

ENDERBY FARMERS MARKET

Our Market is for those Who Bake it, Make it , Grow it

MARKET RULES AND INFORMATION:

SUMMER MARKET: Every Friday, 8:00 am - 1:00 pm, April 12 to October 18 for a total of 28 market days.

LOCATION: Downtown Enderby on Cliff Avenue (from the highway to the BMO) and Belvedere Street (from alleys behind the Pharmacy and Bottle Depot to the library)

VENDOR EQUIPMENT: Vendors are responsible for their own protection from the elements and for all materials and equipment required for their booths such as a tent and table.

ALL VENDORS: are required to use weights to secure their Canopie (20 lbs. per tent post works best). 4-liter jugs filled with water is acceptable. If you arrive without weights we will supply one time. If it happens again, you will be required to go home and get your weights.

If you miss your unloading time slot or the 7am vehicle cut off time, you will have to bring all your booth/products in by hand/dolly. If you are late 3 times you will lose your assigned stall.

Set up: 6 am – 7:00 am

Market hours: 8 am – 1 pm

Take down: 1 pm – 2:30 pm

Time slot #1: 6:00 – 6:30 am (to set up between these times)

Time slot #2: 6:30 – 7:00 am (to set up between these times)

Time slot #3: 7:00 am - 7:30 am (to set up between these times)

All vehicles must be removed by 7:30 am.

VEHICLES: No vehicles to drive in until 1:15 pm after closing time.

SETTING UP: Each vendor will be given a time slot to unload their vehicles. All vendors must unload their tent and products and then park their vehicles.

PARKING: Vendors are expected to park away from the market. Please disperse vendor vehicles in the two big parking lots (Russell Ave and Maud Street) to allow for customers to find convenient parking. Once you have parked your vehicle, you can set up your booth. Vendors are no longer allowed to park in City Hall parking lot.

VENDORS: Must take down their entire booth, including the tent before they can go and bring their vehicle for loading up. Please be courteous to your fellow vendors.

CLEAN UP: Everyone is expected to leave their stall clean at packing up time.

Garbage bins supplied by Enderby City or the market are for customer use only! Vendors are responsible to take their own garbage and recycling home.

DO NOT PARK IN THE ALLEY BEHIND THE GUARDIAN PHARMACY AS THEY NEED TO SAVE THESE SPOTS FOR CUSTOMERS.

ALL VENDORS: Must call the Market Manager no later than Wednesday night before a market (earlier if possible) if they are unable to attend a market and wish to maintain their stall space in the future. Penalties will apply for non-compliance.

VENDORS: who fail to give proper cancellation notice, with the exception of illness or emergencies will be given a notice for the first infraction, a vendor that fails to give proper notice a second time, will lose their

assigned stall space. Any vendor who abuses the Policy will not qualify for an assigned stall space for the following season.

PLASTIC BAGS: In order to reduce our carbon footprint vendors are encouraged to use paper bags or sell/give away reusable bags for customers. Please do not use plastic shopping bags at our market!

DOGS: Please leave your furry friends at home. Vendors are not allowed to keep a dog with them in their booths.

UNACCEPTED VENDORS: Our market is religious and politically neutral. We are unable to accept organizations or vendors at the market who have religious or political mandates.

PLEASE FILL OUT THE ATTACHED FORM. ALL APPLICATIONS WILL BE CONSIDERED BY OUR MARKET JURY. THE JURY RESERVES THE RIGHT TO LIMIT THE NUMBER OF VENDORS IN TOTAL AND WITHIN PRODUCT CATEGORIES. THE JURY WILL USE HIS/HER DISCRETION TO BALANCE THE TYPES OF PRODUCTS AND SERVICES AT THE MARKET. WE WILL INFORM YOU IF YOU ARE ACCEPTED. PLEASE DO NOT INCLUDE A PAYMENT UNTIL YOU HAVE BEEN ACCEPTED. APPLICATIONS ARE DUE BY MARCH 15TH. IF ACCEPTED FULL PAYMENT DUE BY MARCH 31.

FEES:

SEASON VENDORS: save money on vendor fees as they pay for the whole season upfront.

