



Sooke Region Museum

Operated by the Sooke Region Historical Society

Mailing Address: Box 774, Sooke, BC V9Z 1H7

Street Address: 2070 Phillips Rd. Sooke, BC V9Z 0Y3

P. 250-642-6351 F. 250-642-7089

info@sookeregionmuseum.com

Historical Exhibits Archives Art Gallery Gift Shop Visitor Centre Lighthouse Moss Cottage

Sooke Night Market

January 16, 2019

Dear Potential Vendor,

We are looking forward to building on the markets' success for our fifth season! The key to our success is having a great mix of vendors offering high quality products. This year we continue to work on expanding our entertainment area with plans to add a second stage on the Sooke Road side of the Museum, where along with musicians and performers there will be more games for children. The market runs for fourteen Thursday evenings from June 6th to September 5th, hours are 5pm to 8pm. Market fees remain the same as last year.

Again we ask that all food vendors serve their food with recyclable and biodegradable containers and cutlery. We are aiming to reduce the amount of waste created at the market. The museum will continue to set up recycling stations so that waste can be disposed of properly.

Products sold at the Sooke Night Market need to be made, baked, raised, caught, wild harvested or 100% grown by the Approved Vendor. This is a legal requirement for the market!

Please find the application for the 2019 Sooke Night Market, held on the grounds of the Sooke Region Museum, attached at the end of the document.

Read the attached application form carefully as it outlines market guidelines and vendor responsibilities.

Please feel free to contact either Lee or Wendy if you have any questions.

Yours truly,

Lee Boyko

Executive Director & Market Manager

director@sookeregionmuseum.com

Wendy Johnson

Program Assistant

programs@sookeregionmuseum.com

Sooke Night Market 2019 Guidelines

The Sooke Night Market at the Sooke Region Museum is supported by the Sooke Region Historical Society and was developed to highlight the rich heritage of food producers, artists, artisans and entrepreneurs in the area. It's a place for residents and visitors to learn about and enjoy the talent and riches of our region.

The Sooke Night Market wants to be as inclusive as possible while at the same time avoid being an outlet for mass produced and mass marketed items. Products sold at the Sooke Night Market need to be made, baked, raised, caught, wild harvested or 100% grown by the Approved Vendor.

All products for sale need to meet all the applicable laws, regulations, and rules as specified by federal, provincial and local government agencies, local health authorities, the Sooke Region Museum, and any organic certifying body the vendor belongs to. It is up to the vendor to know and comply with the provincial and federal sales tax requirements.

Application for an Approved Vendor status will be reviewed by the Night Market organizers. Not all applications will necessarily be approved. Consideration will be given to factors such as use of local materials\ingredients, mix of vendors at the market, and history of vendor relationship with the market and other vendors.

The market will operate between the hours of 5:00pm – 8:00pm, on Thursdays from June 6th to September 5th for a total of 14 nights.

The vendor shall receive space for their stall in exchange for the set fee. Site location will be the decision of the market manager, and will take into account site mix. Vendors that purchase a full season (prior to **May 2, 2019**) will get additional site consideration.

Fees

Most stalls are 10' x10'. There are also a few odd shaped sites available, not suitable for a 10 x 10 tent.

Daily Vendor fee is \$30 inc GST (this is for those who do not commit to vending the full season).

Daily vendors should be aware that their stall space may be in a different location each time. Nor is there a guarantee that a space will be available on a particular date, unless confirmed in advance with the market organizers.

Full Season Vendor (a vendor who commits and pays for a full season in advance of the market)

Fee: \$300 (inc GST) for 14 markets, refunds will not be available. Payment due in full **before May, 2019**

Entertainers may apply for a limited number of busking spaces. An honorarium will be paid to approved buskers and they may pass the hat.

Site selection will be the responsibility of the Night Market organizers, but site selection priority will generally be given to those vendors that have purchased and paid for the full season, other factors considered but not limited to: vendor mix; returning vendors.

As an Approved Vendor of the Sooke Night Market, I agree to:

Pay for full season stall space no later than **May 2, 2019**. Payment is made at the Sooke Museum by cheque (made out to the *Sooke Region Museum*), debit, credit card or cash. There is no refund on full season rate.

