

## DOWNTOWN RED DEER CAR BOOT SALE

The Red Deer Downtown Business Association is excited to host another Car Boot Sale on Little Gaetz Avenue on Wednesday, September 25, 2019 from 3:30 p.m. – 6:30 p.m.

### What is a Car Boot Sale?

Car Boot Sales are very popular in the UK. In England, a “Car Boot” is what they call a “car trunk”! Think of the Downtown Car Boot Sale like a garage sale, without the garage! Load up your car, truck, or van with any items from your house that you want to sell (or that you would normally put out in a garage sale) and come down to Little Gaetz Avenue for the Downtown Red Deer Car Boot Sale. **\*Pre-registration & payment required for those wishing to sell\***

### How does it work?

To be a vendor at the Downtown Car Boot Sale, just complete the vendor application form. Load up your car, truck, or van (**no oversized vehicles allowed**) with any items you want to try to sell and come down to Little Gaetz Avenue on event day.

Everyone is invited to shop at the Downtown Car Boot Sale! It is an open street event (beginning at 3:30 p.m. until 6:30 p.m.). Pedestrians can come check out this oversized, on-street “garage sale!”.

### Why do we need a Car Boot Sale?

Car Boot Sales are a fun, family friendly event that can easily tie in with other great activities and events that are already happening downtown. Hosting this event adds another draw for Red Deerians to come Downtown and offers a great opportunity for visitors to discover the weekly Downtown Red Deer Farmers’ Market, unique shops and cafés, and enjoy some live entertainment on Ross Street Patio.

Car Boot Sales let buyers check out some of the items that residents are selling in a one-stop, central location! This increases foot traffic for vendors selling items, as well as gives the buyers a lot of variety. Car Boot Sales are also a great alternative for those who may not have a garage to host their own sale, or for those vendors spending a lot of time posting their goods for sale on social media and buy & sell pages!



## 2019 CAR BOOT SALE VENDOR APPLICATION

Thank you for your interest in the Downtown Car Boot Sale. Please complete this application and return it, with payment \$10 per stall (cash or cheque) to:

[tammy.norris@downtownreddeer.com](mailto:tammy.norris@downtownreddeer.com)

OR

Red Deer Downtown Business Association #120, 5009 50 Ave, Red Deer AB T4N 4B2

o Cheques are payable to the Red Deer Downtown Business Association.

### Application Instructions & Checklist

- Read and Complete the application
- Read the Rules and Regulations to indicate your understanding and agreement of each policy.**
- Keep a copy of your application and the *Rules and Regulations* for your reference.

**\*Please note: If your application is incomplete, or the above requirements have not been met, it will be considered incomplete and will not be submitted for approval.**

If you have any questions, please contact or (403)-340-8696.

All vendor applications will be reviewed. We reserve the right to limit the size of the event and to reject applications with or without reason.

<b>DOWNTOWN RED DEER CAR BOOT SALE 2019 VENDOR APPLICATION</b>	
<b>WEDNESDAY, September 25, 2019 3:30 p.m. - 6:30 p.m.</b>	
Name	
Mailing Address (Including Postal Code)	
Phone (Home)	
Phone ( Cell)	
E-Mail	
Please list the types of items to be sold:	
Number of stalls requested (\$10 PER STALL) ( <b>maximum 2</b> )	
If yes, please indicate the type of vehicle you are leaving on site	<input type="checkbox"/> Car <input type="checkbox"/> Truck <input type="checkbox"/> Van <input type="checkbox"/> SUV <input type="checkbox"/> Other _____

## VENDOR DETAILS

- On the event day, a road closure is in place with manned barricades.
  - Vendors may begin arriving at 2pm and begin set up at 2:30pm.
  - Please make sure your vehicles are turned off during set up.
  - Any vehicles that are not staying on site for the duration of the event (i.e dropping off items) **must** be offsite by 3pm.
  - The event officially begins at 3:30pm.
  - Vehicles may not operate until the event ends at 6:30pm, or until all pedestrians have been cleared from the road.
  - Please consult with the DBA Staff if needed. Please see event map for set-up and parking information.
- Each stall is approximately 10' x 10'
- Stalls are assigned upon arrival. Space will be allocated to *approved registered vendors* on a first come first serve basis.
- (Optional) Vendors may bring tables, racks, etc to display items within their stall (10'x 10')
- Please be courteous while loading and unloading. Do not block other vendors, and please keep the traffic lane as open as possible to allow other vendors to set up.
- **Each vendor is responsible for removing all unsold items, and personal garbage must be disposed of off-site.**
- **The event is cash only.** Please **bring a float** to provide buyers with change. There are many banks in the downtown core for vendors and buyers to withdraw cash during the event, if necessary.
- Each vendor is responsible for determining and displaying their own prices.

