

Welcome to the Market

Every Saturday from April through October, rain or shine, approximately 160 vendors display their handmade or homegrown products in Centennial Park in Ganges.

The vendors arrive early in the morning, setting up their stalls, hoping the weather will cooperate. Shortly after this, the buyers begin to arrive. Crowds descend on the Market and from that point on, Centennial Park hums with all sorts of activities. The mixture of the exotic textures and aromas coupled with an explosion of colours leaves the visitor intoxicated by the end of the day.

The Market has been referred to as “a small community” and as this community continues to grow as a result of its ever increasing popularity, guidelines are needed to help maintain the appeal of this small jewel of the island.

Throughout the interviews and the collection of information for this guidebook, some vendors have expressed the need for rules and regulations for the operation of the Market while others suggested that rules and regulations are what they are “trying to get away from” and that the Market should be an “organic organization of bodies with no rules and regulations”. Unfortunately, with the continued growth of the Saturday Market and the increase in the demand from island residents to become vendors, there is a need for guidelines. We have certainly tried to keep them to a minimum.

This guidebook is an attempt to address everything you the vendor needs to know to have a positive experience at the Market and to assist you in your understanding of the requirements for being a Market vendor.

The Market is a very visible conduit to display our “island culture and spirit” to the visitor. For many, this is the first meeting point of island residents and the impressions made at the Market reflect our island.

Numerous local businesses started at the Market and some have gone on to full time operations in other parts of British Columbia by having received exposure at the Saturday Market. Others have been involved in the market since it began and continue to use the venue as a main source of revenue.



1. Location of the Market

The location of the Market is the plaza bordering Fulford - Ganges Road in Centennial Park and occupying some of the parking lot commonly known as "Gasoline Alley".

The parking lot is divided by an east-west property line. The north side of the line is part of Centennial Park and the south side of the boundary line belongs to the "Gasoline Alley" complex.

Market vendors can only occupy the side of the parking lot that is on the park side or the north side. There is a joint use agreement in place that allows PARC to use the private portion of the parking lot to within 18 feet from the building front for Saturday Market activity only. The 18 feet, from the wall of the building outwards, is intended for access by emergency response vehicles. Currently Gasoline Alley businesses use this area for their own stall or sublet this area to individuals. These individuals are NOT part of the Market in the Park.

Please refer to the map in Appendix A.

2. Philosophy of the Market

The Saturday Market in the Park operates as a local producer based market. Island Residents are offered permits for vending in the Market on a point rating system discussed under Section 9.0.

The philosophy of the Market is:

"Make it, Bake it, Grow it"
&
"Vendor Produced and Sold"

3. History

The origins of the market are grounded in our farm community and as such, farmers have been given special considerations at the market.

The origins of a semi-organized market in Centennial Park can be traced back to around 1975 --- a time where, in the history of the Market, “anything” could be sold by “anyone”. Vendors would come from all over, some even with truckloads of furniture. The market consisted of farm produce, “hardcore” crafts such as pottery, woodworking, jewelry, weaving and flea market type goods.

Vendors would park in the dirt parking area of Centennial Park and display their items on the hood of their vehicles while others would sell from the back of a truck or the trunk of their car. The population of Saltspring in 1978 was approximately 3,500 so the Market was a major social event for the community.

Statistically, to get an idea of the number of artists retailing on the island in the 1970s, the Studio Tour was created and noted that the “Farmers Market” was a venue. In 1979 there were about 15 artists. This number increased in 1981 to 19 and then 23 in 1985. Residents and Vendors spent many hours together, exchanging goods and news. It was a very social time.

Some members of the community thought that the Market was not the best use for a park. As the Market popularity increased, it became more and more difficult for Vendors to obtain a spot at the Market. Some vendors chose to “camp out” arriving in the wee hours of the morning to secure a spot. Complaints increased and the local vendors cited that vendors from off-island should be restricted and that the Market should be for island residents only.

Parking was a major issue causing congestion in the downtown core area. The local merchants were not happy about the fact that Market Vendors were exempted from paying property taxes and felt that the competition for client dollars was on an unfair playing field. The amount of “wholesale” type items, such as sunglasses, was increasing.

In November 1982, an Island wide referendum asked the public:

1. Are you in favour of limiting the Farmers Market to the sale of home produced goods, and
2. Would you be in favour of having the Farmers Market moved to a less congested and more spacious area, such as the Farmers Institute property or other?

