

Parksville's Everyday Market 2022
VENDOR RENTAL AGREEMENT (VRA)



IMPORTANT

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 DATES AND HOURS OF OPERATION

- Proposed starting dates from Saturday October 1st 2022 to Monday October 17th 2022 from 9.30 pm until 4.30 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 by Market Coordinator.
3. To apply for a permanent site, vendors must be able to commit to at least 1 month starting on the 1st day of the Market and each month thereafter
4. Advertising IN ANY WAY to share or sublet a site is NOT permitted.
5. Sharing your site with an unregistered vendor, or sub-leasing your site is NOT permitted.
6. One helper as a maximum per vendor will be permitted at any one time
7. 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 reserve the right to limit the total in each category and to decline anything deemed unfitting.
8. Goods NOT permitted: Perishable food products, drugs, marijuana edibles or drug paraphernalia, weapons, flammable items, lighters, fireworks, adult use only products. Politics, religion and cussing logo's and signage are deemed unfitting.
9. Standard sites are individually identified by a number marked to the site. They are measured to fit a 10' long x 8' deep site. Vendors may take up a smaller area if space not needed.
10. Vendors have until the 15th of the month to extend their stay or apply for future months if continuing with their contract. Monthly rates must be paid before the 1st day of the month to continue with site rental.
11. Vendors are NOT permitted to change assigned sites without permission from the Market Coordinator.
12. We reserve the right to reassign sites and relocate vendors as deemed necessary.

REFUND AND CANCELLATION POLICIES

13. If you must cancel your paid registration prior to the start of your market contract, notify us promptly. Refunds may be issued on a case by case basis but are not guaranteed. The standard refund is the amount paid, less a \$25.00 administration fee.
14. Absolutely NO REFUNDS will be given after the 15th for the following month.
15. **Cancellation fees must be paid promptly.**
16. Vendors must be prepared to operate the floor of the market one or two days per month. You must make your Coordinator aware of your availability as a monthly schedule will be made before the 1st of the month.
17. Once the schedule is made, vendors may not change assigned dates or cancel commitments without prior approval from your Market Coordinator.

Parksville & District Chamber of Commerce

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

Market Coordinator *Office:* 250-248-3613 *E-mail:* events@parkvillechamber.com

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SET-UP/TAKE-DOWN/RESTOCKING POLICIES

18. Unless advised otherwise, vendors are not to arrive for set-up earlier than 9.30 am or later than 4.30 pm.
19. Vendors must park on the roadside or in designated vendor parking spots only, unless setting up or taking down tables. You must not block the entrance and exit doors during Market opening hours.
20. Be aware that parking spots designated to visitors will be used for that purpose only and not for the convenience of market vendors.
21. You are welcome to leave bins, bags containing your product under your own table to be restocked by other market vendors or employees during your absence, unless otherwise communicated to your Market Coordinator.
22. You may leave instructions to vendors on how to display your products which must all be individually and clearly labeled with a product number and price.

GENERAL POLICIES

23. Only market organizers have the discretion to close the market early or cancel it completely.
24. 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.
25. Vendors must provide their own tents, tables, chairs, wall dividers, decorations, signage etc. Tents are optional but tents with detachable walls are recommended for privacy and added security.
26. 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.
27. Vendors are responsible for the cleanliness of their sites and must remove all waste and litter when present.
28. During days of being scheduled to operate the market, vendors must be prepared to log the sales of other vendor's products, take payments, issue receipts, empty garbage cans, keep the public area clean and tidy, sweep floors and clean washroom as needed/ at the end of the day, and other tasks as necessary.
29. 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 market event.
30. If any unsafe, harmful, violent behavior, theft, first aid, injuries or other unusual incidents occur, notify your market coordinator immediately.
31. The market is a non-smoking area for vendors. 10 meters from the Market Zone is a required minimum. No vaping within 10 meters of the Market Zone will be tolerated.
32. 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.
33. 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.
34. Monthly payments of sales will be made to vendors after the deduction of the agreed 10% gross sales before the 15th day of the following month.
35. Any discrepancies with financial transactions must be addressed to your Market Coordinator as soon as possible.



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