

Port Alberni “The Market on Margret” Street Market 2018

VENDOR RENTAL AGREEMENT (VRA)

Please read thoroughly. By submitting an application, you are acknowledging that you have read, understand and agree to comply with the terms and conditions of this agreement in its entirety.

MARKET ON MARGRET 2018 DATES AND HOURS OF OPERATION

June: 13, 20, 27 (6:00pm-9:00pm)
July: 4, 11, 18, 25 (6:00pm-9:00pm)

August: 1, 8, (6:00pm-9:00pm)
August: 15, 22, 29 (6:00pm-8:30pm)

APPLICATION AND SITE POLICIES

1. It is your responsibility to ensure your application is received by the Alberni Valley Chamber of Commerce. Please allow 1 week for us to review your submission. If, after 1 week, you have not had a response, please contact us.
2. **ALL** applications are subject to approval by the Alberni Valley Chamber of Commerce.
3. Storefront businesses located in the market area have first right of refusal and priority of site selection.
4. To apply for a Full Season site, vendors must be able to attend at least 9 of the 12 market dates.
5. Advertising **IN ANY WAY** to share or sublet a site is **NOT** permitted. Sharing your site with an unregistered vendor or sub-leasing your site is **NOT** permitted.
6. Applications must include the full names of **ALL** individuals that intend on vending from a site, ie: spouses, business partners, etc.
7. Applications must include a detailed description of **ALL** goods and services to be promoted in a site, and must complement each other, ie: jewelry and clothing permitted – jewelry and produce **NOT** permitted. The Alberni Valley Chamber of Commerce reserves the right to limit the total in each category and to decline anything deemed unfitting.
8. **GOODS NOT** permitted: Second-hand or liquidation items, drugs, marijuana edibles or drug paraphernalia. The Chamber cannot accept applications from vendors with religious or political messaging.
9. If selling **ANY** jewelry, your application must state the % of jewelry out of all goods to be sold. You also may be requested to provide photos of the products intended to be sold.
10. Massage therapists must provide a current insurance rider valid for the attending market dates.
11. Food vendors must abide by all current VIHA regulations and must provide one of the following: a VIHA permit with current decal; a Temporary Market approval letter; or a PH test result. Proof of certification is required to advertise food as “organic”.
12. Commercial vendors must state the size of food truck, trailer or cart on the application, and will be charged by the foot over 16’.
13. Standard tent sites are individually identified by a number marked to the curb. They are measured to fit a 10’ long x 10’ deep tent.
14. Former vendors of Sunset Market have until May 22 (5:00pm) 2018 to confirm as a full time vendor for the Market on Margaret and select a preferred site.
15. Drop-In vendors are assigned sites on the day of the market only and payment will be expected prior to the market at the time of booking.

The MARKET ON MARGRET – Operated by the Alberni Valley Chamber of Commerce
2533 Alberni Highway. Port Alberni, BC V9Y 8P2
Office: 250 724-6535 Market Manager Cell: 250 913-0034
www.albernichamber.ca/visitor-info/the-market themarket@albernichamber.ca

16. Vendors are **NOT** permitted to change assigned sites without permission from the Market Manager.
17. The Alberni Valley Chamber of Commerce reserves the right to reassign sites and relocate vendors as deemed necessary.

REFUND AND CANCELLATION POLICIES

18. If you must cancel your paid registration prior to the start of the market, notify us promptly. Refunds will be issued up to June 12, 2018 **ONLY**. The standard refund is the amount paid, less a \$35.00 administration fee.
19. Absolutely **NO REFUNDS** will be given as of June 13th start date), 2018 for the current season.
20. The market is a RAIN or SHINE event. **NO** refunds or discounts will be given for poor weather conditions.
21. Once the market begins, the Market Manager must be notified a minimum of 30 hours prior (by Tuesday noon) to cancel an upcoming date, preferably by text or email. A \$35 fee will be charged for failure to do so.
22. Full Season vendors are allowed to miss 3 of the 12 market dates with proper cancellation notice. For every market missed over 3, a \$35 fee will be imposed. If as many as 6 markets are missed, you may be relocated.
23. Cancellation fees must be paid promptly.

SET-UP/TAKE-DOWN POLICIES

24. Unless advised otherwise, vendors are not to arrive for set-up earlier than 5:00pm or later than 5:15pm.
25. SET-UP TIME: After 5:00pm the market attendants/volunteers will work to remove public vehicles from the Market Zone and require the vendors to stay out of the way. Once completed a market attendant will direct the vendors to their sites to unload. The streets are not available to the market event until 5:00pm or later. For early unloading, you must obey all traffic laws and road signs posted. Park legally to unload on the sidewalk near your site, ensuring you are not blocking traffic or pedestrians. Your vehicle must be removed by 5:45pm and must be removed prior to any set up of your site.
26. For traffic control and safety reasons, you are to report to and abide by the requirements of the market manager/attendees
27. **ABSOLUTELY NO EARLY TAKEDOWNS PERMITTED.** Safety, and market integrity, are imperative and are jeopardized when vendors pack up and leave early, and/or drive through the market zone before closing time. At the close of the market, first pack up your tent and belongings before going to get your vehicle, allowing 10-15 minutes after close for visitors to leave the market zone and fellow vendors to begin their pack up.
28. Notices/Signs are posted about **NO PARKING after 5:00pm**, the market cannot be held liable if the cars have not moved in time for set up. The Market Manager will ensure you are relocated and can still participate in the market.
29. When in need of assistance for any situation, call the Market Manager at 250 913-0034, or park near the market zone and find a market attendant/volunteer in a safety vest and/or Market Uniform to assist.

GENERAL POLICIES

30. Only market organizers have the discretion to close the market early or cancel it completely.

31. Vendors are expected to be respectful and considerate of all others in the market, at all times. Any vendor acting in an unsafe or disrespectful manner will be at risk of being banned from the market.
32. Vendors must provide their own tents, tables, chairs, power (generators), etc. Tents are optional but anchored tents with attachable walls or sand bags are recommended for shelter from extreme weather conditions, such as wind.
33. Vendors must keep all belongings within their site boundaries. Signs and belongings are not to block pedestrian traffic, or block the view of your neighbors' displays.
34. **NO PARKING** anywhere on Margaret Street, Pemberton Avenue, Southgate. Please avoid parking in front of open businesses such as the Clam Bucket, Port Posh Wash etc.
35. Vendor parking is available at Victoria Quay Parking Lot, nearby streets and other lots.
36. Vendors are responsible for the cleanliness of their sites and must remove all waste and litter.
37. Food vendors: A) Appropriate sized litter and recycle bins must be made accessible to the public and will be strictly enforced. B) Dumping of waste or leaking of toxic fluids will not be tolerated.
38. Vendors must carry their own liability insurance.
39. The Alberni Valley Chamber of Commerce, its staff, and its volunteers will **NOT** be held responsible for injury to vendors or damage/theft of vendors' property during any part of The Market on Margaret event.
40. The market is a **non-smoking area for vendors**. 10 meters from the Market Zone is a required minimum.
41. Any vendor intending on using a generator for power at the market must advise the Market Coordinator in advance of the market. Only low noise impact generators will be permitted.

Any vendor who doesn't comply with all of the terms and conditions of the Vendor Rental Agreement risks being refused or evicted at any time during the 2018 market season.