The response was that 74.6% wanted home-produced goods, 22.7% didn't and 2.7% of the ballots were rejected.

For the second question, 50.7% showed that the residents did not want to change the location, 39.9% did and 9.4% were rejected.

In the 1990s there was a period of incredibly anxious and tense times. These times are referred to as “The Market Wars”. There was continuous friction between the Merchants, the vendors, the Chamber, Parks and Recreation, the Market Vendors Association and the Government. It was a difficult time for all parties involved.

In 1990, there were several attempts to resolve the problems and Parks and Recreation put out a survey in the fall. 69% of respondents were in favour of a license or permit system for vendors and current hours of operations to continue; 76% limiting vendors to residents only; and 76% favours current market location.

In 1992, PARC instituted the permit system as a result of the survey in 1990, and the philosophy of “Make It, Bake It, or Grow It” was born.

The farmers-flea market had evolved to a farmers-craft market.

The “Make it, Bake it, or Grow it”, policy affected many of the long term vendors of the market as they were no longer eligible to vend at the Centennial Park location since they did not produce their product on the island or were not residents of the island. In response to this and in support of these Vendors, many of the Salt Spring Island Market Vendors decided to start their own Market and secured a site adjacent to the Harbour House Hotel. They built infrastructure and remained at the site for two seasons. The site was far from the downtown core and the number of visitors did not provide the income the Vendors needed. Some returned to the Market in Centennial Park, producing in accordance with the market Philosophy and others no longer vended on the island.

Many successful island businesses such as Barbs Buns, Salt Spring Soap Works and Aroma Crystal Therapy started at the market and have gone on to operate their own stores.

Many vendors have established off-island contacts whom they wholesale to, who in turn carry their products in off-island stores.

The Market is promoted mainly by word of mouth although articles about it and individuals who vend at the market consistently appear in travel magazines, brochures, and television shorts.

The Market continues to evolve and flourish and our “island culture and spirit” will be maintained through the perceptions that linger on in the visitors mind after leaving the island.

Enjoy your experience!

4. Definition of Terms Used

This section deals with the definitions used within the guidelines.

“Busker” – A busker is a resident who provides entertainment and is paid by putting “the hat out”. Face painters, clowns, balloon artists, acoustic musicians, magic and juggling acts can fall into this category.

“Child Busker” - A person, 12 years of age or under, that is resident of Salt Spring Island and is “busking” at the Market under the supervision of their guardian.

“Child Vendor” - A person, 12 years of age or under, who is selling goods at the Market, in keeping with the Market philosophy, under the supervision of their guardian.

“Capital Regional District or CRD” - A form of local government, authorized under the Municipal Act of BC to provide region-wide services. The CRD provides some of the services that a municipality would. The Capital Region includes communities and rural areas on southern Vancouver Island and the Gulf Islands.

“Day Vendor Permit” - A permit that allows the vendor to set up on each Market day based on the availability of both space and location.

“Farmer/Grower” – A resident whose products:

- a. Include at least 90% unprocessed food items grown on land he/she owns or leases
- b. Are at least 90% cultivated plants and/or flowers grown on land he/she owns or leases,
- c. Are 90% value-added products whose contents are, by volume, at least 50% grown on land that he/she owns or leases,

The 90:10 ratio is based on display area.

“Local Producer” – A person who meets the residency requirement and who produces, prepares, makes, assembles or creates a product in accordance with the Market Philosophy.

“Market Advisory Group” - Representatives of the community appointed annually by the Chairman of PARC to provide advice and recommendations to the Commission concerning Market policies and operational matters.

“Not For Profit Groups” – A resident group that is a Registered Society or can show proof of the following:

- A mandate that includes serving the community and an advocacy role for its membership.
- Membership that is open to any resident.

- Written bylaws that include:
 - a membership registration process
 - a general meeting process and notification
 - an election process for directors and officers
 - a requirement of majority vote by quorum
 - a requirement to keep records
 - a policy that procedures not covered by bylaws be governed by rules of order
- Directors and Officers elected at a general meeting.
- General meetings that are held in a public place.

Political or Religious groups and services are not permitted in the Market.

