



# Sooke Region Museum

*Operated by the Sooke Region Historical Society*

*Mailing Address: Box 774, Sooke, BC V9Z 1H7*

*Street Address: 2070 Phillips Rd. Sooke, BC V9Z 0Y3*

*P. 250-642-6351 F. 250-642-7089*

*info@sookeregionmuseum.com*

Historical Exhibits Archives Art Gallery Gift Shop Visitor Centre Lighthouse Moss Cottage

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## Sooke Night Market

December 20, 2015

Dear Potential Vendor,

Please find attached the application for the 2016 Sooke Night Market at the Sooke Region Museum.

We are looking to build on the success of our second season! The key to the success will be having a great mix of vendors offering high quality products. Priority will be given to local vendors that provide significant added value to the items they sell.

This year we will again be operating on Thursday evenings from June 2nd to September 1<sup>st</sup>. Hours this year will be 5pm to 8pm. We have space for 36 vendors each Thursday

Please read the attached application form carefully.

There will be an information meeting on Thursday April 7<sup>th</sup> at 7pm at the museum for those that have questions about the market. Selected vendors will also be expected to attend a meeting on Thursday May 26<sup>th</sup> at 7pm, to review rules and, where possible, have their final locations assigned.

We are particularly interested in more food vendor. The challenge is to find vendors that can meet the health authority regulations. If you are interested, please talk to me, and together we can see what we can make happen.

Please feel free to call me if you have any questions.

Yours truly,

Lee Boyko

Executive Director & Market Manager

## **Sooke Night Market 2016 Guidelines**

The Sooke Night Market is operated by the Sooke Region Historical Society to highlight the rich heritage of food producers, artist, artisans, entrepreneurs and a place for residents and visitors to learn about and enjoy the talent and riches of our region.

Our aim is to have products sold at the Sooke Night Market that are made, baked, grown, raised, caught or wild harvested, or curated by the Approved Vendor to be sold at the Sooke Night Market.

The Sooke Night Market wants to be as inclusive as possible while at the same time avoiding being an outlet for mass produced and marketed items. The goal is to have items that have significant value added by the vendor. Vendors not offering significant percentage of added value to the items they sell may only be allowed to be a Daily Vendor. Preference will be given to vendors that are from the Juan de Fuca Regional Electoral area (East Sooke to Port Renfrew) or the District of Sooke.

All products for sale need to meet all the applicable laws, regulations, and rules as specified by federal, provincial and local government agencies, local health authorities, the Sooke Region Museum, and any organic certifying body the vendor belongs to. It is up to the vendor to know and comply with the provincial and federal sales tax requirements.

Application for an Approved Vendor status will be reviewed by the Night Market Manager. Not all applications will necessarily be approved. Consideration will be given to factors such as use of local materials\ingredients, mix of vendors at the market, and history of vendor relationship with market and other vendors.

The market will operate between the hours of 5:00pm – 8:00pm, on Thursdays from June 2<sup>nd</sup> to September 1<sup>st</sup> for a total of 14 nights. We have space for 36 vendors.

The vendor shall receive space for their stall in exchange for the set fee. Additional services such as power and tables may be provided on the basis of availability and for an additional fee. Site location will be the decision of the market manager, and will take into account site mix. Vendors that purchase a full season up front will get additional consideration.

### **Fees**

Most stalls are 10' x10'. There are also a few odd shaped sites available, not suitable for a 10 x 10 tent.

Daily Vendor fee is \$26 inc GST (this is for vendors that choose not to purchase a full season up front). Daily vendors should be aware that while efforts will be made to provide them the same location each time, no guarantees exist to have a specific space. Nor is there a guarantee that any space will be available on a particular date, unless confirmed by the market manager and payment arrangements made.

A Full Season Vendor Fee: payable in advance is \$280 (inc GST) for 14 sessions, refunds will not be available.

A limited number of sites with power can be had for an additional \$5 per night.

Vendors are also asked to provide an item once per season for use as a door prize.

Entertainers may apply for a limited number of busking spaces. There is no fee for buskers.

Site selection will be the responsibility of the Night Market Manager, but site selection priority will be given to those vendors that have purchased and paid for the full season, other factors considered but not limited to: vendor mix; returning vendors.

