

Chemainus + District CHAMBER OF COMMERCE

9799 Waterwheel Crescent
Box 575, Chemainus, BC V0R 1K0
Phone: 250-737-3370 Fax: 250-246-3251
Email: chamber@chemainus.bc.ca
Website: www.chemainus.bc.ca

2024 CHEMAINUS WEDNESDAY MARKET VENDOR APPLICATION

(May 29, 2024 – September 18, 2024)

Name: _____

Business Name: _____

Mailing Address: _____

City/Town: Province: Postal Code: _____

Phone: _____ Email: _____

Website: _____ Social Media: _____

Please list the types of products that you will be selling. (If more space is needed, please use the back of this form.)

Package Options:

_____ Full 17 week season – **NON** Chamber members \$340.00 + \$17.00 GST - \$357.00

_____ Full 17 week season – Chamber members \$306.00 + \$15.30 GST = \$321.30

_____ 10 week block – **NON** Chamber Members \$250.00 + \$12.50 GST = \$262.50

_____ 10 Week block – Chamber Members \$230.00 + \$11.50 GST = \$241.50

_____ 5 week block – **NON** Chamber members \$135.00 + \$6.75 GST = \$141.75

_____ 5 week block – Chamber Members \$125.00 + \$6.25 GST = \$131.25

_____ Weekly Drop In Vendor – NON Chamber Members &/or Chamber Members \$30.00 + \$1.50 GST + \$31.50

Reservations are required. Contact the Chemainus + District Chamber of Commerce at 250-737-3370 or chamber@chemainus.bc.ca by 4:00 pm, Monday of the week you wish to attend.

If choosing a 5 week block or 10 week block please advise dates _____

Payment methods: Cash | Cheque | Debit/Credit | E-Transfer to chamber@chemainus.bc.ca

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2024 CHEMAINUS WEDNESDAY MARKET RULES

(May 29, 2024 – September 18, 2024)

Hours: 10:00 a.m. – 3:00 p.m.

Location: Waterwheel Square

Season: Every Wednesday from May 29, 2024 – September 18, 2024 (17 weeks)

Set-up: 8:00 a.m. – 10:00 a.m.

Take-down: 3:00 p.m. – 5:00 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.

All new vendors will be required to submit samples or photos with their application.

To preserve the diversity of products the **Chemainus + District Chamber of Commerce limits the number of vendors selling each type of product to a maximum of FOUR on any one day**. That is, there will only be four vendors selling jewelry, four selling soaps, etc. This rule will be applied at the discretion of the Chamber staff.

Make It, Bake It, Grow It! Historically this market is intended for artists, jewelers, bakers, farmers, crafters and more who handcraft, bake, or grow their own products from scratch. No services and manufactured goods are allowed for sale at the Chemainus Wednesday Market in July and August but are welcome at the Giant Street Market in July. We are expanding our market to allow for 15% of available stalls to be open to the sale of services and manufactured goods during May, June and September only, subject to the rules above and subject to availability. Make It, Bake It, Grow It Vendors will take precedence.

Liability Insurance: The Corporation of the District of North Cowichan suggests that all vendors carry their own insurance on their product.

Allocation of Stalls: 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, 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.

Set-up: 8:00 a.m. – 10:00 a.m. vehicles are allowed into the “Market Area” for quick unloading into the vendors stall until 9:45 a.m.. The vehicle must be removed before the tent and stall is set up. No vehicles are allowed in the market area after 10:00 a.m. except those in designated “drive-in stalls.” Late vendors must carry everything from public parking areas.

Parking:

- Absolutely no parking is allowed in the Chemainus Public Market parking lot or in front of any other brick and mortar business in town. Save these spaces for our customers.

- Free, public parking is available along Croft Street, Alder Street, Victoria Street and Chemainus Road.
- No Vendors are permitted to park in the stalls by the museum as these must be kept available for those wishing to access the museum.

Vendors:

- Are all assigned a 10'x10' space within the market area.
- Will receive an email with a vendor stall location map and further information each Tuesday before the market.
- Must provide their own display equipment, shelter, signs, chairs, etc.
- 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 current provincial health regulations are met.

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 are not allowed.
- Value-added products should carry the producer's name and address, phone number or website/email.

Market Conduct, vendors are expected to:

- Not pack up their stalls before 3 p.m. unless otherwise allowed by the Market Director.
- Not have their vehicles running or moving in the market area during market hours.
- To let the Market Director, know if you are unable to make it to the market as early as possible.
- Not interfere with customers' access to neighboring stalls or the flow of customers.
- Be polite and courteous to other vendors and the public.
- No yelling or haggling customers away from other vendors tents.
- No smoking, vaping, or consumption of alcohol in the market area.
- Not use foul language.
- No playing of amplified music unless otherwise approved by the Market Director.

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 and safety guidelines.

Take-Down: 3:00 p.m. – 5:00 p.m. 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.

Cancellations/Refunds: If a vendor is unable to attend the Wednesday Market, they must notify the Chamber staff by phone at 250-737-3370 no later than 4:00 pm the Monday prior to the market. Failure to do this will lead to a warning the first time, repeated incidents may lead to a permanent suspension from the event 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 Events Committee, Chemainus + District Chamber of Commerce, PO Box 575, Chemainus, BC V0R 1K0.

Vendors are solely responsible for their products, equipment, and other possessions, and for their business practices. By making application to the Chemainus + 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.

FOOD VENDORS

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

- An approved Temporary Food Market Application.
- An updated Food Safe Certificate.

If you are Certified Organic, please indicate the following:

- Certifying body:
- Grower or Stamp Number:

CRAFTER AND ARTIST DECLARATION

I, (print name) _____, certify that all works of art and/or crafts that I propose to offer for sale at my stall in July and August at the Wednesday Market are handmade on Vancouver Island and/or the Gulf Islands.

ALL VENDORS

I, (print name _____), have read the "2024 Chemainus Wednesday Market Rules and agree to abide by all rules and regulations set out by the Chemainus + District Chamber of Commerce. I understand that failure to abide by these rules shall result in my exclusion from the market without reimbursement of any paid fees.

I, (print name _____), hereby consent to the collection, use, and disclosure of my personal and business information provided in this form. I understand and agree that this information, and photographs taken of myself and my vendor stall, may be disclosed to the public and to the media by the Chemainus + District Chamber of Commerce, and may be included in publicly disclosed committee and board reports, agendas, and on the Chemainus +District Chamber of Commerce's website, and social media platforms.

I, (print name _____), hereby consent to the use of the email address listed above for commercial electronic message and communication purposes from the Chemainus + District Chamber of Commerce.

Applicant Signature

Date

Please return completed application to the Chemainus + District Chamber of Commerce
By Post: P.O.Box 575, Chemainus, BC, V0R1K0 | By Fax: 250-246-3251 | By Email: chamber@chemainus.bc.ca