## INDEMNITIES

1. **Photos:** The Downtown Business Association may take photographs during the Downtown Car Boot Sale for use in advertising and promotions. I am willing to allow my photo to be used should it be taken.  Yes  No
2. **Rules and Regulations Compliance:** I am eligible, have read, understood and agree with the information provided herein and will comply with all Downtown Car Boot Sale rules, regulations and guidelines as specified, and understand that the Downtown Business Association's decisions are final and binding.  Yes  No

## VENDOR RULES, REGULATIONS AND GUIDELINES

The following rules and regulations for the Downtown Car Boot Sale will be strictly enforced. Please note that these rules, regulations and guidelines are subject to change without notice.

1. All items being sold must be property of the vendor. The sale of illegal or stolen goods is prohibited.
2. Vendors **may NOT sell food products or beverages.**
3. A minimum of 48 hours advance notice that the space will not be utilized must be provided. You may notify the Red Deer Downtown Business Association by phone or email **at** [tammy.norris@downtownreddeer.com](mailto:tammy.norris@downtownreddeer.com) or 403-340-8696. **Refunds will not be provided.**

4. Vendors **may not** loan, give or sublease the stall(s) assigned to them.
5. All vendors are required to be set up and ready to operate **by 3:30 p.m.** Vendors may access the site at 2:30 p.m. You may start selling at anytime after 3:15 p.m. **ONLY** if the road is clear of all vehicles – please use your discretion.
6. The Car Boot Sale is a **rain or shine** event. Vendors may not disassemble stall(s) until 6:30 p.m (**Vendors cannot leave early**). and **all vendors must remain open until closing time**. We reserve the right to cancel in the event of extreme weather.
7. **Vendors should be neat and clean in appearance and must always conduct themselves in a professional manner. Any complaints received regarding unprofessional conduct, the use of profane language, smoking, etc. will be considered grounds for dismissal from the event. Insubordination, the consumption of alcohol or drugs, and fighting during the event is cause for immediate dismissal. No warnings will be given, and no refunds will be provided.**
8. The Downtown Business Association reserves the right to request the removal of any products considered to be unsuitable for sale at the Downtown Car Boot Sale.
9. Vendors are permitted to bring a table to display items (maximum 8' long). The entire display area **must be contained within the 10 x 10 area of the stall.**
10. Vendors must leave their stall area clean and remove all garbage from their stalls upon completion of the event. Failure to do so will result in a \$75.00 fine. Garbage cans provided at the event are for the use of *customers only* – **vendors must remove their garbage off site.**
11. All returned cheques are subject to a charge equal to current bank charges to cover the cost of processing.
12. All vendor vehicles must be turned off upon arrival, even during unloading. Vendor vehicles not forming part of the display (i.e dropping off items only) must be **removed from site by 3:00 p.m.** at the very latest and parked elsewhere. **No exceptions** unless otherwise cleared by the Downtown Business Association.
13. All vendors must read and understand the Extreme Weather Policy (attached).

**I have read, understand, and accept the rules, regulations, and guidelines.**

Name (Please Print): \_\_\_\_\_

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

**WAIVER**

This waiver must be signed by the vendor and included with your completed application at the time of submission.

In consideration of being allowed to use the facilities of the Downtown Car Boot Sale, located on Little Gaetz Avenue, between 52 Street and 50 Street, we the undersigned hereby agree:

1. To waive any and all claims against the Red Deer Downtown Business Association and The City of Red Deer, its directors and officers, employees, agents, representatives and volunteers.
2. To release any and all liability for any loss, damage, injury, or expense that occurs out of the use of any of the facilities, Red Deer Downtown Business Association and The City of Red Deer by the named vendor, their family, employees or volunteers.
3. To hold harmless and indemnify the Red Deer Downtown Business Association and The City of Red Deer from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs of a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held at the facilities of the Downtown Car Boot Sale, Red Deer Downtown Business Association and The City of Red Deer during the 2019 event.

*We, the undersigned, hereby acknowledge that we have read the foregoing and understand its content, importance and meaning.*

Name (please print): \_\_\_\_\_

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

Witness name (please print): \_\_\_\_\_

Witness signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EXTREME WEATHER POLICY

Extreme weather is a major area of concern for event organizers in Central Alberta. As we know, extreme weather events can occur at any time during the summer season. Extreme weather events in Alberta may include:

- Thunderstorms
- High winds
- High volumes of rain
- Hail
- Tornado

Most of these scenarios include high winds. To mitigate risks brought on by high winds, we require a 50 lb weight on each leg of a 10 x 10 ft. tent. Umbrellas should have 90 lb weights, Fences and freestanding signs will be weighted with sandbags.