1. Every vendor (full season or day) must give **48 hours' notice (2 days)** for market cancellation. The more notice the better. Prior notice to your absence allows for another vendor to be booked for your stall. Having all stall spaces filled provides an appealing shopping experience for customers and gives continuity to the market making all vendors prosper.

Continued cancellation with no notice may result in the vendor losing site priority. Cancel at least 72 hours before market day by phoning the Sooke Region Museum 250-642-6351 and/or emailing programs@sookeregionmuseum.com and/or FB message www.sookeregionmuseum.com

2. Daily vendors must confirm their attendance at least one week prior to market date, either by phone 250-642-6351 or email programs@sookeregionmuseum.com Please remember to leave both your name and your business name in the phone message. Acceptance must be confirmed by Market organizers.

3. Arrive no less than 30 minutes and no more than two hours prior to the opening of the market.

4. Contact the Sooke Region Museum 250-642-6351 in the case of an unexpected delay on market day.

5. Move and/or park vehicles off site, to the parking lot at Seaparc or across Philips Road in the gravel carpark along Sooke Road. The one exception to this is the opening night of the Sooke Fine Arts show. That night all vehicles must be parked in the Sooke Road carpark.

6. Upon arrival unload supplies then immediately move vehicle to designated parking areas. **Do not begin set up until your vehicle is parked off site.** Vehicles are to be out of the market area 30 minutes prior to the market start.

7. Confine product display to the dimensions of the designated stall. This includes storage boxes etc. **Please ensure that items are not placed in garden beds or the rock beds that are along the front of the museum.**

8. Attach ingredient labels to all prepared foods sold for home use and/or display ingredient list for items sold that are for consumption at the market site.

9. Prominently display the business/farm name on a sign that can be read clearly from at least 20' away. Display proof of certification for organic, transitional and/or food safety handling as applicable.

10. Ensure that product pricing is displayed in a clear and obvious way.

11. Complete awning set-up and product displays by the official start time of the market. Tents, awning and umbrellas must have sufficient weight on the corners or base to keep the cover in place during windy conditions. Please bring all tie down material with you. **Do not take rocks or stones from museum grounds i.e. not from rock walls or stone oven.**

12. Commence selling at the 5 pm market start time (selling to other vendors prior to the start of the market is acceptable).

13. Sell only products that have been approved by the market manager and are of a quality that contributes to the positive reputation of both your business and that of the market. Provide samples for assessment as requested by Night Market Manager.

14. All food products and packaging must meet CRD and Provincial health regulations. It is the responsibility of individual vendors to understand and abide by the regulations. Applications from vendors of high risk foods must be accompanied with copies of approval from VIHA (Vancouver Island Health Authority). All food vendors whether high risk or not must submit a copy of their Food Safe certificate and a complete product list with their market vendor application.

15. Vendors will be responsible for any special requirements such as a hand washing stations, fire extinguisher, etc. that are required by the relevant authorities.
16. Vendors providing personal services that involve physical manipulation of the human body will provide proof of training and certification and may be required to have their own insurance to cover this activity.
17. Write and submit complaints to the Market organizers rather than airing them publicly at the market.
18. Be respectful to other vendors, market staff and the public.
19. Refrain from smoking or vaping at the market.
20. The Sooke Region Museum will have liability insurance to cover the hours of operation of the market for general site liabilities, but will not accept responsibilities for the negligence of individual Vendors or their products. Every Vendor is asked to ensure that their homeowner, business, or other insurance covers them for participating in the market.
21. Finalize sales activities by 10 minutes after closing. Aim to be gone within an hour after closing.
- 22. Stay until the end of the market and refrain from taking down displays and tent prior to closing.**
23. Remove all garbage and other visible signs of your stall by one hour after closing of the market.
24. Vendors are strongly discouraged from bringing pets to the market.
25. The Sooke Region Museum may prohibit any person from renting stall space, request removal of a product that falls outside the policies of the market, and may require persons to leave the market in the event that they fail to abide by the policies of the market or direction of the Market Manager.
26. I acknowledge that policies are subject to review and change by the Sooke Night Market Management and that they may from time to time alter and adapt these rules to provide for efficient operation of the market.
27. All potential Vendors will fill out an application and sign their acknowledgment of the guidelines including the following Liability Statement.
28. Food Vendors shall use take away food containers and cutlery that are recyclable and biodegradable.

