



# 2019 NIGHT MARKETS VENDOR AGREEMENTS + GUIDELINES



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## 2019 NIGHT MARKETS VENDOR AGREEMENTS + GUIDELINES

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In 2018 Gibsons Public Market hosted two very successful, vibrant and well attended Night Markets. It is estimated nearly 5000 people attended over two nights.

For 2019, we are:

- ▶ adding an extra night - three Night Markets (vs. two in 2018)
- ▶ extending the hours (open until 10pm!)
- ▶ activating the entire building and all outdoor spaces
- ▶ all Public Market merchants will be open for business

### CALL FOR VENDORS

We are encouraging applications from vendors who fit into one of the following categories:

1. Prepared Foods: Ready-to-eat meals, snacks, desserts, beverages
2. Service Providers: On-site services to be enjoyed (i.e.: reflexology, tarot readings, massage, etc.)
3. Artisans: Handicrafts and other hand made products
4. Local Businesses: Sunshine Coast owned and operated businesses
5. Community Groups: Sunshine Coast community organizations



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### VENDOR SELECTION PROCESS

Due to high demand for limited vendor spaces, we will undergo a vendor selection process.

During this process we will keep in mind:

- ▶ Overall vendor and product mix (we are looking to create the following vendor mix with diversity in each category):
  - ▷ Food & Beverage - 50%
  - ▷ Service Providers - 20%
  - ▷ Artisans and Local Business - 20%
  - ▷ Community Groups & Non-Profits - 10%
- ▶ Booth layout and presentation as demonstrated through provided pictures
- ▶ Willingness to participate in GPM Membership Program (See p.4 for more information)
- ▶ Commitment to earth-friendly on-site practices, overall waste reduction and use of sustainable packaging
- ▶ Willingness to attend an in-person pre-Night Market vendor meeting
- ▶ Track record of creating a positive environment and working collaboratively
- ▶ Location of core business activities, with preference to Sunshine Coast owned and operated businesses
- ▶ Willingness and enthusiasm for promoting these events and your participation



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### APPLICATION DEADLINES

Vendors who wish to participate in the Night Markets may submit an application at any time. Spots will be open until filled. Public Market staff will review applications on a first-come-first-served basis until the notification deadline. After the notification deadline, applicants will either be moved onto the Waitlist, or, considered for any remaining spots.

Night Market Date	Notification Date
June 28	June 7
August 2	July 12
August 30	August 9

### HOW TO APPLY

#### 1. Online Applications

We prefer and encourage online applications.

The vendor application form can be filled out by clicking [HERE](#).

It will take approximately 5 minutes to complete.

#### 2. Paper Applications

Vendors who require a paper application can pick one up in person at the Gibsons Public Market (473 Gower Point Road).



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### VENDOR DETAILS

Each vendor is applying for a 10' X 10' spot (with the exception of consignors). The majority of vendor spaces are outdoors, while a Community Exhibition Hall will be set up inside the Atrium to expand number of spaces available. Vendor placement is at the discretion of staff and will be chosen to create the best overall visitor experience.

All vendors are responsible for

- ▶ booth set up
- ▶ supplying and setting up their own tent (if outdoors)
- ▶ safely securing tent with weights
- ▶ providing tables
- ▶ providing chairs
- ▶ extension cords (for those who have indicated and paid for hydro usage)
- ▶ all material required for service and display
- ▶ providing any lighting needed for take-down after dark (i.e.: flood light)

NOTE: Vendors will not be considered for a spot until their [application](#) is complete.



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### 2019 VENDOR FEES

The 2018 Night Markets were a tremendous success. There is significant, demonstrated community demand for the return of these events. We anticipate the 2019 Night Markets will be even busier and more successful than last year.

In order to deliver a successful season of Night Markets, it takes hundreds of hours of staff time, extensive marketing, decor and equipment, waste management services, coordinating dozens of volunteers, providing child care services that allow the events to be family friendly, paying entertainers and much more. All of this effort is what creates a vibrant community atmosphere that attracts thousands of residents and tourists ready to enjoy what you have to offer. Vendor fees are a way that we can share part of these costs.

For 2019 we are offering a fee model that matches the potential of a vendor category to earn revenue at this event. See the full vendor fee schedule on page 5.

As a not-for-profit social enterprise, Gibsons Public Market's costs and revenues directly impact our ability to deliver community programming and keep the building open, accessible and free to enjoy 6 days a week.