As an Approved Vendor of the Sooke Night Market, I agree to:

1. Pay for booked stall spaces in advance of market date either by cheque (made out to the Sooke Region Museum), debit, credit card or cash at the museum. To get full season market discount, full season payment must be received a week prior to the start of the market. Generally there is no refund on full season rate, but consideration will be given if we are able to rent out the space.
2. Cancel at least 72 hours before market day by contacting the Sooke Region Museum.
3. Daily vendors must confirm their attendance at least one week prior to market date, either by phone (250-642-6351 or email [info@sookeregionmuseum.com](mailto:info@sookeregionmuseum.com)). Please remember to leave both your name and your business name in the message. Acceptance must be confirmed by Market Manager
4. Arrive no less than 30 minutes and no more than two hours prior to the specified opening of the market.
5. Contact the Sooke Region Museum in the case of an unexpected delay on market day.
6. Move and/or park vendor vehicles as requested by staff/volunteers.
7. Remove vehicles from the market area 30 minutes before official opening.
8. Confine product display to the dimensions of the designated stall.
9. Attach ingredient labels to all prepared foods sold for home use and/or display ingredients for items sold to eat at the market site.
10. Display prominently my business/farm name on a sign that can be read clearly from at least 20' away. Display proof of certification for organic, transitional and/or food safety handling as applicable.
11. Ensure that product pricing is displayed in a clear and obvious way.
12. Complete awning set-up and product displays by the official start time of the market day. Tents, awning and umbrellas must have sufficient weight on the corners or base to keep the cover in place during windy conditions.
13. Commence selling after the ringing of the market bell which officially opens market day (selling to other vendors prior to the bell is acceptable).
14. Sell only products that have been approved by the market manager and are of a quality that contributes to the positive reputation of both your business and that of the market.
15. Provide samples for assessment as requested by Night Market Manager.
16. All food products and packaging must meet CRD and Provincial health regulations. It is the responsibility of individual vendors to understand and abide by the regulations.
17. Applications from vendors of high risk foods must be accompanied with copies of approval from VIHA (Vancouver Island Health Authority)
18. All food vendors whether high risk or not must submit a copy of their FoodSafe certificate and a complete product list with their market vendor application.
19. Vendors will be responsible for any special requirements such as a hand washing stations, fire extinguisher, etc. that are required by the relevant authorities.
20. Vendors providing personal services that involve physical manipulation of the human body, will provide proof of training and certification and may be required to have their own insurance to cover this activity.
21. Write and submit complaints to the Market Manager rather than airing them publicly at the market.
22. Be respectful to other vendors, market staff and the public.

23. Refrain from drinking alcohol or smoking at the market.
24. Vendors will attend the 7pm Thursday May 26<sup>th</sup> at which rules will be reviewed and where final locations selection may occur.
25. The Sooke Region Museum will have liability insurance to cover the hours of operation of the market for general site liabilities, but will not accept responsibilities for the negligence of individual Vendors or their products. Every Vendor is asked to ensure that their homeowner, business, or other insurance covers them for participating in the market.
26. Finalize sales activities by 10 minutes after the closing bell. Aim to be packed up and gone within an hour after closing.
27. Stay until the end of the market and refrain from taking down displays and tent prior to closing.
28. Remove all garbage and other visible signs of your stall by one hour after official closing of the market.
29. Vendors are strongly discouraged from bringing pets to the market.
30. The Sooke Region Museum may prohibit any person from renting stall space, request removal of a product that falls outside the policies of the market, and may require persons to leave the market in the event that they fail to abide by the policies of the market or direction of the Market Manager.
31. I acknowledge that policies are subject to review and change by the Sooke Night Market Management and that they may from time to time alter and adapt these rules to provide for efficient operation of the market.
32. All potential Vendors will fill out an application and sign their acknowledgment of the guidelines including the following Liability Statement.

### **Liability Statement**

The Sooke Region Historical Society and its members/agents will not be responsible for loss or damage or injury to exhibits, merchandise, other properties, or personnel, which are on the site of the weekly market. The Vendor shall accept full responsibility for any and all damages caused by the Vendor or their representatives and agrees to indemnify and save harmless the Sooke Region Historical Society and/or its members/agents/employees against any and all claims for any such loss, damage or injury no matter how caused.

#### *Protection of Vendor Property*

The Sooke Region Historical Society and its members/agents will not be responsible for the safety of exhibits, merchandise, other properties, or personnel against robbery, damage by fire, accident or other causes. In all cases, Vendors are responsible for their own insurance coverage.

#### *Protection of Property and Display Fixtures*

Vendors will be held responsible for all damage done or caused to the market site and market display fixtures by them, their agents and/or employees.

