



2019 Artisan Market Policy Manual

- The FernFest Artisan Market will be held from 10:30am to 5:00pm on Saturday, June 22nd, 2019
- Vendors and volunteers are able to use the street parking and the Vic High parking lot off of Grant Street
- Vendor spaces will be pre-assigned. Each space will be 10x10 feet.
- 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 Fernwood NRG

HOW TO PARTICIPATE

- Vendors have the opportunity of vending from up to 2 vendor spaces. Each vendor space will be 10x10 feet.
- Vendors must provide their own tables, tent, and weights
 - If you wish to participate, fill out the Artisan Market Application Form at <http://fernwoodnrg.ca/events-directory/fernfest/artisan-market/>. Once approved, you will be contacted and payment is due in full. You will be sent a link to EventBrite for Payment. All Payments are due May 1st, 2019.

Application deadline: March 29th, 2019

SET UP and TEAR DOWN

- **Set Up:** Vendors will be assigned a specific time when they can drive into the site, unload their goods, and then park their vehicle before setting-up their booth. Drive-in times will be staggered between 8:00am & 9:50 am, June 22nd, 2019.
- **Tear Down:** Beginning at no earlier than 5:00pm. Drive-out is first come, first served between 5:10pm & 6:30pm.
- You are responsible for packing-out all your goods and removing all your waste
- Failure to adhere to your assigned times will result in no drive in access to your booth space

JURY

Determining the suitability of any product at the Artisan Market will be at the discretion of Fernwood NRG. 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.

- 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

CRAFTS, ART and BOOKS

- Crafts and art must be original, of unique work or design
- Books must be used, vintage or original work by vendor
- The handcraft component must dominate the commercial component
- The product must meet basic expectations of product life, function and safety

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. hand wipes) for washing their hands

FOOD PRODUCTS

- All food products must meet health regulations as set by the CRD (must submit VIHA certification and lab tests—where applicable—with payment)
- 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. hand wipes) for washing their hands
- Food vendors will provide their own garbage receptacle that will remain at their vendor space
- No peanuts allowed

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 submit their application by March 29th, 2019.
- Upon approval, vendors must submit payment by May 1st, 2019 through EventBrite.
- Payment is non-refundable.
- Vendors must provide their own tables, weights, and tent. Each vendor space is 10x10 feet.
- The FernFest Artisan Market will go on rain or shine—outdoors. Vendors must provide their own tent and weights 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. hand 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 Fernwood Community Centre, Victoria High School, 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.