“Off Season Permit” – A permit issued by PARC to those vendors who have participated in the current years' regular market season (April to October) and who apply to extend their operation in the “off season” (November to March) at the Market location.

“Parks and Recreation Commission or PARC” - A volunteer commission empowered by the Municipal Act of BC, and mandated by the CRD through bylaw, to govern and manage parks and recreation services on Salt Spring Island.

“Primary Vendor” - A local producer who meets the Market Philosophy of “Make it, Bake it, Grow it” and “Vendor Produced and Sold”, who is a resident and who is also considered by this definition to be the principle participant in the business operation.

“Resident” – A person whose primary residence is on Salt Spring Island. See Section 8 for proof of residency requirements.

“Seasonal Vendor Permit” – A permit issued annually by PARC allowing the vendor to use an established location every Saturday for the total Market season.

“Secondary Vendor” – A local producer who has participated in the making, baking or growing of the product with a Primary Vendor and is a resident of Salt Spring Island.

“Vendors Point System” - For every market day attended by a day vendor, a point is recorded by the Market Coordinator. The system is used to determine the order of placement at the market.

“Vendors Seniority List” - A list that is kept and maintained by the Market Coordinator identifying Vendors in the order of placement at the Market.

Youth Vendor – A person between the ages of 13 and 17, inclusively, who is a resident of Salt Spring Island and is selling goods at the Market, in accordance with the Market philosophy.

5. Who Administers the Market ?

The Saturday Market in the Park is operated by the Capital Regional District (CRD) under the auspices of Salt Spring Island Parks and Recreation Commission (PARC).

Market Advisory Group

A Market Advisory Group (MAG) is appointed each year by the Chairman of the PARC Commission. The Group meets twice a year, in the spring and in the fall, and any other time throughout the Market season if required. The purpose of the Committee is to make recommendations to the PARC Commission on all policy matters relating to the Market.

The Market Advisory Group are your representatives. The 2011 MAG is made up of the following members:

1 member from the Commission	Gregg Dow
Administrative staff member of the Commission	Carin Perrins
Market Coordinator	Rob Pingle
2 Members from the Public at large	Malcolm Legg Rosemary Trump
3 Vendors who regularly vend at the market	Toby Fouks Sean Goddard Tye O'Connor
1 representative from each of the community guilds:	
Basketry	Donna Cochrane
Fabric	Donna Johnstone
Jewelers	Alvaro Sanchez
Painters	Jacqueline Meredith
Potters	Mark Meredith
Spinners and Weavers	vacant
Woodworkers	Bob McKay
1 representative of the Gulf Islands Community Arts Council	Trish Wheeler
1 representative of the Chamber of Commerce	Lawrie Neish
1 representative of the Island Natural Growers	Bree Eagle

Capital Regional District

The Capital Regional District has Bylaws that relate to the operation of the Saturday Market in the Park. Bylaw 2930, A BYLAW FOR THE OPERATION OF COMMUNITY PARKS IN THE SALT SPRING ISLAND ELECTORAL AREA, specifically Section 3, outlines the rules for the operation of the Market. See Appendix B, of these Guidelines, for the complete bylaw.

Market Coordinator

The Market Coordinator is contracted by PARC to assist in the operation of the Market. The Coordinator's job is to organize all of the activities of the day to day functioning of the Market, to uphold the Market Bylaws and to enforce Market policies and guidelines. The Coordinator also acts as a conduit of information from the vendors and customers to the Market Advisory Group and PARC Commission.

Appendix C, of these Guidelines, outlines the roles and responsibilities of the Market Coordinator.

6. The Market Season

Season

These are the dates for the Market Season and for the Off Season.

Season	Start Date	End Date
Summer	1st Saturday in April *	Last Saturday in October
Off Season **	1st Saturday in November	Last Saturday in March*

* If Easter weekend occurs earlier than the first weekend in April then the Market Season shall start on the Saturday of the Easter weekend.

** Food vendors are not permitted to vend in the Off-Season unless they have a permit and their kiosk is self-contained and complies with Health Regulation. The wash-up area will not be available.

Seasonal Vendors are required to vend at the Market for the full day on at least 2 Saturdays of each of the Market months, or 3 Saturdays where the month has 5 Saturdays. The exception to this is October, where Seasonal Vendors are only required to vend for one full day of the month. Seasonal Vendors are required to vend at their space for the full hours of the market operation.

