



KIMCHI & K-FOOD FESTIVAL 2026
Official Vendor Agreement · v2026.08 Final

Aug 28–29, 2026
Coquitlam Town Centre Park
1299 Pinetree Way

WESTERN CANADA · KOREAN FOOD & CULTURAL FESTIVAL

NEXT LEVEL — FEEL KOREA

Retail Vendor Agreement

Western Canada's largest Korean food & cultural celebration. Two days, ten experience pavilions, and sixty-plus vendor booths at Coquitlam Town Centre Park.

FESTIVAL DATES

Fri Aug 28 & Sat Aug 29, 2026
Rain or shine

OPERATING HOURS

11:00 AM – 8:00 PM
Both days

VENUE

Coquitlam Town Centre Park
1299 Pinetree Way

HOSTED BY

Brownbag Business Community
Non-profit

WEB · APPLY

kimchifest.ca
apply@kimchifest.ca

INTRODUCTION

Welcome to the table.

Kimchi & K-Food Festival 2026 · Coquitlam Town Centre Park · Aug 28–29, 2026

Thank you for joining the 2026 Kimchi & K-Food Festival — Western Canada's largest Korean food & cultural celebration. Over two days at Coquitlam Town Centre Park, with anticipated attendance of tens of thousands of visitors, we'll share the food, flavours, and stories of Korean cuisine in Canada. The festival runs rain or shine.

This document is the Vendor Agreement. It records the legal and operational obligations both parties agree to uphold. Booth operating details — footprint, power, water, set-up windows, optional services, parking — are administered through kimchifest.ca, and form part of the conditions of participation. Please complete the vendor information below, read Sections 1 through 14, and sign on the final page.

FESTIVAL INFORMATION

Festival	Kimchi & K-Food Festival 2026 (the "Festival")
Organizer	Brownbag Business Community, a federally registered non-profit (the "Organizer")
Dates & hours	Friday, August 28 and Saturday, August 29, 2026 · 11:00 AM – 8:00 PM both days · rain or shine
Venue	Coquitlam Town Centre Park, 1299 Pinetree Way, Coquitlam, BC · City of Coquitlam Special Event Licence #FA12656
Admission & law	Free admission · all ages · all programs · Governing law: British Columbia and the federal laws of Canada

VENDOR INFORMATION

Please complete all fields below. The signatory is the person executing this Agreement on behalf of the Vendor (the "Vendor").

VENDOR TYPE — SELECT ONE

☐ Retail Booth – 10 × 10 ft

☐ Retail Booth – 10 × 20 ft

LEGAL BUSINESS NAME

OPERATING / BRAND NAME

PRIMARY CONTACT — NAME & TITLE

EMAIL ADDRESS

PHONE (MOBILE, DURING FESTIVAL)

BC BUSINESS NO. / GST REGISTRATION

§ MUTUAL OBLIGATIONS

Terms 1–4

This Vendor Agreement (the “Agreement”) is entered into between the Brownbag Business Community, host of the Kimchi & K-Food Festival 2026 (the “Organizer”), and the Vendor identified on the previous page. By signing this Agreement, the Vendor agrees to the following terms and conditions.

01 Participation. The Vendor shall participate on August 28 and 29, 2026, at Coquitlam Town Centre Park during the published Operating Hours of 11:00 AM to 8:00 PM each day. The Vendor shall remain open, fully staffed, and adequately stocked for the entirety of those hours, on both days, rain or shine. Booth assignment, set-up windows, footprint, power service, parking, and all other operational arrangements are administered through kimchifest.ca and form part of the conditions of participation.

02 Compliance with Laws. The Vendor shall, at its sole cost and expense, comply with all applicable federal, provincial, and municipal laws, regulations, by-laws, and codes, including without limitation: the by-laws of the City of Coquitlam; the fire-safety requirements of Coquitlam Fire/Rescue; the BC Liquor and Cannabis Regulation Branch (where liquor service is applicable); and Technical Safety BC propane installation and operation regulations (where propane equipment is used).

03 Liability Insurance. The Vendor shall obtain and maintain, at its own expense, a Commercial General Liability insurance policy in the minimum amount of CAD \$5,000,000 per occurrence, naming both Brownbag Business Community and the City of Coquitlam (3000 Guildford Way, Coquitlam, BC, V3B 7N2) as additional insureds, covering personal injury (including death) and property damage for the duration of the Festival, including set-up and tear-down (August 27–30, 2026). A certificate of insurance evidencing the foregoing must be received by the Organizer no later than June 30, 2026; vendors not in compliance by that date may not be permitted to operate on site.

