

STATION STREET MARKET (SSM) VENDOR RULES AND RESPONSIBILITIES

Please initial each line for acceptance and understanding and submit with your signed application. The following Rules and Responsibilities for the SSM will be enforced and we request your help in adhering to them. Please retain a copy of your application for future reference.

1. All products sold at SSM must be homemade, handcrafted, home baked, or home grown. No reselling of items. I PERSONALLY make, bake, or grow all products offered. **Initials**
2. Vendors are allowed to sell and display only the items listed on their approved application form. SSM reserves the right to request the removal of all products not approved for sale at the market. Any proposed additions or changes to approved items require preapproval of the SSM. **Initials**
3. All prepared foods must be wrapped or covered and displayed behind Perspex or glass. Any food vendor selling preserves, relish, chutneys and/or pickled items are required to have their products tested by an approved laboratory and attach results. **All Food Vendors must attach a current Food Safe Certificate copy and/or Interior Health Short Form Permit. Initials**
4. Produce and food vendors must display their product a minimum of 8 inches above ground or floor level. Vendors selling products by weight must use a scale that has a current certification in accordance with the provisions of *The Weights and Measures Act* of Canada. **Initials**
5. The Market is a **RAIN OR SHINE** event. The Sunday market runs from 9:00 am to 1:00pm. Set up begins at 7.30 am and each vendor must be ready to operate by no later than 8:45 am. All vendors must remain until close of market at 1:00pm. Vendors must not pack up until 1:00pm, even in the event their product sells out. Vehicles are not allowed to enter market space between 8:45 and 1:15pm. **Initials**
6. Electricity – There is no electricity available. **Initials**
7. Taxes – Vendors are responsible for meeting their own taxation requirements. **Initials**
8. Safety and Security – Vendors are responsible for the security and safety of their products while at the Market. The SSM is not responsible for any loss, theft, or damage to vendor merchandise, displays or products at any time while at the Market. **Initials**
9. Day vendors must apply to the SSM for approval of their product before they will be permitted to attend. Day vendors are to be on site 40 minutes prior to market opening. **Initials**
10. All vendors must have a tent and properly secured it using weights or sandbags. Tent pegs are **NOT** permitted due to irrigation lines. Vendors are to supply their own tables, chairs, and displays. The entire display including signage must be contained within the assigned 10'x10' site. **Initials**

11. Due to health guidelines vendors may not bring pets to the market. Service dogs are permitted. SSM is a non-smoking site – vendors are requested not to smoke within the perimeters of the market site. **Initials**
12. All vendors are to remove their own garbage from the Market premises at the end of the day. The market is striving to be environmentally responsible, and we greatly appreciate your support and contribution to these efforts. Vendors are encouraged to offer reusable, biodegradable or recyclable packaging. A waste container is required in front of your booth if you are selling or giving out products that will result in immediate waste (ie sample cups, plates). **Initials**
13. After unpacking vendors must remove their vehicles from the site (unless the vehicle is part of approved vendor display and completely within the site space). Please park vehicles as far away as possible to allow parking for customers. **Initials**
14. Site assignment is at the sole discretion of the Market Manager and the SSM. Seasonal vendors will be assigned to a site, and it will be their site for the duration for the Market season. If a seasonal vendor is not on site by 8:30, their site may be available to Day Vendors. **Initials**
15. The Market Coordinators, Vendor Committee, and Manager of the SSM reserves the right to prevent the sale of any commodity and the distribution of literature, political or religious material, or any article deemed not to be in the best interest of the Market. Petitioning, Political Campaigning, and/or soliciting are strictly prohibited. The Market Coordinators or Manager may, in his/her sole discretion, prohibit any person from renting site space and may require persons to leave the Market in the event they fail or refuse to comply with the SSM rules and responsibilities. **Initials**
16. Stall Fees – Upon acceptance by the Vendor Committee market fees are due within 48 hours and are non refundable. Appeals, based upon emergency and extenuating circumstances will be reviewed by the Market Coordinators. **Initials**
17. Missed Days – The Market Manager must receive notification of cancellation by Friday at 12:00 pm for a Sunday’s Market. Refunds are not available for market days missed. Vendors who do not show up for the market, and were not pre-paid, will not have spaces held for them for future markets without pre-payment. **Initials**
18. Vendors must show current CGL in advance of market attendance. Minimum \$2 million liability is required and the following organizations must be listed as additional named insured: **Initials**

Event Location – 6359 Station Street – Organized by the South Okanagan Chamber of Commerce

Additional Named Insured:

Town of Oliver, 6150 Main St, Oliver BC, V0H 1T0

Oliver Visitor Centre, 6431 Station St., Oliver, BC V0H 1T0

South Okanagan Chamber of Commerce, Box 1414, Oliver BC, V0H 1T0

19. **I GIVE / DO NOT GIVE (please circle one)** permission to SSM to have photos taken of my booth or individuals working at my booth, which the SSM may use for any online or print promotional material. **Initials**

20. Vendors are asked to conduct themselves with kindness and respect towards customers and other vendors alike. Please direct any concerns about other vendors, patrons, management, or board policies to the Market Coordinators or Market Manager. Any unprofessional conduct including the use of profane language, accosting or badgering customers may be considered grounds for dismissal from the market. **Initials**

AGREEMENT OF COMPLIANCE

I have read and am fully aware of the current Rules and Responsibilities of the Station Street Market and confirm that I have business liability insurance. I hereby agree to comply with these rules and responsibilities to help make it a successful and enjoyable market for everyone. I also agree to comply with all Federal, Provincial and Municipal regulations that may apply. I understand that I may forfeit my right to sell at the Station Street Market if I am found to be in non-compliance.

Signature: _____

Date: _____