DAY VENDORS: are on a waitlist each market and are notified by email or phone call if a spot is available. They are given spots based on availability and will not necessarily be the same spot each time they attend.

Vendor fees are for one 10x10 spot. Every vendor must purchase an Annual Membership of \$10.00 to become a member of the Enderby Farmers Market. Our year runs from March-March.

SEASON VENDORS:

PAY IN FULL BY MARCH 31 - \$360 (includes \$10 membership fee comes to \$13 per market) (If accepted by the jury.)

DAY VENDORS: \$25.00 per market plus \$10.00 membership fee to be collected at each market by the Market Manager.

***There are no refunds on any fees paid.**

PAYMENT METHODS:

Emailtransfer:

EMAIL TO: enderbyfarmersmarket@gmail.com **Note: please add your business name to your email transfer.**

CHEQUE PAYABLE TO: Enderby Farmers Market **MAIL TO:** 110 Crescent Drive V0E 1V2

Applications must be received by **March 20** for the current season.

DAY VENDORS: must attend 14 outdoor markets as a Day Vendor, to be eligible to apply for a Seasonal Stall. As a Day Vendor you will not necessarily have the same spot each time you attend. (After the third market. The Market Manager may review the application and assign an official vendor spot.)

Once you have reached the maximum rental fee and have attended 14 markets in one season,(and if you have been approved as a Season Vendor) you may continue to attend the Enderby Farmers Market without paying additional fees for the remainder of the season.

It is the responsibility of the Day Vendor to keep all receipts and notify the Market Manger once the cap has been reached. Refunds are not given for overpayment.

PREPARED FOOD SELLERS:

1) VENDORS: of high risk foods must provide copies of approval from Interior Health each season and a complete product list along with their application before selling at the market . Higher risk foods must be prepared in an approved commercial food premise; address of premise must be included on the application.

3) LOW RISK FOODS: also require a FoodSafe or MarketSafe Certificate with their application.

All value-added and processed food products require clear and legible labels, including the name and contact information of the producer and the list of ingredients in order of predominance.

All open prepared food must be kept covered at all times and be served using appropriate, clean tools (e.g., tongs, cloth napkins).

All food products must be made in accordance with Interior Health Regulations and Rules.

A copy of your current Food Safe certification must be present with your Vendor application and be available on site at all times, to be shown on demand. We prefer that a laminated version of your Food Safe Certificate be on display in your stall.

4) ALCOHOL VENDOR: must have Authorization from LCLB

5) CRAFT VENDORS: All crafts must be produced from original materials by the seller.

No resale items are permitted.

All craft products must be of original, unique work or design, and be of acceptable quality standards.

**** PLEASE KEEP THESE “ RULES AND REGULATIONS” FOR FUTURE REFERENCE ****

Enderby Farmers Market
2024 Vendor Application Form

Please download, fill out, save and return to enderbyfarmersmarket@gmail.com

Please ensure all application requirements are included. Incomplete applications will not be eligible to vend until all requirements are met. Please include a copy of necessary documents with this application.

Name _____

Business Name _____

Mailing Address _____

City _____

Phone # _____ Email _____

Emergency Contact Name/Number _____

Facebook _____

Instagram _____

Website _____

Do we have your permission to add your business to our website and to give your contact information to customers if they request it: Yes ___ No ___

What is your product? Food ___ Crafts ___

Please give a short description of all your products to be sold at your stall, - if you want to add item(s) to this list, they must be written and approved by the Jury Committee before being allowed to sell at the market.

- **Vendors of high-risk foods must provide copies of approval from Interior Health.**
- **A copy of your current Food Safe certification must be present with your vendor application.**

*If you are not on social media, please provide photos with your application

Season Vendor _____ Day Vendor _____ What date would you like to start _____

If you attended the market last year, as a season vendor do you want the same/similar spot?

Yes ___ Number of Stalls _____

*Please know, we will try our best to accommodate but cannot guarantee the same spot.

By signing below, you agree that you have read the rules and that failure to comply may lead to exclusion from the market.

Signature _____ **Date** _____

DATE RECEIVED _____ APPROVED YES _____ NO _____