

CHEMAINUS WEDNESDAY MARKET – 2011 Market Rules

CHEMAINUS WEDNESDAY MARKET



The Chemainus Wednesday Market (CWM) follows the concept 'Make It, Bake It, or Grow It'. The purpose of the market is to provide a venue for the sale of **local** and **regional** * farm produce, flowers, baked goods, sweets, and crafts. The market runs rain or shine.

*local and regional = Vancouver Island and Gulf Islands

Market Hours:	11am – 4:30pm
Location:	Parking lot, Waterwheel Park
Season:	June 1, 2010 – September 7, 2011 (15 weeks)
Set-up:	9.30am – 11am
Close:	4:30pm – 5:30pm

The number of stalls is limited to **40**. One (1) stall is reserved for the use of community/charitable groups; assignment of this stall is at the discretion of the (CWM).

Eligibility Criteria

The CWM is open to local and regional vendors. To be accepted as a vendor applicant must:

- complete and sign an application form including: (make & license # of primary vehicle to be used)
- a statement that the applicant has read and agrees to the guidelines as laid out
- a statement of authenticity signed by crafters

Food vendors must include an **approved** Temporary Food Market Application

Food handlers will also need to include an **updated Food Safe Certificate**

Organic Produce must be supported with a certificate

Only products grown or produced on Vancouver Island or the Gulf Islands are permitted. Items from wholesale sources must be limited to 10% and must relate to the products that the vendor sells. Sale of secondhand merchandise is not allowed in this market.

Items offered for sale by **Crafters** will be juried by CWM. Crafters are defined as someone who have created or constructed (sewn, knitted, woven, turned, or in any other way created) items from component material. The market manager and/or a representative for the CWM advisory committee will jury all crafts. This may take place on the first market day attended by a new vendor, or by special arrangement with the CWM.

Allocation of stalls: Vendors that sign up for the full season are eligible to the same location for the duration of the market season. The stalls will be allocated in the following order:

- Farms and Returning full season vendors from 2010
- New full season vendors
- Casual Vendors
- Drop-In Vendors (priority farm, and value-added food products)

Set-up: 9:30am – 11:00am - Vehicles are allowed into the "Market Area" for quick unloading into the vendors stall. The vehicle must be removed before the tent and stall is set up. Late arrivals (10:45 & on) may be required to carry in all products & equipment. Stall holder may be assigned a stall other than their usual one. Note: Vendors are not allowed to set-up earlier than 9:30am.



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Parking is a problem in Chemainus. CWM vendors are urged to follow the parking rules, failure to abide to the parking rules may lead to “exclusion” from participation in the CWM. A limited number of parking spots are available on the Waterwheel Parking Lot for CWM vendors. These spots will be assigned at the discretion of the Market Manager. All other CWM vendors must park on Croft Street. Each Market Day: Vendors are required to sign in with their license number and make of car at the start of the day.

Please note: If a vendor has not arrived by **10:30am** the stall may be reassigned to a casual/drop-in vendor. CWM will follow the above guidelines as closely as possible; however, the final allocation of stalls will be at the discretion of the Market Manager.

Vendors are assigned a 10'x10' space and are obliged to:

- provide their own display equipment, shelter, signs
- stock the stall fully before the start of the market
- keep the stall space and surrounding area clean
- keep all surfaces clean and sanitary
- clearly display the name of the vendor and /or farm
- maintain attractive marketing and display of products
- ensure that all health regulations are met
- Weight Scales should be certified

Products/Produce:

- should be appropriately packaged, containers should be clean and sanitary
- may be sold by weight, by the bag or container, or by the piece (e.g.5 for \$2.00)
- should reflect a true market value, discounting, and dumping of produce is not allowed
- should be clearly and fully labeled with all ingredients listed
- value added products should carry the producer's name and addressor phone number

Market Conduct, vendors are expected to:

- not interfere with customers' access to neighboring stalls or the flow of customer through the market.
- be polite and courteous to vendors and public
- note that smoking is prohibited
- remember that animals belonging to vendors are not permitted in the stalls or in the market area
- not to use foul language

CWM reserves the right to remove vendors and their stalls from the premises if their conduct is unreasonable or contrary to the market rules.

