
2022 CHEMAINUS WEDNESDAY MARKET RULES (May 18th – September 21st, 2022)

Hours: 10:00 am – 3:00 pm

Location: Waterwheel Square

Season: Every Wednesday from May 18th – September 21st, 2022 (19 weeks)

Set-up: 7:00 am – 10:00 am

Take-down: 3:00 pm – 5:00pm

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).

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.

Historically, our market has been strictly “make it, bake it, grow it.” We are expanding our market to allow for 15% of available stalls to be open to the sale of manufactured goods, subject to the rule listed above.

Liability Insurance: **All vendors must provide us with a copy of their Vendor 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.

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 or Chemainus Road. We ask that you keep the closer spaces open for local shoppers.

Set-up: 7:00 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 10:00 am 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 bricks and mortar businesses in town. Save these spots for our customers.
- Free, public parking is available along Croft Street, Alder Street, Victoria Street and Chemainus Road.

Vendors:

- Are all assigned a 10'x10' space within the market area.
- 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.**
- 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.
- No yelling or haggling customers away from other vendors tents.
- Not smoking, vaping or consumption of alcohol in the market area.
- Not use foul language.
- No playing of amplified music unless otherwise approved by the event coordinator.

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 pm – 5:00 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.

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 Tuesday 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.

Please return completed application to the Chemainus Visitor Centre

By Post: Box 575, Chemainus, BC, V0R 1K0

By Fax: 250-246-3251 | **By Email:** chamber@chemainus.bc.ca

Chemainus + District CHAMBER OF COMMERCE

102-9799 Waterwheel Crescent
Box 575, Chemainus, B.C. V0R 1K0
Phone: 250-737-3370 Fax: 250-246-3251
Email: chamber@chemainus.bc.ca
Website: www.chemainus.bc.ca

2022 CHEMAINUS WEDNESDAY MARKET VENDOR APPLICATION (May 18th – September 21st, 2022)

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 19 Week Season:** \$333.33 + \$16.67 GST = **\$350.00**
- 10 Week Block:** \$239.10 + \$11.90 GST = **\$250.00**
Dates: _____
- 5 Week Block:** \$123.81 + \$6.19 GST = **\$130.00**
Dates: _____
- Week-by-Week Vendor:** \$28.57 + \$1.43 GST = **\$30.00** payable on Market Day. **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.

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

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 at the Chemainus Wednesday Market are handmade on Vancouver Island and/or the Gulf Islands.

LIABILITY INSURANCE DECLARATION

I, (*print name*) _____, have liability insurance that includes coverage during the Chemainus Wednesday Market 2021.

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 before the first day I attend the market.

ALL VENDORS

I, (*print name*) _____, have read the "2022 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: Box 575, Chemainus, BC, V0R1K0 | **By Fax:** 250-246-3251 | **By Email:** chamber@chemainus.bc.ca

For Office Use Only: Receipt Website Email Newsletter

COVID-19 MARKET SAFETY PLAN

PROCEDURES

- Each vendor will be responsible for reading and adhering to the [BCCDC Farmers Market Guidelines](#) and all [provincial health measures](#).
- The onsite manager will assess the health and wellness of each market vendor through verbal questioning before they begin setting up their stall for the day.
- Signage will be stationed at all access points to the market proclaiming that all guests are encouraged to wear masks at all times throughout their time in the outdoor market area, as well as to maintain distance.
- Signage will also ask that if anyone is experiencing symptoms of COVID-19 or has been exposed to anyone with symptoms of COVID-19 to please not enter the market grounds.
- As per the BCCDC Farmers Market Guidelines, each vendor will be required to:
 - Install a plexiglass barrier in between themselves and their customers or,
 - clearly mark and maintain a 2-meter physical distance between themselves and the customer or,
 - wear a mask at all times.
- Hand sanitizer will be stationed at the entrance to the market, and all vendors are encouraged to have hand sanitizer available for guests to utilize while at their stall.
- Each stall will be spaced twelve feet apart as opposed to the usual ten feet.
- Each vendor will be responsible for enforcing limited touching and handholding of their products.
- No sampling of products will be allowed to occur.
- Only one person may approach a stall at time; two if they are in the same “bubble.”
- Our seasonal employees will periodically patrol the market to ensure guidelines are being upheld, no more than thirty guests are roaming the market area at one time and that no congregation is taking place. Each market vendor will also be made responsible for ensuring safety measures are taken seriously - as per the contract they will be signing to partake in our market.
- If a vendor or customer does not comply with any of these safety measures, they will be unable to return to our market.



Emily Weeks,
Managing Director



Stephanie Ballantyne,
President, Board of Directors