



# SALT SPRING SATURDAY MARKET APPLICATION FOR SEASONAL PERMIT TO VEND

**Primary Vendor** (no company names): \_\_\_\_\_

**Secondary Vendor** (if applicable as defined on page 3): \_\_\_\_\_

**Partnership** (if applicable as defined on page 3): \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Mailing Address** (if different from above): \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work/Cell Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**License Plate:** \_\_\_\_\_ **Where you intend to park:** \_\_\_\_\_

**If possible, I would like to maintain my vendor stall placement from last year.** [ ] Yes [ ] No

**Any or all of my products are food based.** [ ] Yes [ ] No

**Any or all of my products are bottled alcohol.** [ ] Yes [ ] No

**Farmer Status** (as defined on page 3) [ ] Yes [ ] No

**Power required** (\$1.10/day) [ ] Yes [ ] No

**Water/wash station required** (\$1.49/day) [ ] Yes [ ] No

**I propose to retail the following items (detailed description):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the Market. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Manager, Risk, Insurance and FOI at 250-360-3000.*

## SATURDAY MARKET WAIVER

1. I declare that I am a producer-based vendor, as defined on the page 3, and agree to provide to the Salt Spring Island Parks and Recreation Commission such information as may be required to verify this claim.
2. If granted a permit to vend, I agree to comply with and be governed by the regulations set out by the Salt Spring Parks and Recreation Commission under the Capital Regional District (CRD)
3. If selling a food-based product, I declare to hold a current Island Health (IH) permit and agree to comply with and be governed by the regulations set out by IH.
4. If selling alcohol, I declare that I am a licensed liquor manufacturer with an onsite store endorsement and authorization from the BC Liquor and Cannabis Regulation Branch.
5. I am aware that all cannabis sales conducted by non-medical cannabis retail store licensees must be conducted at the physical store location. Cannabis sales are not permitted at the Market.
6. I am aware that it is my responsibility as the Vendor to provide appropriate insurance coverage for the Market. By signing this seasonal vendor application I am accepting/confirming that I am aware of this responsibility to provide insurance and acknowledging that the CRD has no responsibility to carry, nor secure insurance for me. (This acceptance confirms that you are aware of the insurance requirement, proof of insurance is not required for the event.)
7. The Vendor will indemnify and save harmless the Capital Regional District (CRD), its commission, directors, officers, employees, servants, agents and volunteers and contractors and all other licensees and invitees of the CRD, from and against all claims, actions, damages, losses, costs, expenses and penalties which the CRD, its commission, directors, officers, employees, servants, agents, volunteers and contractors may incur by reason of the exercise by the Vendor or its employees or agents of the rights granted by this Agreement or the breach by the Vendor or its employees or agents of this Agreement or the Saturday Market Vendor Guidelines.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Office Use Only:

- PerfectMind
- Market Coordinator approval

## EXCERPT FROM SATURDAY MARKET VENDOR GUIDELINES 2023

### Products

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 Island Health (IH);
- c) Cultivated plants and flowers, including cut flowers;
- d) Craft items that are of original, unique work or original design. In all items:
  1. the handcraft component must dominate the commercial component;
  2. the commercial components must be transformed in a way that makes the work unique;
  3. the starting material must be significantly altered and enhanced by the artisan;
  4. 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 where the prints, photos, replicas or tapes are made by or at the direction or under the supervision of the artist.

### Definitions

- a) **"Resident"** is a vendor whose primary residence is on Salt Spring Island. A vendor must show two (2) items that prove that 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;
- b) **"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;
- c) **"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;
- d) **"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;
- e) **"Partnership"** – Two vendors that both appear on the Vendor Application and have provided proof of partnership. See **Section 10 - Application for Vendors in the Saturday Market Vendor Guidelines**;
- f) **"Farmer"** – a resident who vends eligible farm products as defined by the BC Assessment Authority on land classified for farming purposes that the farmer owns or leases. Eligibility is determined by valid BC Assessment notice indicating farm status or a valid BC Farmer ID Card:
  1. A farmer is permitted to sell value-added products whose contents, by volume, contain at least 50% of the product they have received farmer certification for.
  2. All value added farm product vendors must have their products reviewed by a Market Advisory Group subcommittee to ensure the product complies with market guidelines and the spirit of the market.
  3. A farmer may use 10% of their booth space to sell non-farmed products as long as they have been produced by the farmer and follow the regular market guidelines.
  4. A farmer definition includes a vendor who leases land for the purpose of farming from the Salt Spring Island Farm Land Trust.
  5. Farmers who do not qualify for farm classification under BC Assessment may appeal to the Market Coordinator.

**Vendor Schedule of Fees 2023 (plus 5% GST)**

<b>PERMITS</b>	
Seasonal (Farm/Non-Farm)	\$218.49 /season
Day (Farm/Non-Farm)	\$7.68 per day
Off-Season	\$63.00 per off-season
<b>LINEAR FOOTAGE FEES</b> Maximum 8 feet frontage*, unless grandfathered	
Seasonal (Non-Farm)	\$2.90 per frontage foot per day
Day (Non-Farm)	\$2.90 per frontage foot per day
Farm (Seasonal and Day)	\$2.90 per frontage foot per day
<b>OTHER</b>	
Power**	\$1.10 per day (where available)
Wash Station / Water***	\$1.49 per day
Cleaning Fee****	\$36.35/hour

\* 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.

\*\*\*\* In the event that the Vendor does not clean up, a \$36.35 /hour cleaning fee will be charged to the Vendor. Vendors must pay the cleaning fee by the next Market Day or a stall may not be assigned.

Seasonal Vendors can pay frontage fees directly to the Market Coordinator on Saturdays or make a one-time payment for the entire season at the CRD Administration office. Day Vendors must pay fees directly to the Market Coordinator on the day of the attended market.

All vendors handling food must have appropriate Island Health certification, Food Safe certification, Liquor certification and Liability insurance. All certificates must be completed and attached to this application for review by the Market Coordinator.

**If you have add new products: You need to add them to your application.  
You need to have certification and have them approved.**

Please ensure that you, your employees and any helpers have received and read the Vendor Guidelines 2023.

**Market Hours of Operation**

Saturday's 9am – 4pm

- Set up commences at 7am
- Vendors must be onsite by 9am
- Set-up must be complete by 9:45am
- Vehicles to be offsite of market area by **8:30 am**

**Dates**

**Seasonal and Day vendors – Please circle the dates you would like to attend the 2023 season.**

April 1, 8, 15, 22, 29

May 6, 13, 20, 27

June 3, 10, 17, 24

July 1, 8, 15, 22, 29

August 5, 12, 19, 26

September 2, 9, 16, 23

October 7, 14, 21, 28

- If you are a seasonal vendor you must circle the dates you will be attending.
- Please indicate the frontage you require: \_\_\_\_\_

**IMPORTANT**

The Market Coordinator will work from the list of vendors who return this application.

Seasonal and Day Vendors will be notified the Friday before the market if there is a spot for them in the market that week – an email will be sent out with a vendor list and map for the market.

Seasonal and Day Vendors that CANNOT attend, need to notify via email by the Wednesday prior to the market, so the spot can be reassigned. \*\*\*IF YOU DO NOT NOTIFY by email that you are not attending, you will be charged the day fee as attending the market.

All dates are to be marked off on this form.

**Applications should be returned to:**

**[marketinthepark@crd.bc.ca](mailto:marketinthepark@crd.bc.ca)**