

Energy in Motion – Market Vendor Information
Riverside Veteran’s Memorial Park and Towne Square
Saturday, June 8, 2024

Market Location: Towne Square Sea Cans and Riverside Veteran’s Park

Looking to be a market vendor at ***Energy in Motion*** on June 8, 2024 (the “Event”) but have a few questions? Please review our frequently asked questions below:

About the *Energy in Motion*:

June is 'Parks and Recreation Month', and we're celebrating in style with a new event called ***Energy in Motion!***

The vision is to promote local businesses and organizations in our community that specialize in fitness, recreation programs, healthy and active living, and/or outdoor experiences!

The event will feature local food trucks, an obstacle course bouncy castle, face painting, local vendors, and live fitness demonstrations and activities.

How do I become a vendor at *Energy in Motion*?

To become a Market Vendor, you must register online at <https://bit.ly/vendor-signup-eim>. The Event Organizer will review the registration form and contact you to approve your business booth. It’s free to be a vendor.

The Event Organizer does have the ability to limit the inventory of Market Vendor categories to ensure a balanced mix of vendor types. Market Vendor space is secured on a first-come, first-serve basis.

1. What’s included with market registration?

Registration includes a 10x10-foot space in Riverside Veterans Park or a Sea Can at Towne Square. Any additional items needed for your booth, including tables, tents, canopies, chairs, and display items are to be supplied by the Market Vendor. Promotion and advertising is done by the Event Organizer but we encourage Market Vendors to share the event details on socials as well.

2. Are tents provided?

No, however you can rent from a local tent supplier. They must be fire code rated and 10x10 in size.

Tent and booth requirements:

Max 10x10 in size. CAN ULC S109 fire rated. 25-pound weight for EACH leg of the tent and securely fastened to the frame of the tent. All displays and tables must remain underneath your tent and within the 10x10 space allotted. The Event adheres to strict emergency access regulations.

3. Are we allowed to share a booth space with another vendor?

Sharing space is allowed. All products must remain within the 10 x 10 space allotted. We do encourage each Market Vendor to secure their own space as there is no cost to participate. The only time you would be charged the registration fee is if you do not show up on the day of the event.

- **Do I require a city permit or business licence to be a vendor?** No.
- **Am I allowed to promote my business and hand out marketing materials?** Yes, however all engagement with attendees must take place in and around your booth

location. Canvassing the crowd is not permitted throughout the Event site.

4. Can I book multiple booths, and can they be side-by-side, or in different locations?

Yes. During registration, indicate on your form the number of 10x10 spaces you require and if you want your booths in the same location or different locations.

5. When do I find out about my booth location and set up details?

Market Vendor setup instructions will be emailed the first week of September and will include set up details, arrival times, set-up and take-down details, and parking information. The event organizers reserve the right to place vendors accordingly.

- **What marketing materials are provided by the festival for vendors?** When set-up instructions are sent, the Event Organizer will provide a high-resolution logo and image to use in your own marketing. General event marketing is done through the City's website. We also have partnerships with local news media and sponsors.

6. What time do vendors need to be on the festival grounds to set up?

This information will be provided in your setup instructions at the beginning of June. Vendors can start arriving on-site at 8:00 a.m. The Event will start around 10:00 p.m.

7. What happens if it rains?

Energy in Motion is a rain or shine event.

8. Is there Wifi/or power available? No.

9. Are generators allowed? Yes.

10. Do I need insurance?

We recommend holding general liability insurance for your business, but it is not required to participate in the Event.

11. What if I need to cancel due to unforeseen circumstances?

Please provide at least 72 hours cancellation notice to kelire@medicinehat.ca.

12. Are vendors allowed to sell alcohol?

No, the Event is not licensed. Only licensed patios, beer garden areas, and restaurants may serve alcohol.

13. Are vendors allowed to offer cannabis consumption?

No, the Event is not licensed for a cannabis consumption area.

If we have not answered your question above, please do not hesitate to reach out to kelire@medicinehat.ca.