



**Vendor Info & Guidelines for 2009 Nelson Outdoor Markets**

*Vendors are expected to 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. All potential vendor conflicts should be communicated first to the market manager.*

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

**Bring:** change, sign, tablecloth, hat, chair and clothes for hot and cold

**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. At the downtown market park behind the complex.

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

**Preference** for spots is given to products which are grown, baked or made by the vendor.

**Hall Street Local Market-** Vendors must have at least 80% local products for sale. This does not mean that materials for those products need to be local just the handwork to produce the products must be done within the Kootenay/Okanogan region. Local products need signs saying locally made or made by vendor. Imported products need to have signs saying where they are from.

**Book a table** by calling 354-1909 or markets@ecosociety.ca  
Spaces are limited so reservations are recommended. Dedicated spots are available with season rates.

Booked drop in spots are held until 9am Saturday morning.

**Payment-** Vendors should be ready to pay for their spot by noon of any market. Any vendors refusing to pay could be banned from the markets. Minimum fee is \$10.

**Food Vendors** must go through the BC Ministry of Health to get a temporary food vendors permit. Also they need a food safe course/certificate before they come to the markets. Sweets and breads have fewer requirements. All foods must be served on

recyclable or reusable ware or wax paper or napkins. No Styrofoam or paper plates please. Deal with your own garbage and recycling.

Vendors need to get the OK from the manager before bringing a new food item to the market.

Free Samples are great but no handing out free large servings. Others are trying to make a living.

**Produce Vendors** must have a sign that says Certified Organic or Transition to Certified Organic or Locally Grown. Also the sign needs to say the name of your farm or your name. This has been contentious at times at the market so produce vendors should expect to discuss this issue, stay calm and work out a fair final decision based on Government guidelines. Produce that is purchased by a vendor must not compete with produce which is grown by another vendor. Produce must have prices visible.

**Prices** are up to the vendors. Produce prices at the market may vary from vendor to vendor.

**Clean up and put tables away** at the end of the day or get it as close as you can to one of the 3 table lock up spots. If you are unable to lift it, please talk to the Market Coordinator for assistance. Please clean up around your table site and give your table a wipe if it is dirty. We may charge \$5 for vendors who leave a mess or do not bother to put their table away.

**Public Relations:** Vendors should engage customers as many people come to the market to be sociable. Signs and displays are important as they let customers know about you and your products.

**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. 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.

Thank you for following these guidelines.

West Kootenay EcoSociety Board of Directors

For more information email [info@ecosociety.ca](mailto:info@ecosociety.ca) or call (250) 354-1909.