



## **Sooke Winter Market**

Dear Potential Vendor,

We are looking forward to a **Sooke Winter Market 11am-4pm on Saturday December 3, 2022.**

Products sold at the Winter Market need to be made, baked, raised, caught, and wild harvested or 100% grown by the approved vendor. This is a legal requirement for the market.

We ask that all food vendors serve their food with recyclable and biodegradable containers and cutlery. We are always aiming to reduce the amount of waste created at the market.

As you know parking is limited around the museum grounds. PLEASE park off site at SEAPARC or along Sooke Road in the gravel parking lot (across from the Lighthouse). Your cooperation with this is greatly appreciated! Vendors parking on the museum grounds will be asked to move their vehicle. If you need to park closer, please talk to the market manager for a parking permit.

Read the attached application form carefully as it outlines market guidelines and vendor responsibilities.

The application for the 2022 Sooke Winter Market, held on the grounds of the Sooke Region Museum, is attached at the end of the document.

Please complete the application and return for consideration to the market.

If you have any questions, please contact Elizabeth or Lee.

Yours truly,

Elizabeth Shaw- Manager of Public Programs  
[programs@sookeregionmuseum.com](mailto:programs@sookeregionmuseum.com)

Lee Boyko  
Executive Director & Market Manager  
[director@sookeregionmuseum.com](mailto:director@sookeregionmuseum.com)

## Sooke Winter Market 2022 Guidelines

The Sooke Winter Market is supported by the Sooke Region Historical Society and was developed to highlight the rich heritage of food producers, artists, artisans, and entrepreneurs in the area. It's a place for residents and visitors to learn about and enjoy the talent and riches of our region.

The Sooke Winter Market wants to be as inclusive as possible while at the same time avoid being an outlet for mass produced and mass marketed items. Products sold at the Sooke Winter Market need to be made, baked, raised, caught, and wild harvested or 100% grown by the Approved Vendor.

Each product for sale needs to meet all the applicable laws, regulations, and rules as specified by federal, provincial, and local government agencies, local health authorities, the Sooke Region Museum, and any organic certifying body the vendor belongs to. It is up to the vendor to know and comply with the provincial and federal sales tax requirements.

Application for an Approved Vendor status will be reviewed by the Sooke Winter Market organizers. Not all applications will necessarily be approved. Consideration will be given to factors such as use of local materials\ingredients, mix of vendors at the market, and history of vendor relationship with the market and other vendors.

The market will operate between the hours of **11am-4pm, on Saturday December 3.**

The vendor shall receive space for their stall in exchange for the set fee. Site location will be the decision of the market manager and will consider site mix.

### **Fees**

Most stalls are 10' x10'. There are also a few odd shaped sites available, not suitable for a 10 x 10 tent.

Vendor fee is \$50 which includes GST

### **As an Approved Vendor of the Sooke Winter Market, I agree to the following:**

1. Pay for the stall space no later than **Tuesday Nov 1, 2022**. Payment is made at the Sooke Museum by cheque (made out to the **Sooke Region Museum**), credit card, debit or cash. At this time, we can not take e-transfer.
2. Every vendor must give **1 week notice (7 days)** for market cancellation. The more notice the better. Prior notice to your absence allows for another vendor to be booked for your stall. Having all stall spaces filled provides an appealing shopping experience for customers and helps all vendors prosper.  
Cancel at least 1 week before market day by phoning the Sooke Region Museum 250-642-6351 and/or emailing [programs@sookeregionmuseum.com](mailto:programs@sookeregionmuseum.com)
3. Arrive no less than 30 minutes and no more than one hour prior to the opening of the market.

4. Contact the Sooke Region Museum 250-642-6351 in the case of an unexpected delay on market day.
5. Move and/or park vehicles off site, to the parking lot at SEAPARC or across Philips Road in the gravel carpark along Sooke Road.
6. Upon arrival unload supplies then immediately move vehicle to designated parking areas. **Do not begin set up until your vehicle is parked off site.** Vehicles are to be completely out of the market area 30 minutes prior to the market start.
7. Confine product display to the dimensions of the designated stall. This includes storage boxes etc. **Please ensure that items are not placed in garden beds or the rock beds.**
8. Attach ingredient labels to all prepared foods sold for home use and/or display ingredient list for items sold that are for consumption at the market site.
9. Prominently display the business/farm name on a sign that can be read clearly from at least 20' away. Display proof of certification for organic, transitional and/or food safety handling as applicable.
10. Ensure that product pricing is displayed in a clear and obvious way.
11. Finish awning set-up and product displays by the official start time of the market. Tents, awning, and umbrellas must have sufficient weight on the corners or base to keep the cover in place during windy conditions. Please bring all tie down material with you. **Do not take rocks or stones from museum grounds i.e., not from rock walls or stone oven.**
12. Commence selling to visitors at the 11 am market start time (selling to other vendors and museum staff prior to the start of the market is acceptable).
13. Sell only products that have been approved by the market manager and are of a quality that contributes to the positive reputation of both your business and that of the market. Provide samples for assessment as requested by the Sooke Winter Market Manager.
14. All food products and packaging must meet CRD and Provincial health regulations. It is the responsibility of individual vendors to understand and abide by the regulations. Applications from vendors of high-risk foods must be accompanied with copies of approval from VIHA (Vancouver Island Health Authority). All food vendors whether high risk or not **must submit a copy of their Food Safe certificate and a complete product list with their market vendor application.**
15. Vendors will be responsible for any special requirements such as a hand washing station, fire extinguisher, etc. that are required by the relevant authorities.
16. Stay until the end of the market and refrain from taking down displays and tent prior to the 4 pm closing time. This applies even if you are sold out or having a slow day.
17. Write and submit complaints to the Market Manager rather than airing them publicly at the market.
18. Be respectful to other vendors, market staff and the public.
19. Refrain from smoking or vaping at the market.
20. The Sooke Region Museum will have liability insurance to cover the hours of operation of the market for general site liabilities but will not accept responsibilities for the negligence of individual Vendors or their products. Every Vendor is asked to ensure that their homeowner, business, or other insurance covers them for participating in the market.
21. Finalize sales activities by 10 minutes after closing. Aim to be gone within an hour after closing.