04 Permits, Licences & Inspections. The Vendor is solely responsible for obtaining and providing copies of all permits, licences, and inspection certificates required for its participation, including without limitation:

- a current business licence (City of Coquitlam, or the Vendor’s home municipality where reciprocal);
- for any vendor using propane equipment, a Technical Safety BC propane installation and operation certificate.

All required documents must be submitted to apply@kimchifest.ca no later than June 30, 2026. Failure to provide valid documentation by that date may, at the Organizer’s sole discretion, result in cancellation without refund.

§ MUTUAL OBLIGATIONS (CONTINUED)

Terms 5–9

- 05 Indemnity.** The Vendor shall, at all times, indemnify and save harmless the Organizer, the Brownbag Business Community, the City of Coquitlam, the venue operator, and each of their respective directors, officers, employees, agents, volunteers, and contractors (collectively, the “Indemnified Parties”) from and against any and all claims, demands, suits, actions, liabilities, proceedings, costs, expenses (including reasonable legal fees), personal injury (including death), and loss of or damage to property, by whomsoever brought, incurred, or made, and howsoever arising, whether directly or indirectly, from or in connection with the Vendor’s participation in the Festival or the use of the Festival site by the Vendor, its employees, agents, contractors, or invitees — except to the extent such damage, loss, or injury is caused by the gross negligence or wilful misconduct of an Indemnified Party.
- 06 Waste, Recycling & Sustainability.** The Festival is committed to a low-waste event. The Vendor shall use compostable, recyclable, or reusable serveware (packaging materials prohibited under BC Regulation 254/2023 must not be used); and separate and deposit all waste at the festival waste-management compound by 8:00 PM each evening. Improper disposal may result in fines imposed by the City of Coquitlam, which will be passed in full to the responsible Vendor.
- 07 Brand & Image Use.** The Vendor grants the Organizer a non-exclusive, royalty-free, worldwide licence to use the Vendor’s name, logo, brand assets, and on-site photography (of booth, products, and consenting staff) for Festival promotion, recap, and archival purposes — including on the Festival’s website, social media, sponsor materials, and printed collateral. The Vendor warrants it has the right to grant this licence. The Vendor shall not use the Festival’s name, logos, or branding outside its own booth signage without the Organizer’s prior written consent.
- 08 Confidentiality.** Information that the Organizer designates as confidential — including the sales data of other vendors, the personal contact information of staff and volunteers, and the terms of any third-party service agreement — shall be kept strictly confidential by the Vendor and used only for the purposes of this Agreement. This obligation survives the termination or expiry of this Agreement.
- 09 Non-Assignment.** This Agreement is non-assignable and non-transferable. The Vendor shall not sublet, share, or sublicense its booth space, nor assign this Agreement in whole or in part, without the prior written consent of the Organizer. Any purported assignment without such consent is void.

§ MUTUAL OBLIGATIONS (CONTINUED)

Terms 10–11

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Termination. The Organizer may terminate this Agreement at any time, with immediate effect and without refund, if the Vendor or any of its employees, agents, or contractors: (a) fails to comply with any term of this Agreement; (b) fails to comply with any applicable law or with any direction issued by the Organizer or by a public-health, fire, or police authority; or (c) engages in conduct that, in the Organizer's reasonable judgment, is harmful to public safety, to other Festival participants, or to the reputation of the Festival.

Vendor termination: the Vendor may terminate only by written notice delivered to the Organizer not less than 30 days prior to the scheduled Festival dates; no refund will be issued upon vendor-initiated termination.

Organizer cancellation (non-force-majeure): if the Organizer cancels for reasons other than force majeure, the Vendor will receive a full refund (100%) of all fees paid, including the Eco-Deposit. **Force majeure:** the Organizer may cancel or postpone by reason of force majeure (extreme weather, public-health order, natural disaster, pandemic, strike, or order of a competent authority); all obligations are then waived and no claims for damages may be made against the Organizer; the Organizer will, as a courtesy, issue a credit toward the following year's festival.

Note. The force-majeure waiver does **not** apply to situations where the Vendor is unable to operate due to the Vendor's own failure to pass health, fire, or electrical inspections.

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Authority, Personal Liability, Governing Law & Entire Agreement. The signer warrants authority to execute on the Vendor's behalf and is personally liable for performance, including where the Vendor is incorporated. This Agreement is governed by the laws of British Columbia and the federal laws of Canada applicable therein; the courts of British Columbia have exclusive jurisdiction. This Agreement, with the operational rules at kimchifest.ca, constitutes the entire agreement and supersedes all prior communications.

