

PEACHLAND FARMERS & CRAFTERS MARKET

Vendor Application

Starts: 1st Sunday after May long weekend **Ends:** the last Sunday in September
Hours Open: 10 AM to 2 PM

Keep pages 2 & 3 for your records!

2017 Market Season - 18 market Sundays

Heritage Park is Non-Smoking

Annual Market Fee (Mandatory - All vendors) \$ 25.00

A \$30 charge will be applied to all NSF cheques and PF&C Market Society may not accept further cheques from that vendor.

Daily Vendor

- This rate applies to ALL daily vendors for a 10' x 10' location.
- 1st attendance** \$25 + Market Fee \$25 = **\$50**
- 2nd plus** attendances = **\$25** each time
- Daily vendors **must book** their space **by email** for Sunday **no later than Thursday, 6 PM each week.**
- Daily vendors **must have** their cash or cheque **ready** for staff to collect **by 9:00 AM** on Sundays, no exceptions.

Seasonal Vendor

- These are vendors that we can count on to consistently attend the market and to be positive role models for other vendors. The number is limited to no more than 30 vendors per season.
- Seasonal vendors are expected to not miss more than 3 markets in the season. The Board of Directors will review all seasonal vendor absences that exceed 3 and will decide if the circumstances are exceptional for that year. The Board's decision is final.
- Previous seasonal vendors**, in good standing, **have until March 31st** each year to **renew** their status **and pay** their current season costs.
- Seasonal attendance \$200 + Market Fee \$25 = \$225** (Seasonal + parking \$200 + \$25 + \$60 = \$285)
- If you wish to be considered for a seasonal vendor status please submit your **written request** to the Market Manager.
- Note:**
 - To be considered for a seasonal vendor status, you must be a daily vendor in good standing and with no more than 3 missed markets the previous season.
 - Once accepted as a potential seasonal vendor your name will be added to the wait list for an available space.

Non Profit & Preapproved Special Groups

- Maximum of 2 spaces per market (Must be booked in advance with the Market Manager)
- Spaces are supplied at no charge
- Insurance fee \$5 per year**
- Must supply their tent, weights, tables, chairs, etc.
- Must have approval from the Market Manager** for what they would like to sell or promote.
- Must follow ALL Policies & Regulations.

Parking spaces

- There are only 11 parking spaces available.
- These spaces are assigned to vendors with consistent attendance & the ability to pack up in a reasonable period of time.
- Vendors, in good standing, with a parking space during the previous season need to pay for their parking space by March 31 each year.
- Seasonal Parking Space \$60**
- Seasonal vendors, in good standing, wanting to be considered for a seasonal parking space can ask the Market Manager to place their name on the parking space waiting list. If granted, payment in full will be due on the 1st market day.
- Occasional daily** parking (when available) **\$10** –Speak to the Market Manager about adding your name to her occasional parking list.

Self-Check List for all Vendors (This also includes Community/Education/Entertainment groups)

- _____ I **Read** the complete **3 page application** form **PLUS** the PF&C Market **Policies & Regulations** & I understand all the **requirements** that I am expected to **meet and comply** with as a participant at the Peachland Farmers & Crafters Market.
- _____ I have fully **Completed the Application** Form, attached copies of all required certificates, permits, letters, etc. & attached my cheque.
- _____ **I have the following ready for market day:**
- My table(s) & chair(s),
 - My tent, umbrella or some other type of cover
 - 4 weights (minimum recommended weight for ideal weather conditions of 15 lbs each) with attachments that will securely attach the weights to the 4 tent legs. **(This anchorage MUST be in place at all times.)**
 - My copies** of required certificates, permits, letters, etc. that must be kept **on display** at my booth.

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MARKET DAY PROCEDURES

(Remember that we want everyone to have a happy day at the market so PLEASE follow the times & procedures as set out.)

Arrival (for **all vendors** except those with assigned street parking spaces)

- Arrival times **7 AM - 8:15 AM**
- Pull into a numbered parking spot close to where your space is located – the **numbers** are **written on the pavement**.
- Quickly unload** your vehicle to a location on one side of the area behind your vehicle – **see example** below. (This allows another vehicle to also unload in this same area immediately following you moving your vehicle.)

Vendor 1 stuff	Vendor 2 stuff
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Curb area

Vehicle parking space

- After you are unloaded **immediately move your vehicle** to the parking lot at the end of 2nd St – the lot across from the Legion Building. Parking in this lot **is a requirement of our lease** agreement.
- After you come back** from moving your vehicle **immediately start moving all your stuff** to your assigned space.
- Set your **tent up first** and **immediately attach your weights** to the legs.
- Then finish your set up.
- Our vendors are very friendly so if you need help with something just ask if someone can give you a hand.

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| <input type="checkbox"/> We only have 11 spaces to use for loading and the roadside vendor loads first so DO NOT EXPECT to be to be out of the park before 2:30 – 2:45 at the earliest. |
| <input type="checkbox"/> To ensure a safe and organized exit from the market area our hired flaggers are on site from 2 PM until the last market vehicle leaves. |
| <input type="checkbox"/> Remember you will be sharing a loading space with other vendors so be patient, considerate and again use only ½ of the area behind the parking space to place your items. Also remember that the parking space vendors are packing up as quickly as they can. (Patience, Patience, Patience) |

Departure

- Starting at 2 PM** pack up everything at your site **first**. After you **remove your weights** from the tent legs **immediately collapse** your tent.
- DO NOT MOVE anything** from your site to the loading area until **everything, including your tent**, is ready to be moved.
- Move everything to the curb area by one of the marked parking spots.
- When you are **completely** piled up at the curb, **AND you are the next person ready** to leave, you will receive a sign numbered for the closest parking spot.
- When the person ahead of you is almost ready to leave, **TAKE THE SIGN** and **get** your vehicle.
- When you **return in** your vehicle, **hold the sign out the window** so our flaggers **can see which spot** you are taking.
- Once parked, **give the sign** to the **next person** that is **completely ready** to go.
- Load your vehicle.
- Indicate to the flagger** when you are **ready to pull out** and they will **stop** the traffic.

Notification of Absence

- Market Manager **must be notified by email** of any absence **no later than Thursday, 6 PM**.