Seasonal vendors are asked to email the Market Coordinator, prior to Market day, if they are going to be absent. This is greatly appreciated, as it assists the Coordinator with placement of the day vendors.

Hours of Operation

The hours of Operation for the Market are from 8:00 am until 4:00 pm.

These are the 'usual' vending hours for the Saturday Market. During the Spring (April to June) and Fall (September to October) months, set up and take down hours will change as a result of the daylight hours. The Market Coordinator will advise you when and if this will occur.

Activity	Time
Set Up	7:00 - 8:00 am
Take Down	4:00 - 5:00 pm

7. Products

It is the responsibility of the Market Advisory Group in conjunction with the Market Coordinators to ensure that all the products being sold at the Market meet the Market philosophy. If there is any doubt, by the Market Coordinator, that the product meets the Market Philosophy, the vendor may be subjected to a jury process.

The goods offered for sale at the Market shall be products made or prepared by the vendor or made of components transformed or significantly altered by the vendor including:

- a) Farm produce and products including fruits, vegetables, herbs and edible flowers;
- b) prepared foods and baked goods where the foods are approved by all appropriate government authorities, including Vancouver Island Health Authority;
- c) cultivated plants and flowers, including cut flowers;
- d) craft items that are of original, unique work or original design. In all items:
 - a) the handcraft component must dominate the commercial component,
 - b) the commercial components must be transformed in a way that makes the work unique
 - c) the starting material must be significantly altered and enhanced by the artisan, and
 - d) the product must meet basic expectations of product life, function and safety.
- e) clothing which has been hand or machine sewn, stitched, knit, embroidered, woven, silk screened, or painted;
- f) original works of art, or prints, photographs, replicas or audio or video tapes of original works of art, or books where the prints, photos, replicas, books or tapes are made by or at the direction or under the supervision of the artist.

g) Proof of Residency Requirements

To vend at the Market, a vendor must show two (2) items that prove that their primary residence is on Salt Spring Island. Proof of residency can be in the form of a drivers' license, hydro bill, rent receipt or phone bill in the vendor's name.

9. How to Become a Vendor at the Market

Seasonal Vendors

A Seasonal Vendor is a long term vendor who has obtained seasonal status by the acquisition of seniority points over a long period of time and was once a Day Vendor.

Seasonal vending positions are limited and in demand. As such, all of the seasonal positions are filled.

An advertisement is placed in at least one of the local papers in late January and early February reminding Seasonal Vendors to renew their permits for the coming season. You will be required to meet the guidelines related to seasonal vendors and have paid any outstanding accounts to PARC from the previous Market season prior to a permit being issued.

Occasionally a seasonal space will be vacated, and in the event it is, other seasonal vendors are first given the opportunity to move into this space. The Day Vendor having the highest seniority points is then contacted by the Market Coordinator giving them the option of moving into a Seasonal position. Please see Section 13 for "Point Rating".

Day Vendors

Registration for Day Vendors takes place every Saturday of the Market season. You will register at the Market each week at the time of set up. The Market Coordinator will review your registration to determine that your product meets with the Market Philosophy of "Make It, Bake It, Grow It"; that you are a Salt Spring Island resident; and that the product is locally produced.

Depending on the number of vendors ahead of you and the number of points you have already accumulated, you may be assigned a location by the Market Coordinator. Again depending on the number of points you have accumulated, your location may be different each time you apply for a Day Vendor permit.

10. Application for Vendors

An example of the application for a Seasonal Vendor appears in Appendix D and the application for a Day Vendor is located in Appendix E. A maximum of 2 vendors' names can appear on the application for the Market. The two names that you put on the application must be the ones that will tend to the stall at the Market. These two vendors must participate in the making, baking or growing of the product.

There are two types of businesses at the market, a Sole Proprietor and a Partnership.

- a. For Sole Proprietorships, the first name that you put on the permit is the Primary Vendor and the second name is the Secondary Vendor. The first name is considered the Sole Proprietor and "owner" of the permit. For Seasonal Vendors, either the Primary or the Secondary Vendor must be present for at least 50% of the Saturdays (two Saturdays of each month (April to September); or three in a month (April to September) that has five Saturdays; and, one Saturday in October).

