

Parksville Museum Market 2019
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.

2019 MARKET DATES AND HOURS OF OPERATION

- June 28, July 5, 12, 19, & 26 August 2 - 5:00 pm to 9:00 pm
- August 9, 16, & 23 - 5:00 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 by Market Coordinator.
3. To apply for a Full Season site, vendors must be able to attend at least 6 of the 9 market dates.
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. 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.
7. Goods NOT permitted: Secondhand or liquidation items, drugs, marijuana edibles or drug paraphernalia. Politics and religion are deemed unfitting.
8. If selling ANY jewelry, your application must state the % of jewelry out of all goods to be sold. You also may be requested to provide photos.
9. Massage therapists must provide a current insurance rider valid for the attending market dates.
10. 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”.
11. Commercial vendors must state the size of food truck, trailer or cart on the application, and will be charged by the foot.
12. Standard tent sites are individually identified by a number marked to the curb. They are measured to fit a 10’ long x 10’ deep tent.
13. Drop-in vendors are assigned sites on the day of markets only and payment will be collected at the market. Please no cheques.
14. Vendors are NOT permitted to change assigned sites without permission from the Market Coordinator.
15. We reserve the right to reassign sites and relocate vendors as deemed necessary.

REFUND AND CANCELLATION POLICIES

16. If you must cancel your paid registration prior to the start of the market, notify us promptly. Refunds will be issued up to June 10, 2019 ONLY. The standard refund is the amount paid, less a \$35.00 administration fee.
17. Absolutely NO REFUNDS will be given as of June 11, 2019 for the current season.
18. The market is a RAIN or SHINE event. NO refunds or discounts will be given for poor weather conditions.
19. 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.
20. Full Season vendors are allowed to miss 3 of the 9 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.
21. **Cancellation fees must be paid promptly.**
22. Drop-in vendors who request to pre-pay will not receive a refund for cancellations. We can try and switch weeks if there is availability.

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:* events@parkvillechamber.com

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SET-UP/TAKE-DOWN POLICIES

23. 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.
24. No vendor arrival before 3:45pm. Set up time is from 3:45pm to 5:00pm.
25. During set up vendors must enter through the gate entrance on Franklins Gull Road and exit through the main entrance in the Chambers parking lot.
26. All vehicles must be removed from the museum grounds by 4:30pm.
27. Any arrival after 4:15pm will have to park and carry their items in.
28. There is no early take down permitted during our market season.
29. During take down first take down all items including your tent, then go and get your vehicle.
30. During take down vendors must enter through the gate entrance on Franklins Gull Road and exit through the main entrance in the Chambers parking lot.
31. **NO PARKING** in the Museum or Visitor Centre Staff Parking lots!

GENERAL POLICIES

32. Only market organizers have the discretion to close the market early or cancel it completely.
33. 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.
34. 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.
35. 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.
36. Vendors are responsible for the cleanliness of their sites and must remove all waste and litter.
37. 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.
38. Vendors must carry their own liability insurance. The Parksville & District Chamber of Commerce, the Parksville & District Historical Society, its staff, and its volunteers will NOT be responsible for injury to vendors, or damage/theft of vendors' property during any part of Parksville Museum Market event.
39. The market is a non-smoking area for vendors. 10 meters from the Market Zone is a required minimum.
40. 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.
41. 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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