



EAST KELOWNA
MARKET

2022 EAST KELOWNA MARKET VENDOR APPLICATION

This community market was created to showcase and embrace the amazing local talents of; artists, crafters, musicians, food and produce vendors at the historical and quaint East Kelowna Hall a valued landmark of the community. We strive for everyone to have an amazing community “experience”. Encouraging our local and tourist community to take a drive to the East Kelowna countryside filled with; orchards, vineyards, wineries, and farms and making us be a valued destination spot.

We invite vendors to be varied and as such will limit the number of each kind of vendor we accept. Vendor categories include but are not limited to; art, crafts, health and beauty, Food Trucks, food items, baked goods, clothing, accessories, jewelry, furniture, household, upcycle, etc. We do not accept multi-level marketing products. Wholesale, upcycled and recycled items will be limited.

We encourage niche and other interesting vendors to apply. Vendors are to provide descriptions of expected stock, licenses, permits, etc.

MARKET INFORMATION:

- **Do not attend the market** if you feel unwell.
- Be committed to the days you sign up for.
- **No credits will be issued for a missed day unless we consider it an emergency.**
- **Be supportive and respectful of your market and fellow vendor friends.** Zero tolerance for negative or nasty behaviors towards your team or fellow vendors. You will be asked to remove yourself from the market.
- If you have concerns or feedback, **please speak or email us directly after the market day. Only a positive atmosphere is accepted at the market!**
- **Ensure Items are to have visible prices.** Bring your own 6-foot table. Chairs are provided.
- **Be at your station throughout the day**-wait until 2:30 pm before packing up.
- **Get involved**, design creative spaces, tell friends and family about the market, use social media to spread the word and love the market as much as we do!

MARKET HOURS AND DAYS

- **Hours of Operation:** Sundays 10:00 am to 2:30 pm
- **Set up: 8:30am Indoor Vendors/8:30-8:45 am Outdoor Vendors** -if later, we will assume you are not attending and will rearrange other spots to fill in the gap! **Please check in with Michael, our Market Day Manager for outdoor placement and Katharina for Inside Placement upon arrival and prior to setting up.**
- **The market payment** is divided into seasons; spring, summer and fall. This makes it easier for you to commit and pay for the days required. **Please use the e transfer password** provided for markets.



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VENDOR FEES

- **Payment must be made once we accept your entry. No cash day of market!** To ensure you are registered for dates chosen, complete application, invoice and e-transfer to: kathy.eastkelownamarket@gmail.com
- All applications will be reviewed to ensure quality, overall fit and appeal.
- Once we receive photos, you will be notified of acceptance within a few days.
- Once your application is approved our seasonal invoice will be forwarded.

VENDOR SPOT INFORMATION

- **VENDOR PLACEMENT:** We place vendors accordingly and regularly change up the placement based on product, size and style. If you have a special request let us know prior to market day.
- **INDOOR** Spot sizes are typically 6 x 4 and must bring your own “6 foot” table. We have chairs. Space permitting; If you require a spot larger than 6 x 4 we will charge an extra fee depending on the extra space. Arrange prior to market day!
- **OUTDOOR** spot sizes 10 x10 (**Must supply your own tent with weights /sandbags**)
- **SIGNAGE:** No holes in the walls at the hall, removable command hooks are accepted with prior permission. **Vinyl banners are fine for outside**, not esthetically eye pleasing for indoor markets. Check with us before hanging.
- Ensure you supply your own hand sanitizer, mask, gloves if required.
- Make your spot welcoming to the customer. Utilize your space creatively. Remember people shop at eye level, so build your display upwards!

