

**Parksville's "Summer by the Sea" Street Market 2017**  
**VENDOR RENTAL AGREEMENT (VRA)**

**\*IMPORTANT\* New Policies In Effect.**

**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.**

**2017 MARKET DATES AND HOURS OF OPERATION**

- June 13, 20 & 27 July 4, 11, 18, & 25 August 1 & 8 - 6:00 pm to 9:00 pm
- August 15, 22 & 29 - 6:00 pm to 8:30 pm

**APPLICATION AND SITE POLICIES**

1. It is your responsibility to ensure we have received your application. Please allow 1 week for us to respond to your submission. If, after 1 week, you have not had a response, please contact the Market Coordinator.
2. ALL applications are subject to approval.
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.
6. Applications must include the full names of ALL individuals that intend on vending from a site, ie: spouses, business partners, etc.
7. Sharing your site with an unregistered vendor, or sub-leasing your site is NOT permitted.
8. Applications must include a detailed description of ALL goods and services to be promoted in a site, and must be relevant, ie: jewelry and clothing permitted – jewelry and produce NOT permitted. We jury all goods and services. We reserve the right to limit the total in each category and to decline anything deemed unfitting.
9. Goods NOT permitted: Secondhand or liquidation items, drugs, marijuana edibles or drug paraphernalia. Politics and religion are deemed unfitting.
10. If selling ANY jewelry, your application must state the % of jewelry out of all goods to be sold. You may be requested to provide photos.
11. Massage therapists must provide a current insurance rider valid for the attending market dates.
12. 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".
13. Commercial vendors must state the size of food truck, trailer or cart on the application, and will be charged by the foot over 16'.
14. Standard tent sites are individually identified by a number taped to the curb. They are measured to fit a 10' long x 10' deep tent.
15. Returning Full Season vendors have until March 31<sup>st</sup> to be approved and pay in full to claim last year's site. We cannot guarantee sites exactly as before, but will accommodate as close as possible.
16. First time Full Season vendors: On April 3<sup>rd</sup>, all unclaimed sites will be made available, and assigned in order as applications are approved and paid in full.
17. Drop-In vendors are assigned sites on the day of markets only and payment will be collected at the market: CASH ONLY please.
18. Vendors are NOT permitted to change assigned sites without permission from the Market Coordinator.
19. We reserve the right to reassign sites and relocate vendors as deemed necessary.

**REFUND AND CANCELLATION POLICIES**

20. 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, 2017 ONLY. The standard refund is the amount paid, less a \$35.00 administration fee.
21. Absolutely NO REFUNDS will be given as of June 13, 2017 for the current season.
22. The market is a RAIN or SHINE event. NO refunds or discounts will be given for poor weather conditions.
23. Once the market begins, the Market Coordinator must be notified a minimum of 30 hours prior (by Monday noon) to cancel an upcoming date, preferably by email. A \$35 fee will be charged for failure to do so.
24. 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.
25. Cancellation fees must be paid promptly.

**Parksville & District Chamber of Commerce**

1275 E. Island Hwy, PO Box 99, Parksville BC V9P 2G3

Market Coordinator *Office:* 250-248-3613 *Cell:* 250-228-5210 *E-mail:* [streetmarket@parkvillechamber.com](mailto:streetmarket@parkvillechamber.com)

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**SET-UP/TAKE-DOWN POLICIES**

26. Unless advised otherwise, vendors are not to arrive for set-up earlier than 4:15pm or later than 5:15pm.
27. **SET-UP TIME Option #1:** Full Season vendors arriving after 4:45pm and ALL Drop-In vendors: Must wait in an assigned lane line-up. At 5:00pm, the market attendants work to remove public vehicles from the Market Zone and require the vendors to stay out of the way. Once completed (at approx. 5:10pm), a market attendant will direct the vendors to their sites to unload.
28. **SET-UP TIME Option #2:** Vendors with Assigned Sites ONLY can unload from 4:15 to 4:45pm. The streets do not belong to the market event until 5:00pm. For early unloading, you must obey all traffic laws and road signs posted, ie: one-way streets, No Parking & Handicap signs, etc. Park legally to unload on the sidewalk near your site, ensuring you are not blocking traffic or pedestrians. Your vehicle must be removed by 4:50pm.
29. For traffic control and safety reasons, unless assisted by a market attendant, DO NOT DRIVE A) through ANY road block after 5:00pm, (B) in the Market Zone between 5:00 and 5:10pm, or C) through the market from the time the tents go up until closing time.
30. TENTS GO UP ONLY ONCE ALL VENDOR VEHICLES ARE REMOVED from the street. Market attendants will give the go ahead at approx. 5:20pm. Vendors arriving after the tents are up must park outside the market zone and walk in. The Market Coordinator will gladly assist if notified that you are arriving late.
31. 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.
32. When in need of assistance for any situation, call the Market Coordinator at 250-228-5210, or park near the market zone and find a market attendant in a safety vest to help you.

**GENERAL POLICIES**

33. Only market organizers have the discretion to close the market early or cancel it completely.
34. 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.
35. Vendors must provide their own tents, tables, chairs, power (generators), etc. Tents are optional but anchored tents with attachable walls are recommended for shelter from extreme weather conditions.
36. 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.
37. **NO PARKING** in Stedman's, Saigon's or Scotia Bank's parking lots, or on Alberni Highway, please. Using the lots to unload and load up is permitted, but they should be left for customer parking and vendors with handicap signs.
38. Vendor parking areas include the Jensen/Craig St. corner lot, the Credit Union and Naked Naturals parking lots, and on Hirst St, east of Craig St.
39. Vendors are responsible for the cleanliness of their sites and must remove all waste and litter.
40. 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.
41. Vendors must carry their own liability insurance. The Parksville & District Chamber of Commerce, its staff and its volunteers will **NOT** be responsible for injury to vendors, or damage/theft of vendors' property during any part of the Summer by the Sea Street Market event.
42. The market is a non-smoking area for vendors. 10 meters from the Market Zone is a required minimum.
43. Any vendor intending on using a generator for power at the market must advise the Market Coordinator. Only low noise impact generators will be accepted.
44. We reserve the right to refuse or evict any vendor that does not comply with all of the terms and conditions of the Vendor Rental Agreement.

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