If you are working with someone else, it is important to consider who the first person named on the permit will be, as the Primary Vendor cannot transfer their Seasonal Permit or their seniority points to the Secondary Vendor, nor to anyone else. The second person named on the permit may be changed by the Primary Vendor at any time. The secondary vendor must participate in the making, baking, growing of the product.

- b. In a business that is a Partnership, both of the names that appear on the Vendor Application are considered Primary Vendors and "co-owners" of the business.

Again, for seasonal vendors, one or other of the partners must be present for at least 50% of the Saturdays (two Saturdays of each month (April to September); or three in a month (April to September) that has five Saturdays; and, one Saturday in October).

Proof of partnership IS required in the form of a Business Licence, Bank Account, Federal Business registration, PST or GST numbers.

New partnerships, where an existing Seasonal Vendor takes on a new legal partner, must be in existence for 5 years, before the new partner can inherit the permit solely.

- c. If a partnership dissolves, the points will be split 50:50, or as stipulated by a dissolution agreement, or by the courts.

11. Vendor Schedule of Fees (includes applicable taxes)

Fees Category	Flat Rate, (plus per Linear Foot Fee)	Per Linear Foot *
Seasonal	\$160.00 per season	\$1.50 (to a maximum of 8 ft)
Daily	\$5.50 per Saturday	\$1.50 (to a maximum of 8 ft)
Farm	\$1.00 per season	\$1.25 (up to 8 ft.) \$3.50 (per additional foot up to 2 ft. in width only) *
Youth Vendor	No Charge/ dependant on space availability	N/A
Child Vendor	No Charge/ dependant on space availability	N/A
Buskers	No Charge/ dependant on space availability	N/A
Not For Profit Organization	\$1.00 per season	N/A
Off Season	\$10.00	N/A
Supplemental fee for Power **	\$21.50	N/A
Supplemental fee for use of wash station ***	\$37.50	N/A

* Please note that linear footage refers to the front footage measurement only. Many booth areas are not as deep as they are wide. Please discuss your potential vending spot with the Market Coordinator before purchasing any tents or canopies.

** Where available, a vendor using power shall pay a supplemental fee. This service is not available in all areas of the Market.

*** Vendors that make use of the Market Wash-up Area shall pay a supplemental fee for water.

12. Payment of Fees

Seasonal Vendors

Seasonal Permits shall be paid before the last working day, of the PARC office, in February. The linear foot charge may be paid each Saturday to the Market Coordinator or at the end of the month.

If there are any arrears resulting from the prior year, they must be paid in full before current year's Seasonal Permit is issued.

Day Vendors

Fees shall be paid each Saturday to the Market Coordinator.

Farmers

The linear footage charge, for long season farmers, may be paid each Saturday to the Market Coordinator or at the end of the month. Short season farmers are asked to pay their linear foot charge each Saturday.

13. How Space is Assigned

Seasonal Vendors are guaranteed their designated space each week. In the event that they do not attend the Market on a given Saturday, the Market Coordinator will assign that space to a Day Vendor for the remainder of the day. The Seasonal Vendor cannot transfer their space to another vendor or person.

In the event that the Seasonal Vendor chooses not to return to the Market for that season or permanently, the Market Coordinator will offer that space as described in Section 9. In this situation, all eligible Day Vendors registered on the Vendor list move up.

A seniority point rating system is used to establish the order of placement of Day Vendors. Each time a Day Vendor shows up at the Market to vend, and is successful in being assigned a space for that day, he/she receives 1 point. The Market Coordinator records these points and they accumulate over time. The order of placement for the stalls is based on the Day Vendor with the highest number of points having first choice of location, the second highest having the second choice, and so on, until all the spaces are occupied. If you are not successful in getting a location, then you will not accumulate a point for that day.

New vendors can expect to start with a booth space of only 4 linear feet. Please note that linear footage refers to frontage measurement only. Many booth areas are not as deep as they are wide. Please discuss your potential vending spot with the Market Coordinator before purchasing any tents or canopies. Maximum stall size is 8 feet across the front, unless 'grandfathered' in or an eligible farmer.

A limited number of spots in the centre front aisle are available to Child/Youth Vendors and Non-Profits, on a first come, first served basis. Maximum size in the centre front aisle for these spots is 3' x 3'.

