

THE ERRINGTON FARMERS MARKET VENDOR RULES

Vending at the market is a privilege, not a right. We are all responsible for creating a harmonious place for vendors and customers alike. There is a “THREE STRIKES - YOU’RE OUT” policy for contravention of the rules. In such a case, the vendor will be asked to leave the market. There will be no refund of any prepaid stall fees. Complaints should be made in writing to the Market Manager, listing who, what, and when the violations occurred.

1. Market Peace: All vendors and customers in our market shall be treated with dignity and respect. Any vendor that causes a disturbance in our peaceful market will receive a strike.
2. Make, Bake or Grow: As in all BC Association of Farmers’ Markets member markets, all vendors must “Make it, Bake it, Grow it or Forage it!” to sell it in our market - no exceptions.
3. Market Hours: 10 am to 1 pm. Vendors must be set up by 9:30am. Customer sales do not begin until 10am; vendor to vendor sales are allowed any time. If you leave your stall unattended at any time during market hour, you must leave a sign at your stall indicating that you will return.
4. Early Shut Down: If you sell out of your product, you may NOT pack up your booth as it creates empty “gaps” in the market. You may leave a sign on your booth or table saying SOLD OUT, if you decide to walk away from your booth for the rest of that day’s market.
5. Cut-Off Time for Booths: Vendors must be at their booths by 9:30am or risk forfeiting their space.
6. Disabled Vendor parking: Vendors who are disabled are welcome to ask for assistance to move sale items and display materials. We do expect them to park in the field with other vendors. The Market’s two designated disabled parking spots are reserved for customers.
7. Cancellations/Refunds: If you know you will not attend on a certain week, you must let the Market Manager know by Wednesday prior to the market you are cancelling, in writing or via email.
8. Prepared Food Vendors: All vendors selling food (including child vendors) must follow rules set by the Island Health Authority (VIHA) and provide a copy of their Foodsafe Certificate for our records. You need to apply for approval by April 1st to be allowed to sell your food in May. Please contact VIHA directly.
9. Display Safety: No nails or other hanging devices may be installed within 8 feet of the ground in front of the booths and displays must be sturdy and not invade the walkway.
10. Stall Space: Each vendor application is allowed one stall space. All items at a vendor stall must be made, baked, grown, or foraged by the vendor and listed on the application. Approval for sharing one stall space requires each party to pay a Market membership fee. Only one of the members of a shared space will be the key contact for market bookings, cancelations, payments, etc. Should extra space be

available next to your stall, check with the Market Manager to see if you can use that space or neighbouring stall. Each week you need to verify space use.

11. Vendor Garbage: Any vendor generating garbage (e.g. giving samples) must be responsible for the removal of their garbage that day.

12. Unloading Zone: After unloading, vendors will move their vehicles to the far end of the parking area to make room for customers.

13. Adopt a Task: Market members should be prepared to take a job in order to keep fees low. We ask for help with site clean-up, repairs, signage, advertising, etc. These things benefit all vendors!

14. Vendor Dogs: Vendors may not bring pets to the market. This is an Island Health ruling.

15. Booth Renewal: All vendors must re-apply each year by sending in their Market membership , stall payment and application. Having the same booth as the previous year is possible, but not guaranteed. Priority will be given first to full-season vendors whose payments and applications are received by March 15th.

16. Meetings: All Market Members are encouraged to attend meetings. This is the place for discussion and input. These meetings are held on a Saturday after the market closes for the day. During the “off-season”, meetings may be held at the Errington Hall or via Zoom. Dates of meetings will be emailed to the membership.

17. Vendor Smoking: Smoking is NOT ALLOWED in any Regional District of Nanaimo Parks. This includes on the Market grounds. If you must smoke, please do so out on the public road.