions.*

4. VEHICLES

- a. Except for emergency and maintenance vehicles, **no vehicles are permitted on the fair site during the hours of the fair.**
- b. Amusement rides, display vehicles and utility vehicles may be permitted by special requests authorized by the Prince Albert Downtown Business Improvement District (PADBID).

5. FOOD

- a. **No food or beverages may be sold by any vendor unless in possession of a valid City Business License** (or based on a commercial assessed property) **and with the required permits/approval from the Department of Health.** (765-6606).
- b. Food vendors must supply their own trash receptacles.

6. CLEANLINESS

- a. **There will be zero tolerance for trash on the street.** It is part of the strategy of a rejuvenated downtown to be clean and safe.
- b. Overfilled trash containers, messy picnic tables or messy streets are unacceptable and should be cleaned up immediately.
- c. It is the responsibility of all operators, vendors, participants and member of the general public to keep on top of all clean-up duties. Everyone is to make a special effort.

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7. OUTDOOR LOCATIONS (STREET AND SIDEWALK)

- a. Vendors will be assigned a location near or on Memorial Square or assigned a location on Central Avenue by Downtown Staff. For sidewalk and street areas facing businesses, priority will be given to the merchants operating from those adjacent businesses.
- b. Meet with your neighbour merchant and discuss your plans before the morning of the fair!
- c. Unused areas will then be assigned to other downtown businesses not facing Central Avenue at the discretion of the Prince Albert Downtown Business Improvement District.
- d. Anyone setting up on sidewalks shall allow pedestrian traffic to be mobile by leaving sufficient space for pedestrians, strollers and wheelchair access.
- e. **Please pay special attention in setting up tables and displays next to the street curb.** It is recommended that you leave approx. 1.5 metre clear set back from the street curb to avoid injuries from people slipping off the curb onto the street while browsing at your displays.
- f. A minimum of 2 metre clear space shall be maintained around the circumference of fire hydrants.
- g. No subletting of street space is allowed, however, partnership with other businesses is encouraged.

□ IF THERE ARE GLITCHES, USE COMON SENSE OR PLEASE CONSULT WITH PADBID STAFF OR PADBID VOLUNTEERS (note, volunteers will be wearing safety vests to identify themselves and the PADBID office will be staffed all day)

□ BE PREPARED, BE INVITING, AND HAVE FUN!

Prince Albert Downtown Business Improvement District (PADBID)
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