

ECOSOCIETY MARKETS 2019 Vendor Handbook



WEST KOOTENAY

EcoSociety

markets@ecosociety.ca

West Kootenay EcoSociety 2019 Nelson Outdoor Markets Vendor Handbook

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West Kootenay EcoSociety operates the markets as a means of promoting and supporting local food sustainability to further its mission. While EcoSociety knows a variety of vendors make the markets thrive, EcoSociety will strive to put local farmers first whenever it can and prioritize connecting local growers with customers.

EcoSociety is also endeavouring to reduce its market footprint. It is very important to us that the markets continue to move towards low waste, therefore the vendor guidelines have been amended to include more rigorous waste reduction guidelines for this year and expect prepared food vendors to participate in.

EcoSociety would like to thank all the vendors for their hard work and dedication and for the spirit of cooperation which makes our markets fantastic and unique. Any profits from the market vendor fees fund the continuing work of the West Kootenay EcoSociety. To learn more about the West Kootenay EcoSociety, visit us online at www.ecosociety.ca.

EcoSociety proudly offers the following market opportunities this year:

- Cottonwood Community Market - EcoSociety administered since 2001
- Nelson Downtown Local Market - EcoSociety administered since 2009
- MarketFest - EcoSociety created and administered since 2006
- Nelson GardenFest - Created in 2001, EcoSociety administered since 2014
- Nelson HarvestFest - EcoSociety beginning this year 2019, Details TBA
- Winter Craft Fair - EcoSociety created and administered since 2012

These guidelines have been developed and improved over many years of the Nelson outdoor market operations. The main purpose of these guidelines is to ensure the smooth and safe functioning of the markets. These guidelines have been updated this year to better reflect EcoSociety's mission and values. We expect all vendors to abide by these guidelines and act in a responsible and cooperative manner with the public, peers, and market staff to create a professional and welcoming atmosphere at the market.

The Markets Coordinator will be circulating at the market to remind vendors to comply with these guidelines and to address potential conflicts. Please report guideline violations directly to the Markets Coordinator.

PLEASE READ, REVIEW AND REMEMBER THE FOLLOWING GUIDELINES!

B. VENDOR RULES AND GUIDELINES

1. MARKET VENDOR SET UP TIMES

Cottonwood Community Market: Set up 8:00 am to 9:30 am. Operating time 9:30 am to 3:00 pm.

Downtown Local Market: Set up time is 8:30 am to 9:30 am. Operating time 9:30 am to 3:00 pm.

MarketFest: Set up time is 5:00 pm to 6:00 pm. Operating time 6:00 am to 10:00 pm.

GardenFest: Set up time is 7:00 am to 10:00 am. Operating time 10:00 am to 3:00 pm.

Winter Craft Fair: Set up time is 9:00 am to 10:00 am. Operating time 10:00 am to 4:00 pm.

All **Cottonwood and Downtown** market vendors must arrive before 8:30 am (Downtown Market vendors can only start to set up at 8:30 am when Baker St. is close off) and all unfilled spots will be given away at 9:00 am. Season vendor spots can be given away at 9:00 am if they are late or are a no show.

Vendors must stay for the duration of the operating hours of all the markets. No exceptions.

2. BE PREPARED

Bring a float (change), proper signage, portable table, tablecloth, 10x10 pop up tent canopy, chair(s) and clothes for different weather conditions.

All EcoSociety outdoor market vendors must have at least 10 lbs weights for each tent leg. This is for keeping tents on the ground in high wind situations.

When vending at the Downtown Market please remember to bring a sheet or cloth that will cover the back of your 10x10 tent. This is part of our licensing agreement with the city, so it is mandatory.

3. MARKET PARKING

Cottonwood Market: After unloading at the Cottonwood Market, move your vehicle to the Rod and Gun Club parking lot (the north side of that lot is city property next to the auto body shop), the city parking lot next to Maglio's Building Supplies or use street parking away from the market event space.

Downtown Market: Park at least 2 blocks away from the market or at the parkade located in the 400 block of Vernon Street.

MarketFest: Park at least 2 blocks away from the market or at the parkade located in the 400 block of Vernon Street.

Garden Festival: Park at least 2 blocks away from the market or at the parkade located in the 400 block of Vernon Street.

Winter Craft Fair: Park at the far end of the Central School parking lot or on the street. Allow maximum parking near the gym so customers have parking spaces near the gym entrance.

4. MARKETING/PUBLIC RELATIONS

Vendors should consider the following as important for making the Nelson outdoor markets the best that they can be: clear and well-designed signs, well laid out displays, appropriate and clean attire, and commitment to a high quality product. Since one function of the market is to build community connection, make an effort to engage your customers, maybe learn the names of your frequent customers, hand out samples, etc.

