



SOUTHERN CORTES COMMUNITY ASSOCIATION

PO Box 222 Mansons Landing BC, V0P 1K0
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MANSON'S HALL: FRIDAY MARKET POLICY

All vendors must have a valid SCCA Membership in order to participate in the Friday Market. Vendors are required to adhere to the following market policies and to follow the market manager/coordinator's instructions.

All vendors must sign an application form stating they have read, understand and agree to Friday Market Policies as stated in this agreement.

Vendors who do not follow market rules and policies may lose their vending privileges.

TABLE RATES: New rates take effect April 01, 2023.

Free: Registered non-profit fundraising, children under 12, emergency services info.

Low Season: Jan to May 21 & Sept 7 to Dec 1 \$10/table, \$5 for sales less than \$60, Free if no sales were made.

*Vendors may use an additional table when space is available at no extra cost (low season only).

*Must be approved by the market coordinator in advance.

High Season: May 21(starts May long weekend) to Sept 7 (ends after Labour day)
\$20/table

December: \$15/table, \$10 for sales less than \$100.

***There will be extra market fees for food vendors who utilize our community or cafe kitchen to prepare their food.**

*If you are a vendor and would like to volunteer before and/or after the market your table fees will be waived. Please contact office@mansonshall.org for more information.

Participation & Policies

- All new vendors must apply or be granted permission in advance by the Market Coordinator in order to participate in Friday Markets
- Ongoing vendors must inform the Market Coordinator in advance if they will not be participating in the market via **email** communication by 4pm on Thursday.
- Vendors attending sporadically must request a table at least 2 days in advance via email communication of their intention to participate.
- Participation in the Friday market is a privilege, not a right-**Vendors behaving in an aggressive manner, or refusing to comply with market policy and market coordinator instructions will be asked to leave immediately. Hostility and disruptive behavior will not be tolerated and may result in loss of market participation privileges.**
- There is NO SMOKING permitted on the SCCA property at any time.
- Dogs or other pets are not permitted inside the main hall unless they are contained in a carrier. Vendors must receive permission from the Market Coordinator to bring animals inside the hall.
- All dogs on SCCA property must be leashed and/or tied up at all times, without exception.
- The sale of illegal substances, alcohol or cannabis is strictly forbidden unless appropriate licensing has been acquired.

Parking, Loading/Unloading

- **All vendor vehicles must be removed from the parking lot by 11:45 at the latest.**
- Please arrive on time to unload your vehicle.
- You may use the post office parking lot for unloading and loading, however you are expected to do so quickly and to remove your vehicle as soon as possible to make way for other vendors and handicapped community members (remember, this is handicapped parking only, we are being afforded the privilege of using this lot for ease of loading/unloading)

Set-up and Tear Down

- Set up begins at 10:30am, no later than 11:30. Arrivals later than 11:30 risk losing their spot and may not be able to participate.
- Each vendor is responsible for the set up and tear down of their own tables and tents. That being said, it's important to make sure you are getting the help you need to move your table, they are heavy! If a market manager is not closeby, please ask a co-vendor or volunteer to assist you, we don't want you to get hurt.
- NEVER move another vendor's table without their permission, tables being dragged are likely to collapse so be careful with your own as well.
- Please be gentle with tables, do not drag them across the floor or allow them to drop/collapse onto the floor as they could be damaged. Vendors will be responsible for any damage they incur to hall property.
- Market managers will set tables up in advance from time to time, but may not always be available in the low season. Please let us know in advance if you will be requiring any extra assistance and we will assign a helper. Please note that staff may not be available before 10:30 am, so you should make arrangements with co-vendors or bring someone with you to help if you require assistance setting up before 10:30.
- Sales begin at noon, with 'vendor only' sales permitted between 11:30 and noon. Vendors are expected to self-enforce rules by turning away customers before the market opens.
- Tear down is at 3pm. Please promptly pack up immediately after market closure and try to have all your items out of the hall by 3:30pm.
- All vendors must remain set up until the end of the market (excluding food and produce vendors). If you need to leave early, please let the market coordinator know and they will direct you to the least disruptive course of action.
- Food vendors leaving early must do so in a quiet and orderly manner as not to disturb other market participants and vendors ie. keep doors closed during cold weather and use main hall doors to exit unless you are located at the stage.

Vendor Placement

- **The Market Coordinator is in charge of vendor placement at all times. Please refer to the market map or discuss directly with the market coordinator if you would like to move. Vendors are welcome to swap spots with other vendors as long as both are in agreement and the market coordinator has been notified. Changes must be made prior to market opening.**
- Vendors arriving after 11:30 am may lose their regular spot, and in some cases may not be able to participate. Setting up after the market has commenced is not permitted, especially during high season.
- Vendor locations are at the discretion of the market manager/coordinator, however vendors may keep their assigned spots throughout the year, provided they have not been absent from the market for over 3 months. This excludes markets in Summer and December, when spaces may have to shift due to increased vendor volume. We will always do our best to accommodate your request.
- Fresh produce and year round vendors have first priority in choosing their locations for summer markets.

Permits/Insurance

- All food vendors must comply with VIHA regulations, and if applicable, obtain necessary permits for food vending and present a valid food safe certificate to the hall office manager or market coordinator.
- Body workers must have their own commercial liability insurance and provide proof of insurance.