Take-Down: 4:30pm – 5:30pm - The stall should be packed up, tent collapsed, and all items moved to the rear of the stall before the vehicle is brought in for loading. Vendors should remove and “pack out” all garbage at the end of the day. Note: Garbage must not be put in the trash bins in Chemainus.

Cancellations/Refunds - If a vendor is unable to attend the Wednesday Market, he/she must notify the CWM by phone: 250-246-3944 no later than 5PM the Monday prior to the market. Failure to do this will lead to a warning the first time, repeated incidents may lead to suspension and/or loss of pre-assigned space. Fees are non-refundable.

Disputes

The Market Manager has the authority to regulate all market activities on site. In the event a vendor wants to appeal a decision made by Market Manager this should be made in writing to: The Market Advisory Committee, Chemainus & District Chamber of Commerce, PO Box 575, Chemainus, BC V0R 1K0



Chemainus & District Chamber of Commerce

Office: 9796 Willow Street, Chemainus
Mailing Address, Box 575, Chemainus, BC, V0R 1K0, Canada
Phone (250) 246-3944 • Fax (250) 246-3251
E-mail ccoc@islandnet.com • Website www.chemainus.bc.ca

CHEMAINUS WEDNESDAY MARKET – 2011 VENDOR APPLICATION

Name: _____ Date: _____

Business Name: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Phone: _____ Email: _____

License & make of primary vehicle to be used: _____ Will you require parking during the market?
Yes/No _____

Please remember that the Chemainus Wednesday Market is a “Make It, Bake It, or Grow It” market. Please note that manufactured, imported, or second hand products are not to be sold at this market.

List all types of products that you will be selling (please use the back if you need more space):

Vendors selling or handling food are required to submit an application to the Vancouver Health Authority (VIHA). Applications are available directly from VIHA .We ask you to submit an **approved and/or an updated Temporary Food Market Application** from the local Health Unit, food handlers will also need to include an **updated Food Safe Certificate** with the application. Organic Produce must be supported with a **Certificate**.

If you are a returning full season vendor from 2010 indicate your stall number_____, we will make our best effort to give you the same stall. However, we cannot guarantee it.

VENDOR REGISTRATION FEE – full season 15 weeks

15 weeks @ \$16.10 = \$ 270 (\$28.92 HST incl.),
5 weeks @18 = \$100.80 (\$10.80 HST incl)
Drop-In Fee \$23.50 (\$2.52 HST incl.)

Please read and sign below indicating your agreement:

Vendors are solely responsible for their products, equipment and other possessions, and for their business practices. By making application to the Chemainus and District Chamber of Commerce (the Chamber), Chemainus Wednesday Market for vendor status, the vendor agrees to indemnify and save harmless the Chamber (its directors, employees, and agents) from any loss incurred by the vendor, or from any action or claim of any nature made by any person.

I have read the “Chemainus Wednesday Market: - 2010 Market Rules and agree to abide by all these rules. I understand that failure to abide by these rules shall result in my exclusion from the market without reimbursement of any paid fees.

Vendor Name (Print)

Vendor Signature

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Complete and sign the application form on the previous page including the statement that the applicant has read and agrees to follow the rules as laid out.

Crafters need to sign the statement of authenticity below.

Food vendors must include an **approved** Temporary Food Market Application

Food handlers will also need to include an **updated Food Safe Certificate**

Organic Produce must be supported with a certificate

DECLARATION:

Crafters are defined as someone who have created or constructed (sewn, knitted, woven, turned, or in any other way created) items from component material. I certify that I make all crafts that I propose to offer for sale at my stall at the Chemainus Wednesday Market.

Signature:

Print Name:

Attach a copy of (if applicable):

An **approved** Temporary Food Market Application_____

Updated Food Safe Certificate_____

If you are Certified Organic:

Certifying body:_____

Grower or Stamp# _____

CWM is unable to confirm your participation in the market until we have the applicable information on file and payment has been received.