During the busy months of the Market Season, 5 vendor spaces will be available in the wide area of the boardwalk, for overflow only. These spaces will be allocated by the Market Coordinator, if and only if the usual Market area is full.

14. Special Notes for Vendors

Seasonal Vendors

Either the Primary or the Secondary Vendor, as listed on the Permit, must be present for at least 50% of the Saturdays (two Saturdays of each month (April to September); or three in a month (April to September) that has five Saturdays; and, one Saturday in October).

Farmers

Farmers have priority allocations of the space in Gasoline Alley and are requested to set up prior to 8:30 am. Farmers' space is allocated based on seniority among farmers' only. Farmers, who offer cut up samples of their produce, must file an "Application - Sale of Food at Temporary Food Markets" with the Vancouver Island Health Authority. Applications are available at the PARC office and can be faxed to the Health office at 250-519-3402.

Food Vendors

All Food Vendors, even if those holding other Health Permits, are required to have a current Health "Application - Sale Of Food At Temporary Food Markets " approved by the Vancouver Island Health Authority. This approval is specific to the Market in the Park and is renewable annually. You will need to show the Market Coordinator this approval before being accepted as a vendor in the Market. Application forms are available at the PARC office and can be faxed to the Health office at 250-519-3402 for review. More information can be found in the "Guidelines for Temporary Food Markets" (available at the PARC office, at the local Health Authority office, or at www.viha.ca). Food vendors are also required to have taken the Food Safe course. Any questions can be directed to the District Environmental Health Officer, Chris Laughlin, at 250-519-3401.

Food Vendors may be required, by VIHA, to have a self-contained washing facility, meaning the vendor must have washing facilities that meet the Capital Health Region's regulations, prior to making application for the Market.

Child and Youth Vendors

Children, 10 years and under, may vend for a maximum of 4 hours, and must be accompanied by an adult **at all times**.

Children, ages 11 and 12, may only vend a maximum of 4 hours per Saturday unless accompanied by an adult.

Youth vendors, between the ages of 13 to 17 inclusive, may vend for the current hours of operation.

Child/youth vendors are expected to make change, when necessary, from the purchase of their goods. Any child/youth selling food products must have a

permit from the Vancouver Island Health Authority and have taken a Food Safe Course. Please see the 'Food Vendor' section above, for more information.

Parents/Guardians of Child Vendors must sign an agreement that they have read and understand the Terms and Regulations regarding Child Vendors. Please remember that your child must be protected from the sun and prepared for inclement weather. Adequate water and nourishment must also be provided.

Buskers

The Market Coordinator will assign the three available spots for buskers. Buskers are permitted to perform a maximum of 20 minutes in each of the three allocated spaces, once per Market day, and only between the hours of 11am and 4pm. The Market Coordinator has the authority to determine the acceptability of busker performances and refuse space when considered necessary.

Child Buskers

Child buskers singing and/or playing music will be approved at the discretion of the Market Coordinator. A child musician will be required to have two songs memorized and when a Child Busker first starts out they will only be allowed to play for 10 minutes. A letter from the Childs' music teacher may be requested. A Child Busker must be accompanied by an adult **at all times**.

Non Profit Organizations

Space for Non Profit Organizations shall be allocated by the Market Coordinator, usually in the centre of the front aisle of the Market. Placement shall be made on a first come basis and only if space is available. Maximum space allotment in the centre aisle is 3' x 3'.

15. Days Off/Absent Points

Day Vendors are eligible to acquire one absent point for every four days they have attended and vended in the current Market season, to a maximum of four absent points per season. There is a \$5.00 fee for each absent point bought. Absent points may only be purchased for the current season.

16. Leaves of Absence

Seasonal Vendors

Any seasonal vendor that has attended the Market for a minimum of five years can apply for a leave of absence of up to one year. For extensions past this one year, a letter can be written to the Market Advisory Group. MAG shall review the request on an individual basis for extenuating circumstances such as medical, emergency etc.

Day Vendors

Any day vendor that has attended the Market for a minimum of three years and has earned a minimum of 75 seniority points can apply for a leave of absence of up to one year. For extensions past this one year, a letter can be written to the Market Advisory Group. MAG shall review the request on an individual basis for extenuating circumstances such as medical, maternity, family emergency, education in their related Market field, etc.

