

## Vendor Rules and Guidelines

Field Conduct – Vendors are required to be cooperative, respectful, and courteous to the Market Manager and fellow members at all times. The Market supports a ‘ZERO’ tolerance policy regarding any aggressive behavior or foul language. Any member/vendor showing such behavior will be asked to leave the field immediately and their vendor privileges suspended until further notice by the Market Manager.

1. "Local", with respect to the regulations below, is defined as "Vancouver Island and the adjoining Gulf Islands".
2. Priority is given to vendors selling local produce, food products and crafts made from local materials. All vendors are required to always have their contact information available for customers.
3. Vendors wanting to represent or sell produce from outside of the local area, but grown in B.C., must first have Market Managers approval. (Note: The Market Manager may seek input from other farmers selling a similar or related item in their evaluation process to determine the appropriateness of the produce item being sold on the field).
4. The Peninsula Country Market reserves the right to regulate the type and nature of all products offered for sale and the display of those items. Any decision made at the Market Manager's discretion is final. Note: An appeal form is available on the PCM website and may be submitted to the PCM Board for review and consideration.
5. The food vendors are required to always comply with, all Island Health food safety regulations and the Market Manager is responsible to monitor such regulations. A copy of the required approval forms and/or permits must be available for inspection each market day.
6. In order to reduce waste, all food vendors must use commercially compostable packaging, sampling containers and utensils.
7. Vendors are responsible for their own garbage, and it is recommended that they have a small garbage bin/box/bag/ziplock for this purpose. Our low market fees do not cover vendors' garbage collection. For example, large boxes and other materials should be taken home for recycling or re-use. Vendors are responsible for keeping their areas tidy and for removing any litter left in their area after the market. This includes the area in front of the spot where a patron might have dropped something.
8. Vendors are required to register 'ALL' products they intend to sell upon submission of their membership application and must notify the Market Manager of any additions. Products put out for sale without notification to the Market Manager may result in vendor privileges being suspended at the discretion of the Market Manager.
9. Every member is encouraged, but not required, to purchase liability market insurance. Special rates are offered through Duuo Insurance and Western Financial Group when our Peninsula Country Market is mentioned.
10. Vendors are responsible for securing their canopies or umbrellas to the ground to ensure that they remain attached to the ground in the event of strong winds. You will not be allowed to vend without each leg being securely weighted or strongly pegged in. It doesn't take much time or wind force to lift a tent right up and over, turning it into a deadly weapon. Proper ones can be purchased but many vendors

make them from milk jugs filled with sand or water. Other homemade types are possible. Stroll the market to see what other vendors have come up with.

11. For reasons of safety, vendors' vehicles should not be moved during the Market hours and must be off the field area used by the customers no later than 8:45am. Parking on the market field limited to one vehicle.

12. Vendors bring all of their own set-up pieces including tables, chairs, a tent, etc... The market does not rent these items to vendors.

13. Vendors are encouraged to leave their dogs at home, if not, vendors should always keep their dogs on a leash.

14. The Market is open to the public from 9:00am to 1:00pm. You may arrive at 7:00am to begin your set-up. Set up should be completed by 8:45am. Vendors arriving after 8:30am may find their space has been reassigned. All vendors MUST remain completely set-up until our closing time of 1:00pm. To begin packing up early is unprofessional but also inconsiderate to your fellow vendors as well as to market patrons.

15. Vendors who cannot attend a market that they had previously committed to must inform the Market Manager via email by 6:00pm on the Thursday before that market day. If a vendor lets the Market Manager know after that time but before 7:00am on that market day, there will be a \$10 reservation fee payable at the next market. If there is no communication this is considered a "no show" and the full reservation fee of \$30 will be payable at the next market.

16. Fees for 2022: Annual Membership \$40. Single space \$30.00; \$25.00 for an additional space. The Market Manager walks around to collect fees during each market in cash or cheque. A receipt will be given.

17. The Peninsula Country Market reserves the right to deny space to vendors who do not comply with the above rules and regulations, and to close any vendor who is found in violation of these regulations during the market.

18. In the event of severe weather or other critical incident that threatens the health and safety of vendors and market customers, the Market Manager may declare the market closed. All vendors must immediately shut down their booths and cease sales immediately when this action is taken.

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