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## **Kimberley Farmers' Market: Winter Edition 2023**

### **VENDOR RULES OF OPERATION**

1. **The Kimberley Farmers' Market will operate on Saturday December 2nd 3-7 pm & Sunday, December 3rd 12-4pm.**
2. Vendor set up will take place between 1:00 and 2:30 pm on Saturday and from 10:00-11:30am on Sunday. Vendors must arrive and be set up at least one half hour prior to market opening.
3. The sale of goods is **not** permitted prior to 3:00 pm on Saturday or 12:00 pm on Sunday except to other vendors & volunteers.
4. Vendors must stay until the close of the market, and must vacate their space within one hour of market closing.
5. All products for sale must be pre-approved by the Market Coordinator/Vendor Selection Committee, through the application procedure. Product acceptance and vendor approval may be reevaluated at any time by the Vendor Selection Committee.
6. Should a vendor have paid for booth space in the future but upon review by the Vendor Selection Committee it is determined that the vendor will no longer be accepted to the market, the vendor will be entitled only to the return of the fees for that future unused booth space on a prorated basis.
7. Vendors must submit full payment at time of application. Should the vendor not be approved for the market for any reason, payment for the stall will be returned. The administration fee is non-refundable. Registration fees are as follows:
  - Full Weekend (Sat Dec 2 & Sun Dec 3) - \$ 100.00
  - Saturday Only (Dec 2) - \$ 55.00
  - Sunday Only (Dec 3) - \$ 55.00

8. Full Weekend Vendors may request a specific space at the discretion of the Market Coordinator or their designate, and are entitled to the same space throughout the weekend. Every effort will be made to keep them close to the same or a better location, as decided by the Market Coordinator.
9. All products for sale at the market must be clean, well made and of good quality.
10. Vendors of food products must comply with all [applicable Interior Health Regulations](#).
11. As required by the Kimberley Fire department any vendor who operates a burner or open flame at the market **must** have a Fire Extinguisher on site with a **minimum rating of 2A 10BC**.
12. Each vendor is responsible for their space(s) and must provide their own garbage receptacle, table(s), tent, tie downs and power supply, as necessary. Each space must be kept clean and tidy at all times.
  - a. All tents used at the market **must** have tie downs/weights of at least 20 lbs per leg or removal of the tents will be necessary.
13. Vendors are responsible to provide their own hand-washing stations when required by the Interior Health Authority. If you are displaying and packaging unwrapped prepared foods, or providing samples or product tasting, you **must** have a hand washing station. Hand washing stations can be simple, but must include the following:
  - a. a source of warm potable (drinkable) water. I.e. a water jug left in the sun
  - b. a free running spout
  - c. liquid soap in a dispenser
  - d. clean, dry, single use paper towels
  - e. a discard or refuse container for the collection of the waste waterPlease contact the Market Coordinator for details if necessary.
14. Vendors are strongly discouraged from bringing pets to the market. Any pets on site must be under control of the owners at all times at the market, and must not compromise either the safety or comfort of patrons at the market, nor the ability of vendors to market their wares (e.g. food safety, etc.).
15. The Market Coordinator or designate has on-site authority to enforce all rules of operation during market hours of operation.
16. Failure to comply with these Rules may be grounds for the Vendor Selection Committee refusing to permit future attendance by a vendor to the Kimberley Farmers' Market.

17. All vendors must be over the age of 16. Any vendors under the age of 16 must have an adult present in their booth at all times.

**Cancellation Policy:**

You can request the cancellation of your business participation in the Kimberley Farmers Market

- Winter edition by email following the rules:

- a) More than 72 hours (3 days) prior to Saturday December 3: No Cancellation fees or penalties
- b) Between 72 hours (3 days) and 48 hours (2 days) prior to Saturday December 3: \$10 fee to be charged
- c) Less than 48 hours (2 days) prior to Saturday December 3: \$20 fee to be charged
- d) No Show: No refund & \$25 fee

**\* IMPORTANT:** Being accepted to become a vendor in the market does NOT imply confirmation of attendance in all requested market dates. As we have a limited number of vendor spaces for each market, the vendor might be on the waitlist for some dates. The market manager will determine the vendors who will attend each market, as well their stall location based on the criteria as outlined above.