

# CHEMAINUS WEDNESDAY MARKET 2017 RULES

*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 Island and the Gulf Islands)** farm produce, flowers, baked goods, sweets, and crafts.

The market runs rain or shine.

<b>Hours:</b>	<b>10:00 am – 3:00 pm</b>
<b>Location:</b>	Parking lot, Waterwheel Park
<b>Season:</b>	<b>May 24th – Sept</b>
<b>20, 2017</b> (18 weeks)	
<b>Set-up:</b>	8.00 am – 10:00 am
<b>Take-down:</b>	3:00 pm – 4:00 pm

**To be accepted as a vendor**, applicant must complete and sign the application form including:

- A statement that the applicant has read and agrees to the guidelines as laid out
- A statement of authenticity to be signed by crafters
- Food vendors selling products not on the Lower Risk list produced by the BC Centre for Disease Control must include an approved Temporary Food Market Application. Information available at <http://www.viha.ca/mho/food/>
- Organic produce must be supported with a certificate
- Have liability insurance (see below)

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 new artists and crafters will be juried by the Chemainus & District Chamber of Commerce. Samples or photos of arts and crafts must be submitted with all new vendor applications. To preserve the diversity of products the **Chemainus & District Chamber of Commerce limits to four the number of vendors selling each type of product (except farm produce) on any one day**. That is, there will only be four vendors selling jewelry and four selling soaps, etc. This rule will be applied at the discretion of the Chamber staff.

## **Liability Insurance**

All vendors must carry liability insurance. This will protect you from a lawsuit resulting from an accident involving your stall or product. Contact us for more information on how to get insurance if you are unsure -- there are a variety of options depending on your needs, including some new in 2017.

**Allocation of stalls:** Normally, vendors who sign up for the full season are eligible to have the same location for the duration of the market season. We allocate stalls according to requests received with preference given to returning vendors and farms, then new full-season vendors, and then casual vendors.

There are limited stalls with parking for vehicles up to 20 feet in length, and these will be given to those with mobility issues and those who sell from their vehicle. NO vendors will be permitted to park in the stalls by the museum as these must be kept available for those wishing to access the museum. There is room to park on Croft Street (there is a trail up to make it closer), or further down Willow towards Old Town. We ask that you keep the closer spaces open for shoppers.

## On Market Day:

**Set-up: 8:30 am – 10:00 am** - Vehicles are allowed into the "Market Area" for quick unloading into the vendors stall until 9:45 am. The vehicle must be removed before the tent and stall is set up. No vehicles are allowed in the market area after 9:45 am except those with parking space behind their tents, and late vendors must carry everything from public parking areas.

**If you expect to arrive after 9:30 am**, please notify the Chamber staff to hold your spot. If you do not let us know, we may assign your spot for that day to someone on the waiting list.

**Parking** is a problem in Chemainus on market days. Eleven stall spaces have room for parking and all other vendors must park on Croft Street or further down Willow towards Old Town to ensure adequate parking for Market shoppers. Please do not park out in front of the Seniors Centre at Willow and Alder.

**Vendors** are assigned a 10'x10' space (except those with parking spots that are 10'x20') 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 (see application form for details)
- Have certified weight scales

## 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 for similar products in our area. **Discounting, undercutting market value 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 address, phone number or website/e-mail.

**Market Conduct**, vendors are expected to:

- Not interfere with customers' access to neighboring stalls or the flow of customers.
- Be polite and courteous to other vendors and the public
- Not smoke in the market area
- Keep pets away from the market area
- Not use foul language

**We reserve the right to remove vendors and their stalls from the market area** if their conduct is unreasonable or contrary to the market rules.

**Take-Down: 3:00 pm – 4:00 pm** - 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. 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 Chamber staff by phone at 250-246-3944 no later than 4:30 pm 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 Chamber staff has the authority to regulate all market activities on site. To appeal a decision made by the Chamber staff, write to: The Market Advisory Committee, Chemainus & District Chamber of Commerce, PO Box 575, Chemainus, BC V0R 1K0



**CHEMAINUS WEDNESDAY MARKET  
2017 VENDOR APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List all types of products that you will be selling (please use the back if you need more space):  
Remember that the Chemainus Wednesday Market is a "Make It, Bake It, or Grow It" market. Manufactured, imported, or second hand products are not to be sold at this market.

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Option	Fees	Optional Power	Total
<b>Full season</b> (May 24-Sept. 20) 18 weeks (\$16 + GST per week)	\$288 + \$14.40 GST <b>\$302.40</b>	Add <b>\$54</b>	
<b>Classic season</b> (choose when to start below) 15 weeks (\$16 + GST per week)	\$240 + \$12.00 GST <b>\$252.00</b>	Add <b>\$45</b>	

Which 15 weeks do you wish to attend?

May 24-Aug 30 OR  May 31 to Sept 6 OR  June 7 – Sept 13 OR  June 14-Sept. 20

<b>5 Weeks Block</b> (\$18 + GST per week)	\$90 + \$4.50 GST <b>\$94.50</b>	Add <b>\$15</b>	
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Which 5 weeks will you attend?

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**Week-by-week vendor: \$20 + \$1 GST = \$21** payable on Market Day. Power is available at an additional \$3 per week in some spaces. **Reservations required.**  
Contact us 250-246-3944 or [visitorcentre@chemainus.bc.ca](mailto:visitorcentre@chemainus.bc.ca) by 4:30 pm, Monday of the week you wish to attend.

**Vendors are solely responsible for their products, equipment and other possessions, and for their business practices.** By making application to the Chemainus Visitor Centre and District Chamber of Commerce 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 2017 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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**LIABILITY INSURANCE DECLARATION**

I have liability insurance that includes coverage during the Chemainus Wednesday Market 2017.

- I have attached proof of this insurance (the front page of your policy that lists the insurer and amount of coverage, or a letter from your insurance company)

OR

- I will ensure that the Chamber receives proof of insurance at least 2 weeks before the first day I attend the market. (May 6<sup>th</sup> if you are attending the full season)

\_\_\_\_\_  
Vendor Name (Print)

\_\_\_\_\_  
Vendor Signature

**If you are unsure, or have questions about the insurance requirement, please contact Colleen Hunt at 250-246-3944 or [visitorcentre@chemainus.bc.ca](mailto:visitorcentre@chemainus.bc.ca)**

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**CRAFTER AND ARTIST DECLARATION:**

I certify that all works of art and/or crafts that I propose to offer for sale at my stall at the Chemainus Wednesday Market are handmade on Vancouver Island and/or the Gulf Islands.

\_\_\_\_\_  
Vendor Name (Print)

\_\_\_\_\_  
Vendor Signature

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**FOOD VENDORS:**

If you are selling higher risk foods, attach a copy of:

- An **approved** Temporary Food Market Application\_\_\_\_\_
- Updated Food Safe Certificate\_\_\_\_\_

If you are Certified Organic:

Certifying body:\_\_\_\_\_

Grower or Stamp # \_\_\_\_\_

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**Return completed form to the Chemainus Visitor Centre**  
By post: Box 575, Chemainus, BC V0R 1K0,  
By fax: 250-246-3251, By e-mail: [visitorcentre@chemainus.bc.ca](mailto:visitorcentre@chemainus.bc.ca)  
More information at 250-246-3944 Market Manager: Colleen Hunt