



### Kimberley Farmers' Market 2023 Vendor Rules of Operation

1. **The Kimberley Farmers' Market will operate on Thursday evenings on Howard Street from June 15 through September 14, 5:00 pm – 7:30 pm each night.**
2. Vendor set up will take place between 3:30 and 4:30 pm. 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 5:00 pm except to other vendors.
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 payment for at least the first week's rental fee with their market application form. 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.
8. Unless the vendor has pre-paid, fees for subsequent weeks will be collected by the Market Coordinator or their designate each market day.
9. Full Season Vendors may request specific stall space at the discretion of the Market Coordinator or their designate, and are entitled to the same space throughout the season. Every effort will be made to keep them close to the same or a better location, as decided by the Market Coordinator.

10. Specific date vendors will be assigned stall space by the Market Coordinator or their designate the day of the market, on a space available basis.
11. All products for sale at the market must be clean, well made and of good quality.
12. Vendors of food products must comply with all [applicable Interior Health Regulations](#).
13. 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**.
14. 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. Failure to comply will result in removal of tent at Market until appropriate weights are utilized.
15. 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 Market Coordinator for details if necessary.
16. 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.).
17. The Market Coordinator or designate has on-site authority to enforce all rules of operation during market hours of operation.
18. 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.

### Cancellation Policy:

You can request the cancellation of your business participation in any market date by email following the rules:

- a) More than 72 hours (3 days) prior to the market date: No Cancellation fees or penalties
- b) Between 72 hours (3 days) and 48 hours (2 days) prior to the market date: \$10 fee to be charged on the next market and reduced priority for stall allocation for future markets
- c) Less than 48 hours (2 days) prior to the market: \$20 fee to be charged on the next market and moved to a lower priority for stall allocation at future markets
- d) No Show: \$25 fee to be charged on the next market and moved to the lowest priority for stall allocation at future markets

\*Important: Repetitive cancellations can lead to permanent market exclusion

\*\* 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.