During this period of absence, the Day Vendor will retain the points they have accumulated up to this time, but will not acquire any new points during the period of absence. For example, if you left the Market Season with 100 Points, when you return as a day vendor you will still have 100 points. Please be aware that your seniority will more than likely decrease upon your return, as other day vendors who continue to attend the Market will continue to gather points during your absence. The 'four absent points' per year, as described in Section 15, cannot be purchased if on a Leave of Absence.

17. Equipment

Vendors are required to supply their own equipment such as tables, canopies and market umbrellas. Canopies may not exceed the size of your approved stall area to a maximum of **8 linear frontage feet**. Please note that footage refers to front footage measurement only. Many booth areas are not as deep as they are wide. Please discuss your potential vending spot with the Market Coordinator before purchasing any tents or canopies.

If you are selling by weight you must provide your own certified scales. If you do not own a scale, we suggest that you price your product by the unit (ie. the ear, the pint, head, bushel, bundle, peck, basket etc.)

Gasoline and diesel powered generators are prohibited at the Market but ones that run from hydrogen fuel cells will be permitted if they are silent.

Power cords may be permitted at the discretion of the Market Coordinator but may not cross any pedestrian walkway.

Spritzers, atomizers or any similar equipment may not be used to promote a product at the Market.

18. Vendor Parking

In order to increase the amount of parking available for Market customers there is no parking anywhere within the downtown core area including the creek side of Gasoline Alley.

Vendor parking is available in the upper parking lot of ArtSpring on Seaview Road, along Seaview Avenue, Jackson Avenue and Rainbow Road.

Parking is not permitted in the area in front of Centennial Park along Fulford Ganges Road between the hours of 7:00 am and 5:00 pm on Saturdays. This area can be used by Seasonal Vendors for loading and unloading (See Section 19 for Loading/Unloading procedures). Please remember that there is no parking or stopping anytime where there are yellow curbs and shoulders.

Parking Decals are issued, by the Market Coordinator, to Seasonal Vendors to assist in the loading and off-loading for the Market area fronting Fulford-Ganges Road.

If your vehicle has been parked within the downtown core area, penalties will be issued as follows:

1st Offence - verbal warning.

2nd Offence - written warning

3rd offence - market privileges cancelled

19. Loading and Unloading

Seasonal Vendors – Front Bricked Area

- Arrive at the Market early to help alleviate the congestion as a result of unloading.
- The area in front of Centennial Park along Fulford-Ganges Road may be used by Seasonal Vendors for loading and unloading as long as you display your Market decal, you do not double park and you keep the length of stay is short.
- Unload your vehicle and, **prior to setting up**, move your vehicle to one of the approved parking locations outside of the Ganges core. Please do not leave your vehicle in the market area while running personal errands or setting up, as others are waiting to unload.
- At the end of the day, **pack up everything ready for loading** prior to bringing in your vehicle.

Gasoline Alley Vendors

- When unloading your product, day vendors should unload onto the sidewalk on the park side of Gasoline Alley and wait for the Market Coordinators to assign you a vending space.
- Do not unload in the area at the front of the market as this area is reserved for Seasonal Vendors, whose stalls are in the front bricked area.
- Unload your vehicle and, prior to setting up, **move** it to one of the approved parking locations outside of the Ganges Core.
- Keep the access to Gasoline Alley and the gasoline pumps clear when loading and unloading.
- At the end of the day, **pack up everything ready for loading** prior to bringing in your vehicle, as space is limited in Gasoline Alley. Vehicles may not enter the Gasoline Alley area until after 4pm.

20. Clean Up

It is the responsibility of all Vendors to leave their vending space free of any garbage at the end of the day. Vendors are responsible for removing their own personal trash or debris, and taking it home. The Market garbage cans are for customers only.

In the event that the Vendor does not clean up, a \$20.00 cleaning fee will be charged to the Vendor.

Seasonal Vendors must pay the Clean Up fee at month's end with their regular fees. Day Vendors must pay the clean up fee prior to the next Market Day or a stall may not be assigned.