To help ensure maximum attendance at the markets, vendors should share promotional material provided by EcoSociety through their marketing and promotional channels.

5. VENDOR PRODUCT PREFERENCE

When selecting vendors for drop-in, rotating, or season spots, preference is given to products in the following order:

- local vendor-grown produce within 150km of Nelson.
- local vendor handmade products or food, ideally from locally sourced materials
- locally produced products
- fairly traded imports and quality collectables (**not allowed at Downtown Market**)

6. READY TO EAT FOOD VENDORS

Food vendors must talk to a health inspector with BC Ministry of Health in Nelson to get a **Temporary Food Vendors Permit** before coming to any market. They also need a current **Food Safe Certificate** unless selling only low-risk foods. All food handling must comply with safe food practices.

EcoSociety is striving to reduce its market footprint. It is very important to us that the markets serve as a role model for low-zero waste management in the community.

All food vendors must use only reused, biodegradable or reusable packaging and service items.

All foods must be served with a minimum of waste. Vendors must offer bins with garbage bags for all their garbage, and organic compostable food waste they generate. EcoSociety will provide signage for

all ready to eat food vendors to label bins appropriately. Vendors are responsible for monitoring people disposing of waste in their bins, ensuring the proper materials are in each bin with a garbage bag.

At the end of each market, vendors must bring all bags separated to the designated area for the Markets Coordinator to dispose of. Vendors are responsible for ensuring the correct waste bags in in correct locations as signed by Markets Coordinator.

Free samples are encouraged but avoid large servings that may discourage purchases from other vendors.

Bottled water, juice packs and commercial food products are not allowed at the Cottonwood Market or the Downtown Market.

Foods and beverages should all be locally made, preferably by the vendor and ideally from locally grown food. The market manager will be regularly checking to see that food vendors are following these rules.

Food vendors wishing to attend the market on a drop-in basis must check with the Markets Coordinator beforehand. The Markets Coordinator may choose to limit the number of food vendors or specific foods or beverages in their best assessment to ensure the market functions at optimal vendor diversity..

7. LOCAL PRODUCE AND ARTISAN VENDORS

As EcoSociety strives to have a low-zero waste market product packaging shall be reused, recyclable or biodegradable.

Vendors putting items in bags should first encourage customers to bring their own reusable bags and otherwise provide customers with reused plastic or other material bags. No new plastic bags will be given by vendors to customers at the market.

8. DOWNTOWN MARKET VENDOR RULES

Vendors must have at least **80%** locally produced products for sale. The term “local”, with regards to the Downtown Market, means areas in the West Kootenay region within 150 km radius of Nelson. Imported products need to have signs saying where they are from and how they are fairly traded.

All vendors at this market will have their tents facing inward towards the centre of the market street . with the back of their tents next to the sidewalk curb. All vendor tents must have a fabric wall on the back of their tents.

All vending and signage must be within the confines of your assigned stall space.

No hot or cold coffee can be sold at the Downtown Market. This rule is in place out of respect to the many existing coffee retailers downtown. In general, we strive to have unique products that complement rather than compete with Nelson's retail market.

5. DOWNTOWN MARKET VENDOR SELECTION AND ROTATION

Due to the limited space available for vendors within the **Downtown Market**, EcoSociety will select vendors according to what will benefit the **Downtown Market** as a whole. Seniority is considered in this vendor selection process along with product mix, marketing, dependability, past vendor professionalism and personal vendor conduct. EcoSociety will place vendors in the market according to our judgment and discretion in order to benefit the market as a whole.

Vendors whose companies and company practices are found to not align with EcoSociety's Mission and Vision, may not be eligible to vend at EcoSociety's markets. If a vendor is unsure about if their practices are aligned, they should contact the Markets Coordinator before payment is made to secure their vending spot. The Markets Coordinator may seek support from the Executive Director and Board of Directors to make decisions. All decisions made are final and no refunds will be given if vendor is removed and has already paid.

