



2013 Artisan Market - Policy Manual

- Vendors and volunteers are able to use the street parking and parking lot on Gladstone Avenue in front of the Fernwood Community Centre
- Setup will begin at 9:00 a.m. on Saturday, June 22nd, 2013
- Tear-down will begin at 3:00 p.m. on Saturday, June 22nd, 2013
- Table locations will be pre-assigned and coordinator will direct you where to set up on Saturday, June 22nd beginning at 9:00 a.m.
- Vendors are accountable to make their table look absolutely amazing!

ELIGIBILITY FOR VENDING

Fernwood NRG would like to attract a wide offering of unique items made by artisans, crafters, artists, local farmers, and more including:

- Vendors selling products made or grown by hand.
- Vendors selling products produced in the Capital Regional District (CRD) and southern Vancouver Island.
- Radically recycled, re-purposed or up-cycled products.
- Vendors selling fruits, vegetables, plants, seeds, flowers, bread products, honey, home-prepared preserves, and original crafts.
- Determining the suitability of any product at the Artisan Market will be at the discretion of the Fernwood NRG.

HOW TO PARTICIPATE

- Vendors have the opportunity of vending from up to 2 table spaces.
- Vendors must provide their own tables. Vendors are allowed a total tabletop area of 2.5 feet wide by 6 feet long in each table space.
- If you wish to participate, fill out Vendor Application Form and drop the application and payment (cash or cheque) off to the Fernwood NRG Outreach Office at 1313 Gladstone Avenue or the Fernwood Community Centre at 1240 Gladstone Avenue. You may also email your completed application to fernfest@fernwoodnrg.ca, no later than Monday, May 31st, 2013.

JURY

Fernwood NRG is responsible for choosing the Artisan Market vendors based on consumer demand, value of offering to the community and based on the mix of current offerings from other vendors. While diversity of offerings is valued, exclusivity of offerings is not guaranteed. There is no jury fee and the selections process can take place on the phone, by email or in person.

- Fernwood NRG reserves the right to limit identical or very similar products.

PRODUCE

A Vendor who sells produce or farm products will be classified as a farmer. The farmer must locally grow all produce and farm products for sale, with the possible following exceptions:

- The Coordinator may make exceptions so that produce, otherwise not available, is made available for sale at the Artisan Market
- If space is limited, preference may be given to farmers who follow organic agricultural practices.
- Vendors who grow and process fruits and vegetables (e.g. jams, preserves) will be classified as a farmer. Vendors who process, but do not grow, fruits and vegetables will be classified as a food vendor.

CRAFTS/ ART/BOOKS

- Items must be original, of unique work or design.
- The handcraft component must dominate the commercial component.
- The product must meet basic expectations of product life, function and safety.
- Crafts and art must be juried before.

SERVICES

- When applicable, those who offer a service to the public at the market must complete an application and sign a statement, which indicates that they have liability insurance.
- If applicable, service vendors must supply copies of their certifications attesting to their qualifications to offer the service being applied for.
- Service vendors will provide their own supply of soapy water or other suitable disinfectant (i.e. handy wipes) for washing their hands.

FOOD PRODUCTS

- All food products must meet health regulations as set by the CRD.
- All food products require clear and legible labels detailing the ingredients used to make the product.
- Items may be individually labeled or vendors may use single signage next to the product(s).

- Food vendors will provide their own supply of soapy water or other suitable disinfectant (i.e. handy wipes) for washing their hands.
- Food vendors will provide their own garbage receptacle that will remain at their vendor space.

COOPERATIVES

- Artisan Market will accept applications from groups of 2 or more persons, who wish to form a co-operative for the purposes of marketing their goods.

VENDORS' GUIDELINES

- Vendors must confirm their attendance by submitting their completed application form and fee by May 31st, 2013 to the Fernwood NRG Outreach Office at 1313 Gladstone Avenue or the Fernwood Community Centre at 1240 Gladstone Avenue.
- Payment is non-refundable.
- Vendors must provide their own tables. Vendors are allowed a total tabletop area of 2.5 feet wide by 6 feet long in each table space.
- The FernFest 2013 Artisan Market will go on rain or shine—outdoors. Vendors must provide their own tent in the case of rain.
- Vendors are accountable to make their table look absolutely amazing!
- Vendors selling, handling food, or providing a “hands-on” service to clients must provide their own supply of soapy water or disinfectant (i.e. handy wipes) for washing their hands.
- Each vendor is responsible for keeping their space free of litter.
- Vendor refuse must be removed from the site by the vendor and not placed in the receptacles at the Community Centre or in Fernwood Square.
- Smoking is not allowed within the Artisan Market.
- Dogs and other animals are to be kept on a leash and under control. If any animal becomes a distraction for the Artisan Market attendees or vendors, the owner will be asked to remove the animal from the premises.
- All persons attending or connected in any way with the Artisan Market will at all times behave in a responsible and respectful way towards one another and each others’ property. Should any conflicts arise, they will be resolved in a collaborative and respectful manner and mediated at the discretion of the coordinator. Should the parties not come to resolution the Fernwood NRG will make a final decision.
- Attendees or vendors who disturb the market will be asked to leave and may be asked to not return.
- The Coordinator may refuse selling space to any individual, and will ask that individual to leave the Market, in the event of non-compliance with the Market regulations.
- Vendors are responsible for their own insurance coverage.
- Vendors are responsible for all and any damage done or caused by them or their affiliates to building, property, equipment, displays and/or fixtures.