21. Market Etiquette

- a. As a general rule of consideration, a vendor will not do anything at or near a vendors stand or elsewhere in the Market that will cause a nuisance to other vendors or the public, whether by noise, debris, smell or otherwise.
- b. Spritzers and atomizers shall not be used at the Market to promote products.
- c. Use your space to the best advantage without infringing on your neighbors.
- d. If you have an 8 ft stall and an 8 ft table don't expect your neighbor to provide access through their market stall to your booth.
- e. Please be aware that most 8 ft stalls are not 8 feet deep, so an 8 ft tent or canopy will not fit within the booth area. In addition, many 8 ft tents are 8' x 8' at the top, but have legs that extend out to the side past 8 feet. Please discuss your potential vending spot with the Market Coordinator before purchasing any tents or canopies.
- f. Vendors are required to provide a clean and sanitary environment.
- g. Please work from within your allotted space. In the case where samples are provided, ask customers if they are interested in a sample, while remaining within your market stall.
- h. When offering samples please provide napkins and a garbage container for the refuse.
- i. If you have visitors to your market stall please try to keep the visit length short or have the visitor come around the back of the booth for longer chats. This will help to improve the traffic flow and visual access.
- j. No alcohol or illegal drugs are to be brought to, sold or used at the Market.
- k. Pets must be left at home.
- l. Provide proper childcare for young children.
- m. If you sell out, and are leaving early, please do so with a minimum of disruption to your neighbours and their customers. If possible, pack up and leave your tables, etc in place until the end of the Market day.

22. Animals

Dogs are not allowed in the Market area. The SPCA has determined that environments such as the Market are a stressful site for animals. Please leave your pets at home.

The sale of or giving away of animals at the Market is strictly prohibited.

23. License and Special Requirements

- a. Vendors are responsible for informing themselves about and complying with Regional, Provincial, and Federal health, taxation and licensing requirements governing the production, display, distribution, sampling and sale of their products.
- b. Vendors selling food must have a current approval of the Vancouver Island Health Authority. Food vendors are also required to have taken a Food Safe course. See Section 14 for more information.

24. Liability

Vendors are strongly encouraged to obtain general liability insurance. The Capital Regional District does not insure the Vendor nor the Vendors Products.

25. Concerns and Suggestions

Please do not lodge any complaints during the time of the Market Set-Up to the Market Coordinator. As you can appreciate, this is an extremely busy time of day. Voice your concerns later in the day when all the vendors are settled.

If the Market Coordinator is unable to deal with your concern, you will be asked to submit your complaint or suggestion to the Market Advisory Group in writing with a signature. Please write a letter or use the form provided in Appendix H. This may be handed in to the Market Coordinator, mailed it to the PARC Office at 145 Vesuvius Bay Road, Salt Spring Island, BC, V8K 1K3, or emailed to ssiparc@crd.bc.ca .

Your suggestions and concerns will be considered as soon as possible by the Market Coordinator and/or Market Advisory Group as applicable. Please remember that the Market Advisory Group is a volunteer group and that regularly meets twice --- once in the spring, once in the fall. Additional meetings may be called during the market season if and when required, so please be patient in waiting for a resolution.

Neighbour Vendor Disputes

If your neighbour or neighbour's customers do something that you don't agree with or like, wait until the customer leaves before speaking to your neighbor. Speak quietly and rationally. Try to come to a mutual agreement. If you cannot resolve the issue, ask the Market Coordinator to assist you both in the resolution. If this process cannot achieve mutual satisfaction, then the Dispute will be resolved using the 'Vendor Dispute Resolution Policy' as found in Appendix H.

Questionnaire

At the end of the season a Market Survey is distributed to all vendors. This is another opportunity to voice your concerns and offer suggestions that can help to improve the market operation in the coming years.

Your comments are valued and appreciated.

26. Enforcement and Disputes

All rules of the Market are enforced by the Market Coordinator who has the ultimate on-site authority and who is responsible to the PARC Commission.

The Market Coordinator may enforce Market policies and guidelines with respect to vendor behavior, parking during Market hours, types of goods being sold in the Market, litter control, substance abuse and all other written policies on the basis of:

1st Offence - verbal warning

2nd Offence - written warning

3rd offence - market privileges cancelled

If the Vendor does not comply with the guidelines established by the PARC Commission, the Market Coordinator may take any reasonable action, including immediately barring the vendor from the Market for that day and any future days.

The vendor may appeal any decision of the Market Coordinator, concerning violation of these rules, in writing to the Market Advisory Group. The Market Advisory Group shall review the appeal and make recommendation to the PARC Commission.

The decision of the PARC Commission shall be final.