



Kimberley Village Market 2010

Market Mission:

- To create a weekly “event” in the Platzl that will create vitality and traffic for local businesses during the summer tourist season
- To provide the opportunity for local artisans, growers and businesses to sell their product directly to the consumer at a central Market
- To foster social gathering, community activity, shopping locally and to showcase local entertainers

Governing Body

- The Kimberley Village Market will be administered by the Kimberley and District Chamber of Commerce.

The Chamber will:

- Establish policy & regulations for the Market adopting & amending as needed
- Establish requirements for participation in the Market and issue vendor Permits
- Establish and collect vendor space fees
- Establish the operational schedule of the Market
- Advertise and promote the Market
- Coordinate the Market Steering Committee
- Appoint the Market Manager
- Promptly communicate any changes to Market Policy or regulations to vendors.

The City of Kimberley will:

- Ensure power is available at the Platzl bandstand for entertainment use
- Issue a Street Occupancy Permit to the Kimberley and District Chamber of Commerce for the duration of the Market

Market Management:

The Market Manager is responsible for the orderly & efficient conduct of the Market and for implementing the rules and regulations. The market manager represents the Chamber during market days.

“Market Management” is the Chamber Manager

The Village Market Steering Committee:

The Kimberley Village Market Steering Committee shall consist of (at a minimum) the Kimberley Chamber/Market Manager (non-voting), 2 (two) members of the Chamber Board of Directors, one representative of market vendors and one representative of downtown merchants.

The Steering committee will:

- Provide a forum for dispute resolution under section 30.
- Provide information and advice to the market management on efficient and effective Market operation

Policy and Regulations

Welcome to Kimberley Village Market.

It is our goal to make the market successful for our vendors and an enjoyable and safe experience for all. Please read and follow the regulations and direct any comments or concerns to Sioban Staplin at Kimberley and District Chamber of Commerce. 250-427-3666

1. **Vendors Permit:** Upon successful completion of the Market Application and approval you will be issued a Vendor's permit for the dates that you book.
2. **Interior Health Permit:** Food/beverage vendors must provide a copy of a valid permit from Interior Health and a valid Food Safe Certificate. Contact inspector Peter Richter at 1-888-426-7566
3. **VENDORS:**

The following are the criteria for the types of vendors permitted at the Kimberley Village Market.

These criteria do not apply to existing Kimberley merchants.

All items will be juried and final approval of items is at the discretion of the Market and/or Chamber Manager:

Preferred Vendors:

- a. Items of a home made, hand crafted, locally grown or produced nature
- b. Local artisans are invited to participate in the Market and demonstration activity is encouraged.

Other Vendors: (This class of vendors are permitted as up to 20% of total.

- c. Imported (from outside of Canada) handcrafts
- d. Flea Market – the Northern wing of the Platzl will accommodate "Flea Market" Vendors.

The Market Manager reserves the right to select vendors and product mix to ensure a good balance of products. While every effort will be made to accommodate you at our market this season, not all applicants will necessarily accepted.

4. **Participation by Non-Profit Organizations:** Not for profit community groups may apply to participate free of charge as space allows.
5. **Platzl Businesses:** Platzl businesses may participate in the Market free of charge by placing sidewalk sale tables within the legal frontage of their businesses, patio cafes or patio extensions to current restaurant operations.
6. **Vendor Space:** Space is booked on a first-come first-served basis and is allocated solely at the discretion of the Market Manager. Vendor Space is defined as an approximately 10' x 10' (or equivalent) area and does not include electricity, water, tables, chairs, tents or other display equipment. All awnings, tents or other temporary structures set up by the vendor must be properly secured.
7. **Sub-letting:** No vendor may sub-let their space to another vendor without prior permission of the Market Manager. Any substituting vendor must apply for a permit and be approved.

8. **Assigned Space:** Vendors must accept space as assigned and may not move to another space without specific permission from the Market Manager. "Permanent" locations may be assigned on a first-come, first-served basis to vendors who have paid the seasonal fee.
9. **Maintenance:** Sellers are required to keep their market space neat and clear of obstacles, litter and debris. Sellers are required to clean their sales area and remove all refuse at the end of the day.
10. **Signs:** All signs (hanging or free-standing) shall be of a neat and professional appearance and be placed within the allotted vendor space. Signs shall not impede or interfere with adjacent vendors.
11. **Village Theme:** Vendors are encouraged to participate in the "Village" theme by adding flower baskets and other props to their display that will add to the warm Village ambiance that we wish to achieve.
12. **Pricing:** All products offered for sale must be priced clearly and any taxes must be indicated. The vendor is responsible for collecting and remitting applicable taxes.
13. **Weight:** Where vendors are selling products by weight, they must have scales that have current certification in accordance with the provisions of the Weight and Measures Act Canada.
14. **Organic:** Only certified organic produce may be sold as organic.
15. **Marketplace Season:** The Market will run from the weekend of June 21 to weekend of September 6. Additional dates may be added if there is sufficient demand by vendors.
16. **Market Day of Operation:**
The Market will run Sundays from 10:00 am to 2:00 pm. No vendors may start tear-down prior to 2:00 pm.
17. **Market set-up and tear-down:**
Set up from 9:00 am to 10:00 am. Tear down from 2:00 pm to 3:00 pm
18. **Vehicles** are permitted access to the Platzl area for delivery of materials for set-up and take down. Please deliver materials as quickly and efficiently as possible and ensure that fire lanes are not blocked. Vehicle parking is available in the Platzl Parking lot and on adjacent streets.
19. **Market Fees** – Fees cover space, advertising & promotion of the market, insurance and administration.
 - a. Daily Fee: \$ 15.00 + HST
 - b. Monthly Fees (4 consecutive markets): \$ 50.00 + HST
 - c. Season Fee: (12 markets): \$150.00 + HST
20. **Payment:** Fees must be received one week prior to the market dates booked by the vendor. Payments are to be made out to Kimberley Chamber of Commerce. No space will be held without payment. A \$30 fee will be applied to NSF cheques.
21. **Method of Payment:** The Chamber of Commerce accepts Visa, Mastercard, Debit Card, cheque or cash for space fees.
22. **No Smoking:** Smoking is not permitted during the market or within a 25 foot area around the Market including during set-up and take-down.
23. **Incident Weather:** In case of bad weather it is up to the vendor to decide whether to set up, however, there will be No Refunds due to bad weather.
24. **Attendance:** To ensure efficient market operation vendors must immediately notify the Market Manager if they are unable to attend a market date that has been booked. In the case of emergency vendors are requested to notify the Market Manager as soon as possible.