6. DOWNTOWN MARKET SEASON VENDOR ABSENTEEISM

Season vendors who fail to appear at the **Downtown Market**, without just cause as determined by the Market Manager, will be subject to a no-show point system. **Any vendor who accumulates 12 points will forfeit their market spot.** No refunds will be given for forfeited market spots. Points will be given as follows:

- *For each no-show without notice: 5 points*
- *For each cancellation with less than one week of notice: 4 points*
- *For each cancellation with one week of notice or more: 3 points*

7. PRODUCE VENDORS AT COTTONWOOD AND DOWNTOWN MARKET:

Reselling at the EcoSociety Markets is not allowed. All produce vendors must directly produce 80% of what they are selling. Farmer vendor cooperatives, collectives or associations (formal or informal) are allowed to sell if properly indicated by signage, ie name and location of cooperative or collective members with produce being sold. **The remaining 20% may be sold under this arrangement. Each farmer in a farmer vendor cooperative, collective or association is not required to attend on the day of a farmers' market.** All produce vendors must have signage that says your name or your farm's name and a description of your produce. Vendors must clearly display prices for produce, and indicate whether their products are certified organic, Kootenay Mountain Grown, otherwise certified, conventionally grown, locally grown, grown by vendor, not grown by vendor, etc. Produce vendors must display these signs at all times. Product descriptions and prices are important as customers want

to understand what it is that they are purchasing. The Markets Coordinator will ensure that produce vendors are complying with these rules.

8. PRODUCT PRICING

Pricing is up to the individual vendors. Produce prices at the market may vary from vendor to vendor and depending on quality grades. **All vendors must show clearly visible pricing on all of their products.**

9. WILD MUSHROOMS

No wild or wildcrafted mushrooms are allowed to be sold at any of the Nelson outdoor markets that are managed by the EcoSociety. This is due to concerns over potentially poisonous mushrooms being sold to the public.

10. CONSIDERATION FOR CUSTOMERS AND VENDORS: SMOKING, DOGS, PERFUME

No smoking is permitted in and around the EcoSociety Nelson markets.

No vendor dogs are allowed at any of our markets. All customer dogs must be leashed at all times while in the market event sites that EcoSociety administers.

Please also be aware that incense and perfumes often makes other people feel nauseous and unwell. No incense burning is allowed at any of the EcoSociety markets.

11. CLEAN UP

EcoSociety will charge a \$25 fee for any vendor who leaves a mess or does not clean up properly after themselves at all of the markets that EcoSociety operates.

Cleaning up your booth space is mandatory—this includes any garbage, recycling, fruit and veggie scraps, flower cuttings, straw, food waste, etc.

Vendors must offer bins with garbage bags for all their garbage, and organic compostable food waste they generate. EcoSociety will provide signage for all ready to eat food vendors to label bins appropriately. Vendors are responsible for monitoring people disposing of waste in their bins, ensuring the proper materials are in each bin with a garbage bag.

At the end of each market, vendors must bring all bags separated to the designated area for the Markets Coordinator to dispose of. Vendors are responsible for ensuring the correct waste bags in in correct locations as signed by Markets Coordinator.

C. MARKET REGISTRATION

1. COTTONWOOD COMMUNITY MARKET

Season vendors who participated in the 2018 Cottonwood Market have first right of refusal for participating in the 2019 Cottonwood Market season. 2019 Cottonwood Market vendor invites will go out in April and the 2018 Cottonwood Market vendors have until April 30th to apply and send payment. Any open season vendor space left after April 30th will be then offered to vendors on the 2019 Cottonwood Market vendor wait list. If you want to get on this list please email: markets@ecosociety.ca

Drop-in vending:

Visit www.ecosociety.ca/markets/vendor-information for rules on how to be a drop-in vendor.

Day-of drop-in vendors are welcome at **Cottonwood Market** throughout the market season. With the exception of ready-to-eat food vendors, Cottonwood Market does not require day-of drop-in vendors to pre-book a vendor spot. *If you are a ready-to-eat food vendor, please contact us before coming to the market.* It is a good idea to show up at Cottonwood Market at 7:45 am on market days to better ensure that you can get a vendor spot. Please wait by the stage at the market event site at Cottonwood Falls Park and make sure you sign in on the vendor sign-up sheet. The sign-up sheet will be with the other drop in vendors at the stage. **Drop-in farmers are always placed in a vending spot first before any other vendors.** It is best, as a drop-in vendor, to bring your 10x10 tent, table and chair if you want the most choice of vendor spots at Cottonwood Market.

Drop-in vendors must be ready and able to pay for their spot by noon on market day.

Before April 30, season vendors who cancel will be refunded 50% of fees paid. After April 30, no refunds will be given. We're sorry, but there are absolutely no exceptions. Please plan accordingly.

2. NELSON DOWNTOWN LOCAL MARKET

Due to the high demand for this market, new vendors are placed on a waiting list for the **Downtown Market**. The Markets Coordinator will then select vendors from the waiting list to drop in or rotate into the **Downtown Market**. If you want to get on this list please email: markets@ecosociety.ca

Drop-in vendors must be ready and able to pay for their spot by noon on market day.

