



Beban Park, 2300 Bowen Road, Nanaimo
www.islandrootsmarket.ca

Application Form 2024-25 Market

Completed forms may be emailed to islandroots.manager@gmail.com or
mailed to P.O. Box 55052 RPO Southgate Nanaimo, BC V9R 0B6

Please note: All market vendors (new and returning),
must submit this form each year

I am a New Vendor Returning Vendor

Business Name: _____

Business Phone: _____

Email: _____ Website: _____

Mailing Address: _____

Vendor Name(s): _____

Primary

Contact: _____ Phone: _____

Please check information you would like us to share on the Market
website:

Contact Name Business Mailing Address Business Email

Website Business Phone Number

Vendor Category:

- Primary Producer (Grow or harvest own product: ex. produce, meat, honey)
- Secondary Producer (Use raw product to make something new: ex. jam, bread, sausages, soap, pasta, prepared foods)
- Artisan
- Other (specify) _____

Describe your product(s) in detail and, if applicable, indicate which month(s) each product will be available:

Please note you will only be approved to sell products listed on this application. We may request to screen your products before your application is approved. If you wish to add new products not listed below, they must be pre-approved by the market manager. All products must be locally grown or produced. Please include all VIHA/Island Health Approvals.

Space Requirements and Fees:

Please indicate your space requirements and desired pay schedule by checking the corresponding box(es) below: NOTE - all spaces outside are 10'X 10" and do not include tents, tables or chairs

<p style="text-align: center;">Full Year (Oct 2/24 - Oct 1/25)</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">51 markets</p> <p>includes outdoor tent space in summer No market Dec. 25/24 or Jan. 1/25 Includes Christmas Market Dec. 22</p> <p style="text-align: center;">Due Oct 15, 2024</p>	<p style="text-align: center;">ONE PAYMENT OF \$1,167 + GST \$1225.35</p> <p style="text-align: center;">(\$22.88 + GST per market)</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">3 payments of \$456 (\$25.52 + GST per market)</p> <p style="text-align: center;"><i>RETURNING VENDORS* - 3 X \$436.00 (\$24.43 + GST per market)</i></p> <p style="text-align: center;">Payments due Oct. 2, 2024, Jan. 2, 2025, Apr. 2, 2025</p>
<p style="text-align: center;">Winter Season (Oct 2/24 - May 7/25)</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">31 markets</p> <p style="text-align: center;">Due Oct 2, 2024</p>	<p style="text-align: center;">\$775 + GST \$813.75</p> <p style="text-align: center;">(\$25 + GST/market)</p> <p style="text-align: center;">May be paid in two installments of \$426.88 due Oct 2, 2024 and Nov. 30, 2024</p> <p style="text-align: center;"><i>RETURNING VENDORS* - 2 X \$406.88</i></p>
<p style="text-align: center;">Half Winter Season</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">15 markets</p> <p style="text-align: center;">Due one week prior to start of half season</p>	<p style="text-align: center;">\$450 + GST \$472.50</p> <p style="text-align: center;">(\$30 + GST/market)</p> <p style="text-align: center;">No refund for unused weeks. Please state desired weeks:</p> <p style="text-align: center;">_____</p>
<p style="text-align: center;">Christmas Market Only December 22, 2024 10 - 2:30</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;">New Vendors \$40 + GST</p> <p style="text-align: center;">Payment due December 1, 2024</p>

<p>Summer Market May 14, 2025- Sept 24, 2025</p> <p><input type="checkbox"/></p> <p>20 markets</p> <p>Due May 1, 2025</p>	<p>\$560 + GST \$588.00</p> <p>(\$28 + GST/market)</p> <p>May be paid in two installments: \$314 due May 1/25 and June 30/25</p> <p><i>RETURNING VENDORS* - 2 X \$294</i></p>
<p>Drop-in (subject to availability)</p> <p><input type="checkbox"/></p> <p>Due by e-transfer no later than noon on the Monday before the market. Space is allocated on a first come-first served basis. Drop in fees may not be purchased in advance for future weeks. Priority for drop ins is given in the following order:</p> <ol style="list-style-type: none"> 1. Food producers/growers 2. Sellers of confectionaries/baked goods. 3. Artisan products 4. Food Trucks 5. Community groups and non-profits. 	<p>\$35+GST \$36.75</p> <p>Once fees are paid and vendor map is distributed, there will be no refund for last minute cancellations or no shows.</p> <p><i>Consideration may be given for extenuating circumstances.</i></p>
<p>Power Fee</p>	<p><u>Summer Season</u></p> <p>\$35 + GST (\$36.75)</p>

* **RETURNING VENDORS** are vendors who have been with the market for at least one full year.