#### *Insurance*

The vendor shall not do nor permit anything to be done in or about the assigned vendor space or bring into, or keep upon the same space, anything which in any way shall effect a fire risk or increase the rate of the Sooke Region Historical Society's insurance policy. Should the rate of the Society's insurance by reason of any violation of this Agreement by the vendor, the vendor will be liable to pay the amount of any such increase. The Sooke Region Historical Society will not assume any responsibility for the safety of the vendor against robbery, fire damages, and accidents or for any cause whatever. In all cases, vendors must insure their own property, material and merchandise which is brought to the Sooke Night Market.

**2016 Application to be a vendor for the Sooke Night Market**

Name of Business Applying to be a Vendor:

\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

I am applying for a Full Season (paid all in advance) \$280 (inc GST)

\_\_\_\_\_

Daily \$26 (inc GST) \_\_\_\_\_

Power \$5 (inc GST) per day or \$50 (inc GST) for the full season (sites with power are limited): \_\_\_\_\_

See attached maps of site locations, final selection of location will be done by the Market Manager, please indicate your top three preferences: a: \_\_\_\_\_ b: \_\_\_\_\_ c: \_\_\_\_\_

Product or Services to be offered:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach all relevant certification, photo of the type of products, audio\ video file of performance\act and other material that you feel will assist us with evaluating your application.

Declaration

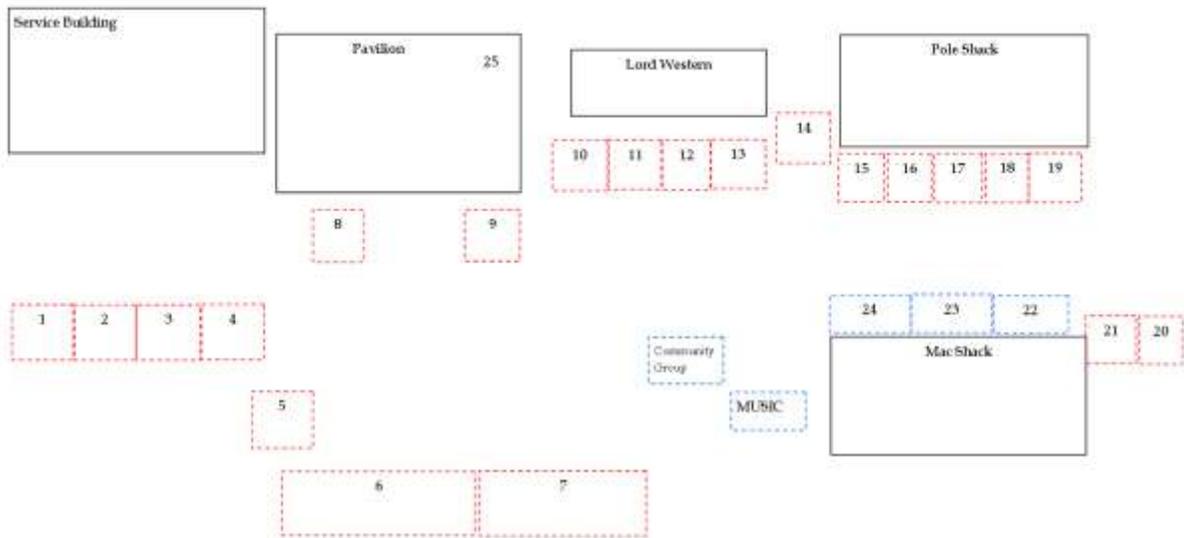
I have read the Sooke Night Market 2016 guidelines and agree to comply with them (including any amendments made during the season providing notice of those changes is provided to me using the contact details above).

All the above information is accurate and if found to be otherwise by the market management, I recognize that disciplinary measures may be taken including expulsion from the market. I also acknowledge that the application has to be reviewed and that acceptance as a vendor is up to the Sooke Night Market management.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit your signed and completed application by mail to the Sooke Region Museum, Box 774, Sooke, BC V9Z 1H7 or in person at the museum, 2070 Phillips Rd., or via email to [info@sookeregionmuseum.com](mailto:info@sookeregionmuseum.com)

I give permission to the Sooke Night Market to place the following information on website and other marketing materials (please check box next to the ones you allow): 1. Name of Business  2. Website Address  3. Email  4. Phone Number



Most spaces are designed to accommodate a 10' x 10' tent, the exceptions are 22, 23, 24 which can only take a table, but are located under an awning.

#25 is also a smaller space in the pavilion area.

#6, 7 and 36 are designated for food trucks & trailers

Maps are not to scale

