

The Q! Centre Market 2018

GUIDELINES: The Q! Centre Market operates according to the following rules and regulations.

FEES AND STALL SPACE:

- **FARMERS** – \$15 PER MARKET- Due by May 01. 2018
- **FULL SEASON VENDORS:** \$300.00 (\$25.00 per market) can be paid in two parts, \$150 must be paid once application has been accepted, the second half of \$150 must be by May, 01, 2018. Payment can be made by E-Transfer to christieschick@outlook.com Password: Market
- **PARTIAL SEASON:** \$180.00 (\$30.00 per market) must confirm to 6 market dates. Payment is due once application has been accepted, and be sent via E-Transfer to christieschick@outlook.com password: Market
- **DROP-IN:** \$35.00 per market is due upon accepted application for chosen dates.
- **FOOD TRUCKS OR FOOD CARTS:** \$540.00 for full season participation or \$45.00 per market. Preference given to those that pay in advance. Food Truck spots are first come first serve.
- **LIQUOR VENDORS:** \$40 PER MARKET. Preference given to those that pay in advance.
- **LATE PARTICIPATION (AFTER THE MARKET HAS BEGUN):** If the market season has already commenced, the FULL market fee is due at the time of acceptance for the remaining market dates.
- **FACE PAINTERS/CHILDREN'S ENTERTAINMENT:** \$15 PER MARKET
- **LOCAL BUSINESS TABLE :** (for promotional purposes only, no selling) \$15 per market
- **DAILY FEE FOR CHILDREN UNDER 12 :** \$2
- **DAILY FEE FOR CHILDREN 13-19:** \$5
- **FINES:** \$25.00 PER Offense * see notes

Notes on Fees:

- 1) All fees are based on a 10x10 space. Children 19 and under, as well as local business, please note, spaces may be limited. Vendors supply THEIR OWN tables, chairs and coverings. If using a canopy tent, please make sure they are weighted down properly, this is mandatory.
- 2) Site selection will be the responsibility of the Night Market Manager, but site selection priority will 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.
- 3) 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, 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
- 4) The market will operate between the hours of 12:00pm – 4:00pm, on Sunday's from June, 10th to August, 26th for a total of 12 nights
- 5) Vendors must be set up and ready to sell by 11:45am and their vehicles removed from the market area, parked in the designated area. There will be NO packing up early, if caught packing up BEFORE 4pm, vendors may be subject to a fine.
- 6) Fines are \$25.00 per offense, they are to be paid before market opening the following week for any vendor that is in violation of

the guidelines. Non-payment may result in termination from the Q! Centre Market.

Attendance Policy, Cancellations and Refund

- 1) Vendors must be present for all the dates paid for. If at any time a vendor chooses to terminate their contract, a *request must be sent to christieschick@outlook.com with their reason and cancellation date.

- 2) With approval from the Market Manager, refunds will be considered ONLY if: a refund request has been submitted via email within 72 hours of the Market(s) in question; it will be based on a case by case basis, and only if a true emergency, or family situation. A refund, if approved, will ONLY be received at the end of the Market season.

- 3) Fines and termination from the Market may result from: No-shows (unless previously approved) Late set up, poor behavior, failure to clean up stall space, NSF Cheques.

AS AN APPROVED VENDOR, I AGREE TOO:

- Arrive no less than 30 minutes and no more than 1 hour prior to the specified opening of the market.

- Contact the Market Manager in the case of an unexpected delay on market day.
- Confine product display to the dimensions of the designated stall
- Attach ingredient labels to all prepared foods sold for home use and/or display ingredients for items sold to eat at the market site
- Display prominently my business/farm name on a sign that can be read clearly. Display proof of certification for organic, transitional and/or food safety handling as applicable, including how produced is sprayed (or not)
- Ensure that product pricing is displayed in a clear and obvious way
- 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.
- Write and submit complaints to the Market Manager rather than airing them publicly at the market
- Be respectful to other vendors, market staff and the public
- The Q! Centre Market 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.
- Remove all garbage and other visible signs of your stall by one hour after closing of the market

- I acknowledge that policies are subject to review and change by the The Q! Centre Market Management and that they may from time to time alter and adapt these rules to provide for efficient operation of the market
- All potential Vendors will fill out an application and acknowledge the guidelines including the following Liability Statement.

LIABILITY STATEMENT

The Q! Centre Market 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 Q! Centre Market 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 Q! Centre Market 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 shall affect a fire risk or increase the rate of the Q! Centre Market's insurance policy. Should the rate of the Market's insurance 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 Q! Centre Market 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 Q! Centre Market.

We, at The Q! Centre Market, look forward to having a very successful market season with you!