22. Vendors providing personal services that involve physical manipulation of the human body will provide proof of training and certification and may be required to have their own insurance to cover this activity.
23. Refrain from bringing cars back into the market area until after all customers have left the grounds AND you have your stall packed up ready for loading back into the car.
24. Remove all garbage and other visible signs of your stall by one hour after closing of the market.
25. Vendors are strongly discouraged from bringing pets to the market.
26. The Sooke Region Museum may prohibit any person from renting stall space, request removal of a product that falls outside the policies of the market and may require persons to leave the market if they fail to abide by the policies of the market or direction of the Market Manager.
27. Acknowledge that policies are subject to review and change by the Market Management and that they may alter and adapt these rules to provide for efficient operation of the market.
29. Food Vendors shall use take away food containers and cutlery that are recyclable and biodegradable.
30. All potential Vendors will fill out an application and sign their acknowledgment of the guidelines including the following Liability Statement.

### **Liability Statement**

The Sooke Region Historical Society and its members/agents will not be responsible for loss or damage or injury to exhibits, merchandise, other properties, or personnel, which are on the site of the Winter Market. The Vendor shall accept full responsibility for any and all damages caused by the Vendor or their representatives and agrees to indemnify and save harmless the Sooke Region Historical Society and/or its members/agents/employees against any and all claims for any such loss, damage or injury no matter how caused.

#### *Protection of Vendor Property*

The Sooke Region Historical Society and its members/agents will not be responsible for the safety of exhibits, merchandise, other properties, or personnel against robbery, damage by fire, accident, or other causes. In all cases, Vendors are responsible for their own insurance coverage.

#### *Protection of Property and Display Fixtures*

Vendors will be held responsible for all damage done or caused to the market site and market display fixtures by them, their agents and/or employees.

#### *Insurance*

The vendor shall not do, nor permit anything to be done in or about the assigned vendor space or bring into, or keep upon the same space, anything which in any way that effects a fire risk or increases the rate of the Sooke Region Historical Society's insurance policy. Should the rate of the Society's insurance be impacted by reason of any violation of this Agreement by the vendor, the vendor will be liable to pay the amount of any such increase. The Sooke Region Historical Society will not assume any responsibility for the safety of the vendor against robbery, fire damages, and accidents or for any cause whatever. In all cases, vendors must insure their own property, material and merchandise which is brought to the Sooke Winter Market.

**Sooke Winter Market Contacts:**

- For market cancellation, questions, or concerns

Elizabeth Shaw- Manager Public Programs  
[programs@sookeregionmuseum.com](mailto:programs@sookeregionmuseum.com)

Lee Boyko- Executive Director  
[director@sookeregionmuseum.com](mailto:director@sookeregionmuseum.com)

Museum Phone Number  
250-642-6351

**Scroll down for application**

**2022 Vendor Application**  
**Sooke Winter Market**

Name of Business: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell:  \_\_\_\_\_ Home Phone:  \_\_\_\_\_

Check the above box for the Best Number to reach you at

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media Address:

FB:  \_\_\_\_\_

IG:  \_\_\_\_\_

**Legal Permissions**

**I give permission** to the Winter Market to place the following information on their website, social media, and other marketing materials. As well this is the contact information that can be given to the public to reach me: **(please check the box next to the ones you allow)**

1.  Name of Business
2.  Website Address
3.  Email
4.  Home Phone                       Cell Phone

(Specify which number(s) you want shared)

5.  Social Media Address (es)

Product or Services to be offered (add additional sheets if needed):

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Attach all relevant certification, photo of the type of products, audio\ video file of performance\act and other material that you feel will assist us with evaluating your application.

**Declaration**

I have read the Sooke Winter Market 2022 guidelines and agree to comply with them (including any amendments made, providing notice of changes is supplied to me using the contact details above). All the above information is accurate and if found to be otherwise by the market management, I recognize that disciplinary measures may be taken including expulsion from the market. I also acknowledge that the application will be reviewed and that acceptance as a vendor is up to the Sooke Winter Market management.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Once you receive approval, please make your payment**

**Payment Due Nov 1, 2022**

**Currently there is no e-transfer available.**

Please submit the signed and completed application to the Sooke Region Museum

By Mail: P.O. Box 774, Sooke, BC V9Z 1H7

In person at the museum: 2070 Phillips Rd.

Via Email: [programs@sookeregionmuseum.com](mailto:programs@sookeregionmuseum.com)