



Sooke Winter Market 2020 Guidelines

The Sooke Winter 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 Winter 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 Winter Market need to be made, baked, raised, caught, and wild harvested or 100% grown by the Approved Vendor.

Each product for sale needs 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 Market organizers. Not all applications or date requests 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 11 am-2 pm, on Saturday, November 14, 21, 28 and December 5.

The vendor shall receive space for their 10'X10' stall in exchange for the set fee. Site location will be the decision of the market manager, and will take into account site mix.

Fees

Daily Vendor fee is \$32 (this includes GST) for a 10'x10' site. 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.

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

1. 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.

The Winter Market will proceed as scheduled come wind, rain, hail, snow etc. Come prepared for the changes of weather. Market fees for no shows due to weather are non refundable.

Continued cancellation or “No Shows” with no notice may result in the vendor losing site priority. Cancel at least 48 hours before market day by phoning the Sooke Region Museum 250-642-6351 and/or emailing programs@sookeregionmuseum.com

2. Vendors must confirm their attendance at least one week prior to the 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. If confirmation on attendance is not received by NOON the Wednesday BEFORE the market you will lose site priority and another vendor will be contacted.
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 car park along Sooke Road. Parking off site is **REQUIRED** so that there is parking close to the venue available for potential customers.
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 in the rock beds.**
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 or transitional farms and/or food safety handling as applicable. Do not put signs on the museum artifacts and buildings.
10. Ensure that product pricing is displayed in a clear and obvious way.
11. Finish 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.** Sides for the tent are also highly recommended.
12. Commence selling at the 11am market start time (selling to other vendors and museum staff 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 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 station, fire extinguisher, etc. that are required by the relevant authorities.
16. Write and submit complaints to the Market organizers rather than airing them publicly at the market.
17. Be respectful to other vendors, market staff and the public.

18. Refrain from smoking or vaping at the market.
19. 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.
20. Finalize sales activities by 10 minutes after closing. Aim to be gone within an hour after the market closing time.
21. **Stay until the end of the market and refrain from taking down displays and tent prior to the 2 pm closing time. This applies even if you are sold out or having a slow day.**
22. Remove all garbage and other visible signs of your stall by one hour after closing of the market.
23. Vendors are strongly discouraged from bringing pets to the market.
24. The Sooke Winter Market 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.
25. Acknowledge that policies are subject to review and change by the Sooke Winter Market Management and that they may from time to time alter and adapt these rules to provide for efficient operation of the market.
26. Food Vendors shall use take away food containers and cutlery that are recyclable and biodegradable.
27. All potential Vendors will fill out an application and sign their acknowledgment of the guidelines including the following Liability Statement.

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 Winter Market.

Extra Market Considerations Due to COVID-19

- Vendors are encouraged to have sides for their tent to help protect their product, keep themselves warm and to help with social distancing.
- Mask wearing is encouraged but not mandatory. Market staff and volunteers will be wearing masks.
- Only one customer or family group can be at your table at one time. Disinfect all touch surfaces, and items that the customer touched at your stall before allowing the next customer into your space.
- Customers will safely make a socially distanced line outside vendor tents to wait. Spray painted X's will mark the waiting spaces for the customers.
- All market "traffic" will be directed in a one way flow- entrance is in front of the museum and exit is the far end of the parking lot (SEAPARC side of the museum).
- All vendors must provide their own hand sanitizer and disinfectant spray to be used between customers and for customers to use upon arrival at your stall.
- Be prepared for cool weather and possible rain. A portable heater is helpful, so are warm blankets and sweaters. Power outlets will not be available (except to those vendors who request them due to making their product on site).

Sooke Market Contact:

- For market cancellation, questions or concerns please contact:

Wendy Johnson- Manager of Public Programs

programs@sookeregionmuseum.com

250-642-6351

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

www.facebook.com/sookenightmarket

www.instagram.com/sookenightmarket

2020 Vendor Application - Sooke Winter Market

Name of Business: _____

Name of Contact Person: _____

Address: _____

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

Home Phone: _____ Cell _____

Email: _____

Website: _____

Social Media Address: _____

Legal Permissions

I give permission to the Sooke Winter 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)

5. Social Media Address (es)

DATES REQUESTED: Please check the dates that you are requesting

November 14 _____ November 21 _____

November 28 _____ December 5 _____

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.

Payment

\$32 per market (this includes GST)

Payment can be made in advance of the market at the museum or over the phone (using a Credit card)

OR Payment for all approved markets can be paid with cash the first day that you vend.

Pre approved market dates that you are paying for- circle all that apply:

November 14 November 21 November 28 December 5

\$32 (includes GST) per market X # of markets= _____

TOTAL Paid: _____

Method of payment: _____

Payment received by: _____

Declaration

I have read the Sooke Winter Market 2020 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 Winter Market management.

Date: _____ Signature: _____

Please submit the signed and completed application to the Sooke Region Museum

In person at the museum: 2070 Phillips Rd.

Via Email: programs@sookeregionmuseum.com