Before April 30, season vendors who cancel will be refunded 50% of fees paid. After April 30, no refunds will be given. We're sorry, but there are absolutely no exceptions. Please plan accordingly.

3. MARKETFEST

In 2019, MarketFest will take place on two Friday nights (July 26 and Aug. 23) Vendors who participated in the 2018 MarketFest have first right of refusal for the 2019 MarketFest events.

Returning Vendors:

Submit the MarketFest Vendor Registration form with payment by April 30th to retain your space for the 2019 MarketFest events. Returning vendors will receive a vendor invite and online registration link in early April 2019.

New vendors:

New vendors are accepted on a first-come, first-served basis. Your space will be reserved once you submit the online MarketFest vendor registration form and your payment. The vendor registration form will be available on EcoSociety's website after May 13th.

MarketFest will sell out, so do not delay in returning your registration and payment if you want to be in this market.

There will be no refunds for vendor cancellation at the 2019 MarketFest events. We're sorry, but there are absolutely no exceptions. Please plan accordingly.

4. GARDENFEST

Vendors who participated in the 2018 Garden Festival have first right of refusal for the 2019 Garden Festival event. The vendor invites go out in April and the 2018 GardenFest vendors have until April 30th, 2019 to respond to secure their spot. After this date all remaining open vendor spots are sold on a first-come-first served basis, as long as vendors meet EcoSociety's requirements for having products coming from within the West Kootenay region. The general public online vendor application is available after April 30th.

Before April 30, vendors who cancel will be refunded 50% of fees paid. After April 30, no refunds will be given. We're sorry, but there are absolutely no exceptions. Please plan accordingly.

5. WINTER CRAFT FAIR

Vendors who participated in the 2018 Winter Craft Fair event have first right of refusal for the 2019 Winter Craft Fair event. The vendor invites go out in Oct. and the 2018 Winter Craft Fair vendors have until Nov. 15 to respond. After this date, all remaining open Winter Craft Fair vendor spots will be offered to the vendors that are on the 2019 Winter Craft Fair vendor wait list. If you want to get on this waitlist please email markets@ecosociety.ca, after Nov 15.

Before November 15, vendors who cancel will be refunded 50% of fees paid. After November 15, no refunds will be given. We're sorry, but there are absolutely no exceptions. Please plan accordingly.

D. DAILY AND SEASONAL VENDOR FEE RATES – 2019

All pre-payments must be made via credit card or debit card.

Drop-in vendors may pay by cash or cheque on the day they are vending, by noon directly to the Markets Coordinator or other person appointed by the Markets Coordinator.

6. COTTONWOOD MARKET PRICING (MAY 18 TO OCT. 12 = 22 MARKET DAYS)

Vendor type			tent/table
Drop-in Vendor			\$27
Season Vendor	Pay by Apr 30		\$460
	Pay after Apr 30	full price	\$550

- **Non-profits groups can drop-in at Cottonwood Market after 10am for a free space if there is extra vendor spaces is available.**

7. NELSON DOWNTOWN LOCAL MARKET PRICING (JUNE 12 TO SEP. 25 = 16 MARKET DAYS)

Rotating vendor	Pay by the day (non-food)	\$30
	Ready to eat food vendor	\$35
Season Vendor	Pay by Apr 30 (non-food)	\$440
	Ready to eat food vendor	\$500
	Pay after Apr 30 (non-food)	\$520
	Ready to eat food vendor	\$590

8. MARKETFEST (JULY 26, AUG. 23)

Vendor type	Price per 10x10 booth space per night
10x10 non-food tent space	\$68
10x10 ready-to-eat food vendor's tent space	\$79
Trailer and/or truck rigs	\$95

9. GARDEN FESTIVAL (MAY 11, 2019)

10x10 vendor space	\$60
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10. WINTER CRAFT FAIR (DEC 14, 2019)

Vendor table	\$60
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All Market Vendor Fees include 5% GST

E. MANAGEMENT OF THE MARKETS

The Markets Coordinator reserves the right to refuse any vendor or product and ask any person to leave the market if they are not complying with these guidelines or if the Markets Coordinator determines that a vendor or a product is a hazard to the market. Harassment or abuse of any kind will not be tolerated. Any vendor found to be harassing another vendor, staff member, volunteer or shopper will be subject to immediate suspension and loss of opportunity to sell at any of the markets that are managed by the EcoSociety. Although we encourage vendors to work together to resolve any disputes, the Markets Coordinator will assist when necessary.

Market management contact information:

Craig Mullin

Markets Coordinator

West Kootenay EcoSociety

Email: markets@ecosociety.ca

Phone: 250-354-1909 - ext. 201