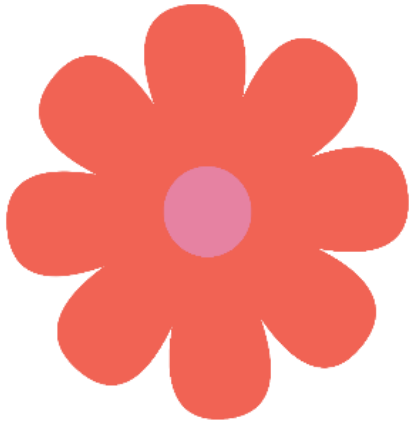


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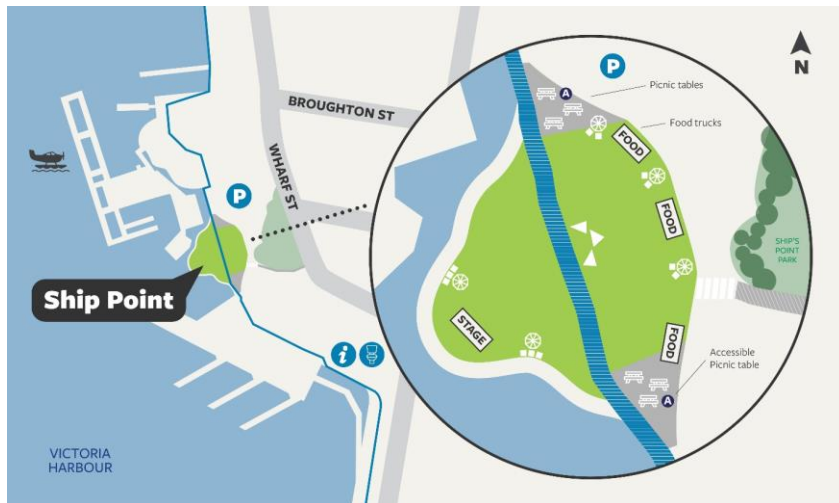
OUR.DW.TN

Retail Vendor

Guidelines for Ship Point



The City of Victoria reserves the right to update information and requirements found within this document. Contact bizhub@victoria.ca with any questions or for information about your application.



Program Overview

The City of Victoria is excited to offer one designated space for retail vending in a converted shipping container during set days at Ship Point as part of the OUR DWTN program. From June 3-Oct 2, 2025 the City of Victoria has an opportunity to pilot one retail space. The designated retail vending space will include a shipping container (8' x 10') with an additional table to display goods and a tent. The vending opportunity will be available during the same set dates and times that mobile food vendors are permitted to operate (Tuesday, Wednesday, and Thursday starting from June 3rd through to October 2nd except for blackout dates). Summer at Ship Point will include programmed performances, retail and mobile food vendor services, as well as lighting and seating areas to create a lively environment. Summer at Ship Point is a vibrant recreational, arts and cultural community hub where locals and tourists can enjoy Victoria's spectacular Inner Harbour.

Program Details and Selection Process

The successful applicant(s) must attend during programmed hours (Tuesday, Wednesday and Thursday from 4-8 p.m. except blackout dates in Schedule A) with the option to extend one additional hour to 9 p.m. if there is adequate customer demand. Site takedown is permitted 30 minutes after operating hours. There are no permit costs associated with the application for use of this designated space.

Equitable Approach

Opportunities to participate and be accepted for retail vending opportunities are not evenly distributed as many people face significant and complex barriers. These barriers are often cultural, physical, systematic, or a combination of these and more. The City is undertaking work to have an equitable approach through having intentional distribution of the call to equity-deserving artists, and will prioritize equity seeking vendors. City staff will continue to learn, respond, examine, and adapt our practices as we move forward doing this important work.

Please read the City's cultural policy statement, guiding principles and values that guide our work: [Create Victoria Arts and Culture Master Plan and Cultural Policy Statement](#)

Eligibility and Application Requirements

This opportunity is open to entrepreneurs, and small businesses who are residents of the [Capital Regional District](#) (including the Gulf Islands). We encourage a diversity of applicants, including but not limited to race, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, age, disability, socio-economic status, class, and religion.

Proposed merchandise for sale **may not** include any food or beverages.

All merchandise/goods must be suitable for the general public. Merchandise and signage must not include:

- Any language or imagery that includes profanity, incites, or is motivated by hatred against any identifiable group*
- Any language or imagery that convey or portrays drug and/or alcohol use
- Acronyms, explicit and/or encrypted signatures

*Identifiable group means any section of the public distinguished by race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, or mental or physical ability.

Business activities in vendor retail space are subject to the uses permitted by the applicant's approved and active business licence and health and safety requirements. This is a temporary program, set to expire on October 3, 2025, and the City reserves the right to conclude the program / amend requirements or change rules in future years.

Applications must include:

- Your completed online application form.
- The following corresponding documentation to be emailed to bizhub@victoria.ca:
 - Certificate of Insurance identifying required insurance coverage for the program duration
 - Signed Terms and Conditions

Submissions will be accepted until 11:59 p.m. on May 5, 2025.

Schedule A

No mobile vending is permitted on the dates below. Dates are subject to change, with as much advance notice provided as possible.

- June 18-19
- September 30