



CHEMAINUS WEDNESDAY MARKET DRAFT 2012 Market Rules

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** (Vancouver and Gulf Islands) farm produce, flowers, baked goods, sweets, and crafts. The market runs rain or shine.

Market Hours: tentatively 11am – 4:30pm
Location: Parking lot, Waterwheel Park
Season: June 6, 2012 – September 12, 2012 (15 weeks)
Set-up: tentatively 9.30am – 11am
Close: tentatively 4:30pm – 5:30pm

The number of stalls is limited to **38**. 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 (Vancouver and Gulf Islands) vendors. To be accepted as a vendor applicant must:

- complete and sign an application form including: (available February, 2012) including
 - 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 and an updated Food Safe Certificate, if required by VIHA's regulations
- 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. Photos may be acceptable.

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 2011
- New full season vendors
- Casual Vendors
- Drop-In Vendors (priority farm, and value-added food products)

Set-up: 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 (less than 30 minutes before market opening) 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.

CHEMAINUS WEDNESDAY MARKET – Draft 2012 Market Rules

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.

Please note: If a vendor has not arrived by **45 minutes before the market opening time** 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 products are 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 WEDNESDAY MARKET

2012 VENDOR EXPRESSION OF INTEREST

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):

If you are a returning full season vendor from 2011 indicate your stall number _____. We will make our best effort to give you the same stall. However, we cannot guarantee it.

VENDOR REGISTRATION FEE

Under review. Fee schedule will be available in early 2012. We anticipate that it will be similar to 2011.

To be on our list for next year, please return to:

Chemainus & District Chamber of Commerce

Box 575, Chemainus, BC V0R 1K0

chamber@chemainus.bc.ca

Phone: 250-246-3944 Fax: 250-246-3251

Registration for the 2012 season will begin in February. Application forms and 2012 season information will be on the chamber website www.chemainus.bc.ca. Please contact us with any questions or concerns.