Do you require electricity? _____ Any other requirements?_____

Vendors may sell a limited quantity of product that is not their own. An additional surcharge will apply. Please see schedule C in the *Vendor Policy Guide* for details.

Pay by e-transfer to islandroots.manager@gmail.com or mail application and fee to P.O. Box 55052 RPO Southgate Nanaimo, BC V9R 0B6

Please Note:

- Any unusable weeks due to events out of Island Roots' control will be refunded to the vendor. No credits towards future markets or other costs will be issued.
- There will be no other season allowed other than those listed above. If the periods above do not align with a vendor's product availability cycle, we encourage the vendor to attend as a drop-in.
- Vendors purchasing a full season/year that wish to cancel prior to the end of the number of weeks purchased will be reverted to drop-ins, and have the number of weeks attended calculated at the drop-in rate. The total drop-in fees will be deducted from the amount paid - the remaining balance, less a \$25 administration fee, will be refunded to the vendor. Cancellations and refunds are subject to approval of the manager and board of directors.

Membership and Agreement:

You must be a member to sell at the market. Minimum membership is one co-op share (\$10). **When you join you are also agreeing to purchase up to 5 shares for a total of \$50 if called upon to do so.**

Yes, I am a member of the Island Roots Market Cooperative

I would like to become a Co-op member. Enclosed is payment of \$_____ for _____ shares.

I agree to become a member upon confirmation of market participation

Please indicate agreement with each statement below by initialing:

_____ Pay all fees as set out by the Island Roots Market Cooperative.

_____ Report any changes or additions to my product selection to the Market Manager for approval before bringing it to the Market.

_____ Support the market and its vendors by meeting attendance requirements.

_____ Notify the Market Manager of any planned absences (in abidance with market policies).

_____ Share any concerns or suggestions with the Market Manager in the spirit of cooperation and with the intention to improve the quality of the market

I understand that:

_____ Vendors are required to read and sign the attached *Vendor Policy Guide* and all *Schedules* prior to selling at the market.

_____ In the event that the ownership of my business changes, it will be necessary for a new membership application to be filed by the new owner for review and approval.

_____ I am expected to support market programs by making donations to the market musicians or occasional prize draws and by accepting and using market money.

_____ Refunds will be considered on an individual basis at the discretion of the board

_____ Other vendors may sell similar products to mine.

Waiver - I agree to release, save harmless and indemnify Island Roots Market Co-operative and/or its officers and directors, employees, agents, or volunteers from and against all claims, actions, costs and expenses and demands in respect of any action or claim of any nature made by any person. Having read, understood and agreed with the above waiver, I hereby apply for Vendor space for the current season.

Signature _____ Date_____

VENDOR POLICY GUIDE

The following policies have been implemented to create a fair market environment which recognizes the value and importance of the work and products that food producers and other vendors bring to the market. All vendors will receive a copy of this Policy Guide each season and can receive it again upon request. All vendors must sign each section and abide by all policies contained herein.

VENDOR PRIORITY:

The Island Roots Market Co-op (IRMC) prioritizes the promotion and distribution of local food production. As such when considering vendors we will always prioritize local “food producers” including vegetable/fruit farmers and meat/dairy producers; our second priority is to local “food processors” such as bread makers and jammers; our third priority is to local craftspeople, tradespeople and artisans. Craftspeople, tradespeople and artisans will be judged based on their ability to add to and benefit the market as a whole with special consideration given to the use of local materials and quality of the work.

All vendors will be encouraged to participate in the market on a year round basis.

LOCAL VENDOR AREA:

Priority and preference will be given to the closest local vendors. The IRMC considers Vancouver Island and adjacent islands to be the local area of the market. Vendors from outside this area must obtain permission from the Manager based on being a strong asset to the market.

MARKET RULES

1. Vendors must “grow it, bake it, make it, catch it, forage it, or produce it.” This means all vendors must be involved in the production of the products for sale (see Schedule C for exception).
2. The reselling of products from wholesale sources will NOT be permitted.
3. All vendors selling food products must abide by all applicable government health and safety regulations and have copies of all necessary VIHA/Island Health paperwork with them at the market.
4. All vendors must arrive no later than 30 minutes before opening time. Set up may begin 90 minutes prior to the market opening. No setup will be allowed in the marketplace after opening without explicit permission from the Manager.
5. Movement of product or displays will not be permitted until after the market closes.
6. Stalls will be assigned by the Manager at his/her sole discretion.
7. Vendors should consider that their booth is a storefront with closed doors until market opening. Please no sales to customers until the market opens. Sales may be made to market volunteers and employees and other vendors 20 minutes before opening time.
8. Electricity is available if required by health regulations or upon request, as approved by the Manager. There is an additional fee for electricity in the outdoor market.
9. Generators are not allowed except with consent from the Manager and then only at outside stalls.
10. Vendors must have signage or labeling detailing the prices of all items for sale.
11. Food vendors must follow Schedule B re: Certified Organic or Non-Organic status.
12. All products, including crafts and art, must be manufactured locally. Preference may be given to vendors whose products consist primarily of components sourced locally.
13. The Manager may reject a vendor if they are deemed unprofessional, including vendor and booth presentation and vendor attitude.
14. Smoking and e-smoking is prohibited at the market, including vendors and customers.
15. Vendors are prohibited from bringing pets into the market area.
16. New plastic bags are NOT to be used by vendors except where required by law.