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	Regular Fee <i>per Night Market</i>	*Discounted Fee <i>Vendors who commit to offering a discount to Gibsons Public Market Members are eligible for a reduced fee.</i>
Food & Beverage <i>(excluding alcohol)</i>	\$125	\$100
Service Providers <i>(i.e.: Tarot, massage, temporary tattoos, etc.)</i>	\$75	\$50
Artisans & Local Business	\$75	\$50
Community Groups <i>(i.e.: Non-Profits and other community groups providing information, not services or other revenue-generating activities)</i>	\$25	\$25
Consignment Table <i>Up to <u>five spots</u> will be available for vendors who wish to sell their goods but not commit to an entire 10' booth space.</i>	40% of sales retained by GPM	30% of sales retained by GPM
HYDRO FEE <i>if you require power, there is a flat fee of \$5 per evening</i>	\$5	--



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**Discounted Fees**

Vendors who commit to offering a discount to Gibsons Public Market Members will be given \$25 off their vendor fee (excluding consignors and community groups). For more information about our membership program, please visit:

<http://gibsonspublicmarket.com/market-membership/>

## FEE PAYMENT SCHEDULE

We thank you for paying your vendor fee(s) by the deadline listed below.

Late payments will be charged an additional \$5 per day penalty.

We anticipate vendor spots to be in high demand. If your fees are not paid within three days of the market date, we will fill your spot from the waitlist and you will be unable to participate.

Night Market Date	Fee Due Date
Friday June 28	Friday June 14th
Friday August 2	Friday July 19
Friday August 30	Friday August 16





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### FEE PAYMENT OPTIONS

1. Cash
  - ▶ Dropped off in person to the reception staff at Gibsons Public Market
2. Cheque
  - ▶ Dropped off in person to reception staff at Gibsons Public Market
  - ▶ Mailed to PO BOX 191, 473 Gower Point Road, Gibsons, BC V0N 1V0
3. Credit Card
  - ▶ Credit Card payment can be made in person, by phone (Jenn McRae at 604 245 5092), or by filling out the attached Credit Card Authorization Form
4. E-Transfer
  - ▶ E-transfer can be sent to [finance@gibsonspublicmarket.com](mailto:finance@gibsonspublicmarket.com).
  - ▶ Please put the NIGHT MARKET\_(DATE OF PARTICIPATION) in the notes
  - ▶ Set password as: GPM473



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### CANCELLATIONS AND NO-SHOWS

If you have to cancel your participation for any reason, the amount of notice you provide will determine the % of the vendor fee that is returned to you. Your vendor fee acts as a deposit against your participation.

Cancellation Notice Provided	Eligible Refund
More than two weeks	100% of vendor fee refunded
7 - 14 days	50% of vendor fee refunded
0 - 7 days	No refunds



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### HOURS OF OPERATION

2:00pm Set up begins

3:00pm All vendor vehicles cleared from site

4:00pm Night Market opens to the public

10:00pm Night Market closes, strike begins

10:15pm (*or when safe*) Vendor vehicles permitted back on site for strike

### ADDITIONAL VENDOR INFORMATION

- ▶ If your table requires electricity, you must indicate so in your application form
- ▶ Washrooms are available for vendors and customers on all levels of the public market
- ▶ Benches, tables and other areas to sit, eat and socialize will be provided for visitors to the Night Market
- ▶ Alcohol will be on sale to the public in permitted areas by permitted vendors only
- ▶ Vendors **MUST** park vehicles offsite for the duration of the market



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### PREPARED FOOD REQUIREMENTS

All food Vendors must follow the following requirements from Vancouver Coastal Health:

#### High Risk Foods:

Vendors of high risk foods must submit a written application to Vancouver Coastal Health before sales can commence. A copy of this approval must be on file with the market manager.

Please contact Chris Morse at Vancouver Coastal Health: [Chris.Morse@vch.ca](mailto:Chris.Morse@vch.ca)

#### Application for Sale of Higher Risk Food at Temporary Food Markets:

<http://www.vch.ca/Documents/Application-for-sale-of-higher-risk-food-temp-market.pdf>

If you vend at other markets and have already completed this step, you do not need to do so again. Simply provide a copy of your existing approval letter with this agreement.

#### Low Risk Foods:

Vendors of low risk foods must display a sign that is clearly visible to the consumer at the point of sale stating that: "THIS FOOD HAS BEEN PREPARED IN A KITCHEN THAT IS NOT INSPECTED BY A REGULATORY AUTHORITY." Or equivalent wording

#### Commercial Kitchen:

Vendors whose food has been processed in a commercial kitchen must provide documentation to the Market manager. Other approvals are not necessary in this instance

#### Temporary Food Permit:

If you are preparing food at the market, you must display a Temporary Food Permit from Vancouver Coastal Health and have a copy on file with the Market manager



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If you plan to sell prepared foods of any kind, you must meet Vancouver Coastal Health regulations:

[www.vch.ca/Documents/Guidelines-for-sale-of-foods-at-temporary-food-markets.pdf](http://www.vch.ca/Documents/Guidelines-for-sale-of-foods-at-temporary-food-markets.pdf)

Low risk foods – page 8 | High risk foods – page 9-11

Vancouver Coastal Health Contact (Sunshine Coast):

Chris Morse

Environmental Health Officer

Sechelt Health Unit

Vancouver Coastal Health

604-885-8701

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