



Hello,

Welcome! We're excited to have you join Inclusive Market Kelowna as a vendor—you've been officially invited to participate, and we're thrilled to have you be part of this event.

Event Information

- Date: Monday, May 11 from 10:00 AM – 1:00 PM
- Location: Rotary Centre for the Arts (421 Cawston Avenue, Kelowna)
- Room: Salloum Room (see attached photo)

Vendor Details

- You will be given:
 - o One 6-foot table with one tablecloth
 - o Two chairs
 - o WIFI access: **network**: RCA Client, **password**: Create421!

Set-Up

- Set-up time is from 8:30 AM to 9:45 AM
- Please be fully set up by 9:45 AM
- Volunteers will be there to help you

Arrival

- Please enter through the Cawston Avenue entrance (see the attached photo of the entrance door). Note, that stairs lead to the entrance. If you are unable to use stairs, you can enter through the main entrance

Parking

- Parking is provided for vendors and their support staff
- Location: Lot 517 at the corner of Ellis and Cawston Avenues
- See the instructions on the next page for how to access parking

During the Event

- You are responsible for your own sales
- Please bring your own payment method (cash, e-transfer, or a card machine if you have one)
- Snacks and water will be provided
- Please bring your own lunch

Signage

- We will provide signage at each table—please let us know the name of your business so we can include it
- We will also provide a sign indicating your accepted forms of payment
- If you accept e-transfer, please provide your email address so we can include it on your sign

Take-Down

- Take-down time is from 1:00 PM to 2:00 PM

ADDITIONAL INFORMATION

Privacy Considerations

By attending the Inclusive Market Kelowna, you acknowledge that photos and videos may be taken during the event. If you prefer not to be photographed or recorded, please inform an event staff member or volunteer when you arrive.

Employer Breakfast

An employer breakfast is scheduled in the atrium from 7:30 to 9:00 AM. Some guests may visit the market briefly before departing. They are aware that setup may still be in progress but may wish to browse or make a purchase.

Confirmation

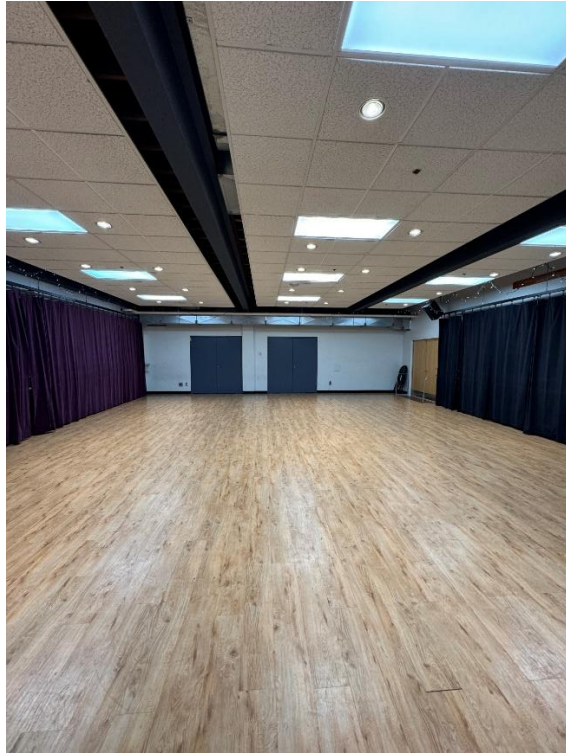
Please confirm that you have received this email by replying to this message. In your response, include the NAME OF YOUR BUSINESS and, if you accept e-transfer, the EMAIL ADDRESS you will use for payments.

If you have any questions, feel free to reach out to us at info@inclusivemarketkelowna.ca.

We're looking forward to a great event with you!

Best regards,

Inclusive Market Kelowna Planning Committee



SALLOUM ROOM



CAWSTON AVENUE ENTRANCE

BC517 - 1301 Ellis Street Guest Parking Instructions



Location: Indigo Lot BC517 – 1301 Ellis St., Kelowna

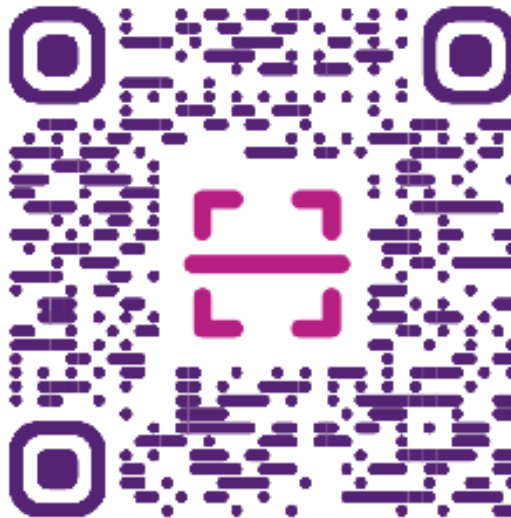
Time: May 11th Parking valid until 6pm

Notes:
-The lot is first-come first-serve and space is not guaranteed
-Vehicles will register by scanning a QR code sign in the lot or the image below

How to register for parking

1. Scan the QR Code

- A. Use your phone's camera to scan any of the QR Code signs posted around the lot (or use the QR Code shown below).
- B. Tap the link that appears to open the registration page.



2. Select Duration

On the SELECT DURATION page, tap NEXT at the bottom without selecting any time.

3. Choose Product & Register

- a. Select your parking product: **MARKET** and tap CONFIRM.
- b. Enter the promo code **5172690** in the box that says "Do you have a promo code?"
- c. Add your vehicle by entering your plate number.
- d. Enter your email address.

4. Complete Registration

Swipe to PAY at the bottom (your total should be \$0.00).