PERMITS AND INSURANCE

- ❖ Vendors are responsible for required permits, insurance and Food Safe & Market Safe certification for food processors and producers who make, bake or grow products to sell at the market. (Jams, Preserves, Chutneys, etc.) Anything ingestible.
- ❖ For lotions, potions, soaps, creams; **contact Health Canada as you must have insurance.**
- ❖ Please review the BCCDC “Guideline for the Sale of Foods at Temporary Food Markets” to determine if you require authorization or contact the Environmental Health officer at 250-469-7070 ext 12076.
- ❖ **Liquor Vendors:** Vendors must have a “Serving it Right” certificate. Liquor sales at artisan, farmers and annual markets require a “Market Authorization” Form from Liquor and Cannabis Regulation Branch. You will require our City of Kelowna Business License: **#4079961**
<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits>
- ❖ All vendors should have appropriate insurance for your own protection. Not as necessary if you are a crafter or artist as risk is low. Check out the BC Farmers Association for inexpensive insurance. The East Kelowna Hall and East Kelowna Market has insurance in case of injury to patrons.



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EAST KELOWNA MARKET-2022

Complete the application and return it via email.

kathy.eastkelownamarket@gmail.com Photocopies (or scanned documents) of appropriate permits, certificates and other necessary documentation must be included with this application for processing. You will receive a response within a few days.

All applications are reviewed to ensure quality, overall fit and appeal for both parties. Once accepted you will secure your spot by paying your Market invoice for dates chosen. No cash day of market. Payment must be received one week prior to market date. Use e-transfer password that will be provided.

1. VENDOR INFORMATION:

Applicant Name:	
Business Name:	
FB/Instagram Accounts	
Email Address:	
Phone #:	
Website:	

2. PRODUCT DESCRIPTION:

All prepared food vendors; describe your operation including where and how you manufacture or process your products, transport your products and display at the market. It is imperative that you use "market safe" guidelines for sampling, storing, transportation, etc.

3. PREPARED FOOD APPLICANTS:

Please review the BCCDC "Guideline for the Sale of Foods at Temporary Food Markets" to determine if you require authorization or contact the Environmental Health officer at 250-469-7070 ext 12076. Vendors must obtain authorization from the **Interior Health Authority** to sell value-added or processed foods considered "high risk" at the market. **Authorization is not required for "low risk" items.** Vendors wishing to sell jams, jellies/, pickled vegetables etc., need to provide proof their food items have a pH less than 4.6



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by lab confirmation and must do this prior to participation. Example, CARO Analytical Services in Kelowna.) Allow 30 days for application processing.

4. FOOD SAFE AND/OR MARKET SAFE CERTIFICATIONS:

All vendors who handle prepared or value-added foods must have their BC Food Safe or Market Safe certificate. Attach copies of your certificate to this application. More information can be found at <http://www.foodsafe.ca/marketsafe>

Your certificates must be visually placed with product at your spot/stall. If your items are not baked in a certified kitchen you must display at your spot a sign that says "Items not cooked in a certified kitchen".

5. ART & CRAFT VENDORS:

All art and craft items **must be your original design and handmade**. If you are a **jewelry maker**, alter your pieces to be original, no bought items to sell unless you have significantly added your own spin. Upcycled clothing, furniture, etc. are accepted. If you are applying as a new vendor, submit photos of your work with your application.

6. LIQUOR VENDORS: Wineries/Distilleries/Craft Breweries

All Liquor vendors must have a "Serving it Right" certificate and visually placed with your products. Liquor sales at artisan, farmers and annual markets require a "Market Authorization" Form (which must be displayed at the market) from Liquor and Cannabis Regulation Branch. You will require our City of Kelowna Business License: #4079961 <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits>

8. VENDOR INSURANCE COVERAGE:

Vendor products are not covered under the East Kelowna Society's or East Kelowna Market insurance policy. Our insurance covers customers or vendors that may get hurt at the market. It's recommended that vendors carry their own liability insurance in the amount no less than \$2,000,000. You should contact your insurance agent to find out what level of coverage is right for you.

9. DECLARATION

I understand if accepted, this application is required on a yearly basis. I agree to conduct myself in a professional, positive, respectful, and cooperative manner while at the market and provide permission for myself and products to be photographed and or recorded for advertising. I will follow all PHO protocols when in place.

SIGNATURE: _____

DATE: _____