



# West Kootenay EcoSociety

*Activating people through leadership and education*

## **2011 Vendor Info & Guidelines Nelson Outdoor Markets**

Thank you Vendors for your hard work, dedication and spirit of cooperation which makes our markets awesome. All profits go to fund the work of our Society. Please read, review and remember these guidelines!

We expect vendors to follow these guidelines and act and communicate in a responsible and cooperative manner with the public, peers and market staff to create a relaxed and welcoming atmosphere at the market. The market manager will be circulating at the market to remind vendors to comply with the guidelines.

**Vendor set up time is 8:30-9:30am** for both Markets. Vendors must stay for the duration of the market till 3pm. Drop in vendors should arrive before 9am.

**Be Prepared:** Bring change, a sign, a tablecloth, a canopy, a hat, a chair and clothes for the weather.

**Parking:** After unloading at the Cottonwood Falls Market, move your vehicle to the Rod and Gun club lot. The north side of that lot is city property (next to the auto body shop) and you may park there. For the Nelson Downtown Market, you must park 2 blocks away from the market, unless otherwise instructed.

**Smoking, Dogs, Perfume:** No smoking around the markets and no vendor dogs in market. Customer dogs must be leashed. Please be aware that incense and perfume bother some people and make others sick.

**Products-** Preference for spots is given to products in the following order: 1) local vendor-grown produce, 2) local vendor hand-made products or food, ideally from locally sourced materials 3) locally produced products, 4) fairly traded imports and quality collectables.

**Nelson Downtown Local Market-** Vendors must have at least 80% locally produced products for sale. Our local area is within the Kootenay/Okanagan region. Local products must have signs saying Locally Made or Grown by Vendor. Imported products need to have signs saying where they are from and how they are fairly traded. **As part of our agreement with businesses on Baker Street, all vendors must face and vend towards the sidewalk and cover the back of their booth unless otherwise instructed. Unless otherwise instructed, vendors must maintain a one-meter clear space between the front of the stall and the curb to avoid tripping hazards**

**Book a table** by calling 354-1909 or email [markets@ecosociety.ca](mailto:markets@ecosociety.ca)

Spaces are limited so reservations are recommended (one week prior). Dedicated spots are available with season rates. Booked drop in spots are held until 9am. For the Downtown Market, first priority for seasonal reservations is for food producers. Other seasonal vendors are reviewed and selected by the Market Manager.

**Payment-** Vendors should be ready to pay for their spot by noon. Minimum fee is \$10.

**Food Vendors** must talk to a health inspector with BC Ministry of Health in Nelson to get a Temporary Food Vendors Permit before coming to any market. They also need a current Food Safe Certificate unless selling only cookies, sweets or bread. All foods must be served with a minimum of waste and preferably reusable washable ware. No Styrofoam please, paper cups are ok. Vendors must offer labeled bins for all the garbage and recycling they generate. All food handling must comply with safe food practices.

Free Samples are great but no large servings as others are trying to make living. Bottled water, juice packs and commercial food products are not allowed. Foods and beverages should all be locally made preferably by the vendor and ideally from locally grown food.

Food vendors wishing to attend the market on a drop in basis must check with the manager before hand. The manager may choose to limit the number of food vendors or specific foods or beverages if they feel the market is saturated.

**Produce Vendors** must have a sign that says your name or your farms name and a description of your produce. Product description is important as customers want to know what they are getting. Is it Certified Organic, Transitional certified Organic, COABC or KMG or Naturally Grown. Use of the word organic is being contested in Canada and we want vendors to comply with legal guidelines for use of the word in your sign. Produce must have prices visible. Produce that is purchased by a vendor must not compete with produce which is grown by another vendor.

**Prices** are up to the vendors. Produce prices at the market may vary from vendor to vendor and depending on quality grades.

**All Packaging** should be kept to a minimum. Sell bulk vegetables rather than bagged.

**Clean up and put tables away** at the end of the day, or move your table as close as you can to one of the 3 table lock up spots. If you are unable to lift it, ask a neighbor for help. Please clean up around your table site and give your table a wipe down. We may charge \$5 for vendors who leave a mess or do not bother to put their table away.

**Marketing/Public Relations:** Vendors could consider signs, displays, dressing the part, engaging people, standing up, give samples, and remember customer names.

**Non Profits-** Can drop in after 10am for a free space or book a space @ 20% off rates

**The Manager** reserves the right to refuse any vendor or product and ask any person to leave the market if their behavior is a problem or they do not follow these guidelines. We do set limits on certain types of products such as used and specific ready to eat food. Any vendor that is getting harassed should to get help from the manager immediately.

All potential vendor conflicts should be communicated first to the market manager, who will take steps to resolve them. If further resolution is required vendors should contact the Executive Director of the West Kootenay EcoSociety at 250-354-1909, or via email at [info@ecosociety.ca](mailto:info@ecosociety.ca).