\$ FEES, PAYMENT & ECO-DEPOSIT

All amounts CAD · two-day total

BOOTH FEES — TWO-DAY TOTAL (CAD, EXCLUDING GST)

VENDOR CATEGORY	TWO-DAY FEE (CAD)
Retail Vendor Booth – 10 × 10 ft	\$600.00
Retail Vendor Booth – 10 × 20 ft	\$1,000.00
Eco-Deposit (refundable – all vendors)	\$200.00
Applicable taxes	GST (5%) and any other applicable BC taxes are additional

Booth fees cover both festival days inclusive.

Operational add-ons (power tier, festival-rented equipment, additional parking passes, etc.) are quoted and paid separately through kimchifest.ca and are not part of this Agreement. **Eco-Deposit:** the \$200 Eco-Deposit will be refunded within 10 business days after the Festival, subject to satisfactory post-event booth inspection. Failure to comply with waste-management or eco-initiative obligations will result in forfeiture of the Eco-Deposit.

PAYMENT TERMS

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Payment Schedule. The full booth fee (plus the Eco-Deposit and applicable taxes) is due in full upon execution of this Agreement. Accepted forms of payment: (1) Interac e-Transfer to apply@kimchifest.ca; or (2) credit card via the vendor application on kimchifest.ca.
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Non-Refundable. All fees paid under this Agreement are non-refundable, except as expressly provided in the Termination section. In the event of Organizer cancellation (non-force-majeure), all fees paid are fully refundable. No refund will be issued by reason of inclement weather; the Festival runs rain or shine.
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Late Payment. Late payments are subject to interest at two percent (2%) per month (24% per annum) until paid in full. Continued non-payment is grounds for termination under the Termination section.

✓ **REQUIRED DOCUMENTS — CHECKLIST**

All due June 30, 2026

All documents must be submitted to apply@kimchifest.ca by June 30, 2026 unless otherwise noted. Missing documents may result in cancellation without refund.

DOCUMENT	DEADLINE	DONE
☐ Signed Vendor Agreement	Upon signing	☐
☐ Full Booth Fee + Eco-Deposit (\$200) – full payment	Upon signing	☐
☐ Commercial General Liability Insurance (\$5M – Organizer + City of Coquitlam named as additional insureds)	June 30, 2026	☐
☐ Technical Safety BC Propane Certificate propane users	June 30, 2026	☐
☐ Photo of booth when fully operational	June 30, 2026	☐

SUBMISSION & KEY CONTACTS

Email (preferred)	apply@kimchifest.ca · return as a single combined PDF
Web	kimchifest.ca · booth operating details, optional services, and load-in
Application deadline	Tuesday, June 30, 2026 · 5:00 PM (Pacific)
Acceptance notification	By June 30, 2026 · written acceptance and booth assignment



ACKNOWLEDGEMENT & SIGNATURES

Sections 1-14 inclusive

I, the undersigned, on behalf of the Vendor, acknowledge that I have read, understood, and hereby fully agree to all terms and conditions contained in this Vendor Agreement (Sections 1 through 14, including the fee schedule). I confirm that I am duly authorized to execute this Agreement on behalf of the Vendor, and that I shall be personally liable for the performance of this Agreement, regardless of the Vendor's corporate form. I further acknowledge that the operational arrangements referenced at kimchifest.ca form part of the conditions of my participation.

Reminder. Submission of this signed Agreement does not constitute acceptance into the Festival. The Organizer will issue a written acceptance and booth assignment no later than June 30, 2026. The Organizer reserves the right to decline applications at its sole discretion.

VENDOR

VENDOR LEGAL NAME

AUTHORIZED SIGNER — PRINTED NAME & TITLE

AUTHORIZED SIGNATURE

DATE

BROWNBAG BUSINESS COMMUNITY — KIMCHI & K-FOOD FESTIVAL 2026

Jaehwan Kim — Festival Chair

AUTHORIZED SIGNER — PRINTED NAME & TITLE

AUTHORIZED SIGNATURE

June 15, 2026

DATE

WITNESS (OPTIONAL)

Privacy notice. Personal information is collected by the Brownbag Business Community pursuant to the BC Personal Information Protection Act (PIPA) for the purpose of processing this vendor application and operating the Festival. Information may be shared with the City of Coquitlam, Fraser Health, and Coquitlam Fire/Rescue as required for permitting and inspection. Questions: apply@kimchifest.ca.

Submission. Return executed agreement (as a single combined PDF) to apply@kimchifest.ca · Application deadline: Tuesday, June 30, 2026 — 5:00 PM Pacific.