17. Vendors must be cooperative and friendly towards other vendors, customers and management. Vendors having any problem with another vendor or customer should bring it to the Manager's attention immediately. Harassment of any kind will not be tolerated. IRMC is committed to providing and maintaining a collegial working environment that is free from harassment where all individuals are treated with respect and dignity. **Every shopper, employee, volunteer and vendor has the fundamental right to work, shop and sell in an environment free of harassment, therefore, it is expected that all contact between co-workers, the public, and others be respectful, professional and courteous at all times.** This applies at any time and at any location where IRMC business is carried out, work related functions, and includes any other location where such behavior may have an impact on the work relationship, environment or performance.
18. Vendors must give at least 24 hours notice if they cannot attend a market unless prior arrangements have been made with the market manager.
19. All vendors must be members of the Co-op without exception.
20. Full year and seasonal vendors will be considered to have abandoned their participation in the market if they miss more than two markets without giving 24 hrs. notice to the Manager. Refunds will not be given in the event of abandonment.
21. Vendors must remove their own compost, refuse, and recyclables after each market.
22. Only primary producers may accept the BC Nutritional Coupon Program coupons. Coupon program information is provided to vendors. No reimbursement will be given for incorrectly accepting coupons.
23. Market Money is sold at the market table for debit and credit.. All vendors must accept market money as a form of payment. It is to be treated like cash and change given, where applicable. Market Money is to be handed in to the manager for reimbursement. It can also be used by the vendor as currency in the market.
24. Vendors are required to read and sign this policy guide and the attached Schedules prior to selling at the market.

MARKET ENFORCEMENT

Being a vendor at the IRMC is a privilege.

The Board reserves the right to accept or reject any vendor for any reason. All vendors must abide by the rules and will be subject to fair disciplinary action if they do not. The Market Manager is in charge of the market and may make decisions or issue directions to which all vendors must immediately respond. This could include closing of a booth.

Challenges to the Market Manager's decision may be made to the Board after the incident, but during the market there is to be only compliance with the Market Manager's directions.

Depending on the infraction, the standard policy of the IRMC is to issue a warning for a first infraction, a one market suspension for a second infraction, and full suspension for a third infraction at the discretion of the board. Disruptive or unprofessional behavior may result in being banned from the market.

All decisions of the Manager may be appealed to the Board of Directors by sending a signed and dated hard copy notice to:

IRMC - Board of Directors
P.O. Box 55052 RPO Southgate
Nanaimo, BC V9R 0B6

The Board will choose to hear an appeal at its sole discretion. Board decisions cannot be appealed.

SCHEDULE A - PRICING

The IRMC recognizes that small scale food producers require reasonable margins to ensure a viable enterprise and create a reasonable wage for local food producers and workers.

While IRMC will not attempt to stipulate prices, nor engage in price fixing; we will encourage co-operation and discourage undercutting and/or price wars.

If such incidents occur, the Market manager may intervene and insist the offending vendor either adjust his/her price or remove the product from sale.

The Market Manager's decision will be final.

SCHEDULE B – ORGANIC LABELLING

In compliance with federal laws regarding organic labeling, the IRMC has implemented the following policy for all food producers:

Only vendors that are certified by a recognized organization may use the terms **“Organic”** or **“Certified Organic”** to describe their product. **Only vendors who are Certified Organic will be allowed to use “Organic” in any context.**

SCHEDULE C – SELLING OF ADDITIONAL PRODUCTS

Vendors are permitted to sell a minimal amount of product which they themselves did not produce. The amount of additional product may not exceed 20% of the vendor's display space. The product must adhere to the market standard of local production. The additional product must be CLEARLY labeled as being of another producer. The additional product must bring value to the market. Additional products will NOT be permitted if similar products are already being offered by other market vendors. **All additional products must be approved by the Market Manager. A table fee surcharge of 10% of the daily table fee may be applied when selling additional products.**

Vendor's Name

Signature

Date

*Please, do not hesitate to ask the Market Manager for clarification about the policy guide including the Schedules.