



## BLUES MARKET APPLICATION

Please send completed application along with payment to:

**Festivals & Special Events**  
**Suite 111 – 4940 Canada Way**  
**BURNABY, BC V5G 4M5**  
**ATTENTION: Hoi Bing Mo**

### ARTISAN INFORMATION

Company Name (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Staff Names: 1. \_\_\_\_\_ 2. \_\_\_\_\_

### GENERAL INFORMATION

1. Please describe what items will be sold at the festival. (please attach separate sheets if necessary)

---

---

2. Please provide the price range of items(s) to be sold at the festival.

---

3. How many tables and chairs will you require (up to a max of 2 tables and 2 chairs)?

\_\_\_\_\_ Tables      \_\_\_\_\_ Chairs

4. Will you be:

Providing your own 10'x10' tent      OR      Requiring One 10'x10' tent

5. Please remember to email and provide your website link to view product images to  
[hoibing.mo@burnaby.ca](mailto:hoibing.mo@burnaby.ca).

## APPLICATION FEES

Artisan and Creator Fee (\$17.00 per hour x 6.5 hours)		\$110.5
	Subtotal:	<u>\$110.5</u>
	ADD: 5%GST	<u>\$5.53</u>
	<b>Total:</b>	<b><u>\$116.03</u></b>

*\*fees for vendor participation are set as a part of Burnaby bylaw No. 14485C (Fees & Charges)*

## INSURANCE

All artisans must have insurance to cover a **minimum of \$5 million** liability. Applications will not be accepted without proof of insurance included.

The City of Burnaby does not endorse one insurer over another and you are welcome to 'shop around' and secure coverage through another provider. Please check with your City contact to confirm where your event is happening and they will be able to confirm the City's insurance requirements.

Aon/IRC Insurance have developed a City of Burnaby specific insurance program for our facilities here: <https://burnaby.instantriskcoverage.com/login>

The brief on-line application will pose a number of questions about you/your company and specifics of the activity or event. Once completed, and in most cases, the applicant will receive an instant quote and the opportunity to purchase the coverage on-line, typically within minutes of completing the application. There may be some cases, where due to the complexity or risk level of the event, the facility user insurance program won't be available, but Aon/IRC have advised us that they will assist clients should this be the case and offer possible options. Aon/IRC will ensure that the City receives a copy of the Certificate of Insurance ahead of your event and provide a copy to you as well.

## NOTICES ABOUT PAYMENT:

1. Please enclose payment with application (if application is **not** accepted payment will be returned)
2. Please make cheques payable to **The City of Burnaby**
3. Please note that all fees are non-refundable
4. Receipts will be issued on festival day

## AGREEMENT:

**I confirm that I have read all the information detailed in the 2025 Blues Market Information and Responsibilities and I agree to the information provided in my application is, to the best of my knowledge, true and accurate and that I agree to represent my products at the Burnaby Blues + Roots Festival in accordance with the rules and responsibilities in addition to the festival guidelines.**

**Name:** \_\_\_\_\_

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

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

The personal information collected on this form is authorized under section 26 of the Freedom of Information and Protection of Privacy Act for the purpose(s) set out on this form. Should you have any questions about the collection of this personal information please contact us by mail at: Festivals & Special Events, #111-4940 Canada Way, Burnaby, British Columbia V5G 4M5, or by email at [celebrate@burnaby.ca](mailto:celebrate@burnaby.ca).