Liability Statement

The Sooke Region Historical Society and its members/agents will not be responsible for loss or damage or injury to exhibits, merchandise, other properties, or personnel, which are on the site of the weekly market. The Vendor shall accept full responsibility for any and all damages caused by the Vendor or their representatives and agrees to indemnify and save harmless the Sooke Region Historical Society and/or its members/agents/employees against any and all claims for any such loss, damage or injury no matter how caused.

Protection of Vendor Property

The Sooke Region Historical Society and its members/agents will not be responsible for the safety of exhibits, merchandise, other properties, or personnel against robbery, damage by fire, accident or other causes. In all cases, Vendors are responsible for their own insurance coverage.

Protection of Property and Display Fixtures

Vendors will be held responsible for all damage done or caused to the market site and market display fixtures by them, their agents and/or employees.

Insurance

The vendor shall not do, nor permit anything to be done in or about the assigned vendor space or bring into, or keep upon the same space, anything which in any way that effects a fire risk or increases the rate of the Sooke Region Historical Society's insurance policy. Should the rate of the Society's insurance be impacted by reason of any violation of this Agreement by the vendor, the vendor will be liable to pay the amount of any such increase. The Sooke Region Historical Society will not assume any responsibility for the safety of the vendor against robbery, fire damages, and accidents or for any cause whatever. In all cases, vendors must insure their own property, material and merchandise which is brought to the Sooke Night Market.

Scroll down to find the Vendor Application

2019 Vendor Application - Sooke Night Market

Name of Business: _____

Name of Contact Person: _____

Address: _____

Home Phone: _____ Cell _____

Check the above box for the Best Number to reach you at

Email: _____

Website: _____

Social Media Address: _____

Legal Permissions

I give permission to the Sooke Night Market to place the following information on their website, social media and other marketing materials. As well this is the contact information that can be given to the general public to reach me: **(please check the box next to the ones you allow)**

1. Name of Business
2. Website Address
3. Email
4. Home Phone Number Cell Number:
(Specify which number(s) you want shared)

Payment

Full Season (paid in full **before May 2, 2019**) \$300 (inc GST): _____
TOTAL: _____
Method of payment: _____
Payment received by: _____

Day Vendor (please provide dates requesting below) \$30 per day (inc GST) Collected market day

Day Use Vendor:

Dates requested: _____

Product or Services to be offered (add additional sheets if needed):

Attach all relevant certification, photo of the type of products, audio\ video file of performance\act and other material that you feel will assist us with evaluating your application.

Declaration

I have read the Sooke Night Market 2019 guidelines and agree to comply with them (including any amendments made during the season, providing notice of changes is supplied to me using the contact details above).

All the above information is accurate and if found to be otherwise by the market management, I recognize that disciplinary measures may be taken including expulsion from the market. I also acknowledge that the application has to be reviewed and that acceptance as a vendor is up to the Sooke Night Market management.

Date: _____ Signature: _____

Please submit you're signed and completed application to the Sooke Region Museum

By Mail: P.O. Box 774, Sooke, BC V9Z 1H7

In person at the museum: 2070 Phillips Rd.

Via Email: programs@sookeregionmuseum.com

Sooke Night Market Contacts:

- For market cancellation (48 hours, 2 days' notice), questions or concerns

Lee Boyko- Executive Director& Market Manager

director@sookeregionmuseum.com

250-642-6351

Wendy Johnson- Program Assistant

programs@sookeregionmuseum.com

250-642-6351

Sooke Night Market via FB message

www.facebook.com/sookenightmarket

Be sure to follow the Sooke Night Market and tag us in your photos at:

www.facebook.com/sookenightmarket

www.instagram.com/sookenightmarket