25. **Refunds:** Refunds will be considered based on a vendor presenting extenuating circumstances and may be issued at the discretion of the Market and Chamber Managers.
26. **A paid season or weekly vendor who is absent:** The Market Management has the right to re-assign the absent vendor's stall/s to another vendor on that day with no refund to the absent vendor.
27. **NO PETS:** For the safety and enjoyment of vendors and attendees vendors are **strictly** prohibited from having pets at their space.
28. **Music:** Entertainment will be a part of the market environment so we ask that vendors do not play extraneous music at their space that may interfere with the performance and public enjoyment of entertainers

29. **Causes for Exclusion from the Market**

Vendors may be excluded from the Market for the following reasons:

- a) Product does not meet the standards of the market set out in section 3; or,
 - b) Inappropriate behavior with fellow vendors, customers, Platzl businesses or Market Management or,
 - c) Non-payment or a second bad cheque or,
 - d) Receipt of three notices for non-compliance.
28. **Notice of Non-Compliance**
- a) First notice will be a verbal warning from the Market Manager with a request to the vendor to reread the rules and regulations and communicate the vendor's willingness to comply with them.
 - b) Second notice will be communicated in writing and will result in the vendor being dismissed from the market for two (2) market days with no refund. The vendor will receive written notice stating what violation(s) occurred and the date on which the vendor may return to the Market.
 - c) Third notice will result in cancellation of the vendor's Permit and dismissal of the vendor from the Market without a refund.

29. **Vendor Agreement:**

The vendor's signature on the application verifies that the vendor has carefully read, understands and agrees to all provisions of the agreement and the Market Policy and Regulations.

30. **Dispute Resolution:**

Any concerns or disputes must first be submitted in writing to the Market Manager in person or to manager@kimberleychamber.com

Any disputes that cannot be satisfactorily rectified by the Market Manager will be presented to the Kimberley Village Market steering committee.

Please present any disputes for consideration in writing to:

Kimberley Village Market Steering Committee

270 Kimberley Avenue Kimberley, BC V1A 0A3

Or via Email to the Market Steering Committee Chair:

Allyson Hunter

allyson@mountainspritresortandspa.com

Rev May 12, 2010



Kimberley Village Market 2010

VENDOR APPLICATION

Vendor Business Name:	
Contact/Proprietor Name:	
Mailing Address Street:	
City:	Postal Code:
Phone:	Cell:
Email:	
Best contact times:	

<p>Please describe your products and or services:</p>

Kimberley Business License #
Interior Health Permit # (if required-copy attached)
Food Safe Certificate # (if required-copy attached)
Vendor Permit: Approved/Not approved
Permit # Issued: Signature:

Market Dates: Please check all dates that you plan to attend

Note: Space will not be confirmed until payment is received

DATE	Attending	Payment Received	Space # allotted
June 20			
June 27			
July 4			
July 11			
July 18			
July 25			
August 1			
August 8			
August 15			
August 22			
August 29			
September 5			

Rates: \$15.00 + HST per day; \$50.00 + HST four consecutive Sundays. \$150.00 Season – 12 Sundays (two free!) + HST

Method of Payment:

Visa

Master Card

Card Number: _____ Exp. _____

Debit Card

Cash

- Approved Cheque

Date received: _____

Amount received: _____

INDEMNITY AGREEMENT

The undersigned agrees to abide by all the terms and conditions outlined in the Kimberley Village Market Policy & Regulations. Further, the undersigned agrees to hold harmless the City of Kimberley and the Kimberley & District Chamber of Commerce or any of their respective agents, servants, employees, officers and directors for any losses, damages, injuries, claims or judgments incurred as a result of the undersigned's participation as a vendor in the Kimberley Village Market.

Signed this _____ day of _____, 2010

in the City of _____

Signature: _____ Print Name: _____

Witness: _____ Date: _____

Witness Name _____ Position: _____