



Invermere Farmers and Artists Market Guidelines

Application

All applications for the Invermere Farmers and Artists Market should be received by mid April preceding the season for Full Time vendors and at least two (2) weeks prior to the first weekend for Part Time vendors.

Application submission online unless otherwise agreed with market management.

All vendors must indicate the markets they will attend on the application form.

Submission of an application does **NOT** guarantee acceptance to the market. Market management will consider all applications and after review, acceptances will be forwarded to vendors.

If a requested market date is not available, the vendor will be placed on a wait list. Vendors on the waiting list, indicated by a "W" on the invoice must be available to attend the market if contacted by market management.

Payment

Full Time vendors will submit payment in full within 30 days after acceptance unless otherwise coordinated with market management.

Part Time vendors will submit payment at least two (2) weeks prior to the requested weekend unless otherwise coordinated with market management..

Vendors on the wait list will submit payment when confirmed that a market stall is available.

Cancellations

Vendors shall attend all markets they have indicated on the application form.

If not able to attend, vendors must coordinate with market management at least one (1) week prior to the market date.

Penalties

Nonattendance without prior coordination with market management at least one (1) week prior to the market date will result in a No Show and vendor will be charged the market fee.

For Full Time vendors, more than **2** (two) No Shows at indicated markets will result in cancellation of the Full Season discount and vendors charged the normal market rate.

Vendor market stalls

Vendor market stalls are 11ft x 10ft (Single) or 11ft x 30ft (Nose in and Roll in Roll out)

Build up of market stall is from 6:00am to 8:45am

Invermere Farmers and Artists market is open to the public from 9:00am to 1:00pm

No vehicle traffic is allowed within the market area 08:45am to 1:15pm

Stall breakdown may not commence before 1:00pm

Vendors must supply tables, tents, appropriate weights, signage, and supplies.

All materials, signage and products must remain within the stall area and may not infringe on the walkways.

Electrical generators will only be allowed in the Nose in and Roll in Roll out areas

All vendors must display required licences and permits.

If an open flame is required for food preparation a fire extinguisher with a minimum rating of **2A 10BC** must be onsite.

Vendors must remove any trash from their stall area and vendors creating trash **MUST** supply their own refuse containers.

Non-Compliance Action

Product Violations:

Review by market management and a determination will be made in respect to the product in question. Rulings are final and multiple infractions could result in vendor suspension or expulsion from the market.

Customer Complaints:

Market management will forward the information to the vendor and maintain a record of the complaint. Multiple customer complaints could result in the vendor expulsion from the market.

Inappropriate Behaviour:

Physically threatening behaviour or violence toward anyone, at any time, will not be tolerated and will result in **immediate expulsion** from the market!

Expulsion will be maintained until investigation by the market management is completed.

Conduct of conduct

The Invermere Farmers & Artist Market provides equal opportunity for farmers, producers, and artists sell their products in a spirited and fun environment. The primary purpose of the “ Code of Conduct” is to ensure the market environment is fun, enjoyable, safe and secure for the public, vendors and all market participants.

As a participant of the Invermere Farmers and Artists Market, I will:

Comply with the BC Association of Farmers Market (BCAFM) Vendor Guide rules and regulations.

Represent myself, my products, and the Invermere Farmers & Artist Market in an honest manner whether written or verbal.

Not participate in fraudulent, dishonest, or deceptive practices of any kind.

Not offer any resale item(s) that do not comply with the “Make, Bake or Grow” Rules.

Not participate in the market while under the influence of drugs and/or alcohol

Accept responsibility for the conduct and actions of myself, and all persons working on my behalf, including but not limited to my employees, agents, family, and volunteers.

Accept responsibility for responding to and reasonably addressing customer complaints.

Always conduct myself in a kind a respectful manner toward my fellow vendors, local merchants, the public, District of Invermere representatives and market authorities.

Refrain from the use of language that is offensive, threatening or intimidating to others.

Operate vehicles and equipment in a safe and responsible manner.

Report any Issues or Problems to the Market Manager in a timely manner.

Comply with all requirements of the B.C. Interior Health Authority.

Respect, and adhere to, any future Rules and Regulations established by the Invermere Farmers and Artists Market management.