**The weather warning system will be conveyed using an air horn**, located with barricade personnel.

- A single blast of the air horn instructs vendors to ensure your booth(s) and displays are secure.
- Two blasts of the air horn indicate the market is closed due to extreme weather, and to pack up when it is safe to do so.

If a **weather watch** is issued by Environment Canada:

- You as a vendor may choose not to attend the market. We simply ask that you let us know of your decision not to attend in advance.
- If you choose to attend but feel the weather is worsening, you can leave the market site at any time. In this case, all goods must be walked out of the market area as no vehicles will be permitted onsite or to leave the site until the market is officially closed. This is to ensure the safety of all vendors and patrons.

If a **weather warning** is issued, the market will be cancelled. If the market is already operating when the warning is issued, it will be immediately closed.

### **Environment Canada classifications:**

**Weather watch:** When conditions are favourable for the development of severe thunderstorms with one or more of the following conditions:

- Wind gusts of 90 km/hr or greater, which could cause structural wind damage;
- Hail of two centimeters (cm) or larger in diameter; or
- Heavy rainfall, as per rainfall criteria, excluding those for winter and during thaw

**Weather warning:** When there is evidence based on radar, satellite pictures, or from a reliable spotter that any one or more of the following three weather extremes is imminent or occurring:

- Wind gusts of 90 km/hr or greater, which could cause structural wind damage;
- Hail of two centimeters (cm) or larger in diameter; or
- Heavy rainfall, as per rainfall criteria, excluding those for winter and during thaw

## **EMERGENCY ACTION PLAN**

1. The first step in emergency planning is mitigation. Identify possible scenarios and take steps to ensure they don't happen or if they do, the effects of the disaster are reduced in scope.
2. The second step is to have action plans in place for when an emergency situation does occur.
3. The third is to debrief. Even if an event does not happen, talking about what worked, any unforeseen circumstances or flaws that were discovered in the plans when emergencies happen all lead to lowered risks in the future.

### **The Downtown Business Association has prepared for the following events:**

- Missing children/parents
- Structural fire
- First aid emergencies
- Evacuation
- Extreme weather

### **General information:**

- DBA Staff has basic First Aid certification
- Staff are connected via radio
- Barricade personnel are stationary and located at 50 Avenue and 51 Street
- First aid kits are located with barricade personnel
- Air horns are located with barricade personnel
- DBA Staff is in charge in the event of an emergency, unless The City of Red Deer has taken control of a situation
- The Community Tent located on the corner of 50 Avenue and 49 Street acts as the admin area for the Downtown Car Boot Sale AND The Downtown Red Deer Farmers' Market. Lost children/parents should be taken here. If DBA Staff is not present, he/she should be notified via radio and will meet the children/parents at the tent.

### **Missing children/parents**

If a child is reported lost, DBA Staff will be immediately notified in person or via radio. DBA Staff will provide a description to all market staff and will search the event, providing a description to each of the vendors during the search. The parent should remain at the Community Tent. When found, the child will be taken to the Community Tent. If the child is not found within a reasonable amount of time, the RCMP will be contacted to assist with the search.

If a child is found without a parent, they should be brought to the Community Tent and DBA Staff should be notified immediately. DBA Staff will obtain a description of the parents and provide it to DBA Staff via radio.

### **Fire**

If there is a fire in or near the event area, DBA Staff must be notified immediately. If 9-1-1 has not been called, DBA Staff will make the call before directing all available resources to clearing people out of the area and creating an accessible route for emergency responders.

Anyone who has been injured will be moved safely away from immediate danger, if it is safe to do so. First aid responders will attend to injuries if able.

#### **Steps in case of fire:**

1. Notify DBA Staff
2. Call 9-1-1 if they have not been notified
3. Clear the immediate vicinity
4. Create access (clear a route) for emergency responders
5. Use fire extinguishers to extinguish the fire, if it is safe to do so
6. Allow emergency responders to take control of the situation, and assist them as needed
7. Debrief with staff and volunteers within 24 hours of the incident

#### **First Aid Emergencies**

1. Direct injured person to first aid personnel, or request via radio that first aid personnel attend to the patient
2. First aid responders will assess the patient
3. If first aid personnel determine an ambulance is needed, or that the patient requires hospital care, an ambulance will be called, and DBA Staff will be immediately notified
4. The DBA Staff will direct staff/volunteers to clear a route for an ambulance if needed.
5. Debrief with staff and volunteers within 24 hours of the incident

#### **Evacuation Plan**

If an evacuation of the event is necessary, the Downtown Business Association will issue an evacuation order. Unless it is an extreme weather event, assume the appropriate authorities have been contacted prior to the evacuation order.

Barricade personnel should remain in place, unless in immediate danger.

All other staff/volunteers will take direction from the DBA Staff and will assist in moving people off the event site in a safe and orderly manner.

P.A. systems, if available, will be used to announce the evacuation order.