



Food Vendors

AGM 2010
James Bay Community School,
140 Oswego St: 7:00pm March 29th,

James Bay Market Society,
c/o 547 Michigan Street,
Victoria British Columbia V8V 1S5

Market Season : Saturday May 8th, 2010 to Oct 9, 2010
Time: Open from 9:00am till 3:00pm (Setup 7:30 till 8:45)

www.jamesbaymarket.com Phone line: (250) 381-5323

Keep the following information for your records and return the last page of the application.

The James Bay Market Society (JBMS) is comprised of residents of James Bay and Greater Victoria who support the principles expressed in the Society's constitution. The Society was founded to:

- Encourage awareness of and appreciation for the production of local food and arts
- Encourage education about the environment, healthy living and healthy food production
- Provide a direct sales outlet for locally produced hand crafted items, art, produce, farm products and prepared foods
- Provide a community forum where local residents can come together to interact and participate

Membership in the James Bay Market Society is \$10.00. **Membership is required to be a vendor at the market** and includes Society voting privileges. Only paid members in good standing will be allowed voting privileges at the AGM. All members and supporters are encouraged to actively participate in the operation of the James Bay Community Market, the Dickens Fair and Seedy Saturday (Spring Garden Show/Seed Exchange).

RETURNING VENDOR

Returning Vendors refers only to those who vended at the market in the 2009 season. **Any vendors from previous years must apply as new vendors.** If you vended last year as a substitute vendor please note that you are not guaranteed a permanent space this year. Regular vendors are (as per our policy manual) subject to table availability and diversity of products.

Returning vendors must fill out an application form, pay for their \$10 membership and first week's booth fee by **Monday, March 29th** at the AGM. Late applications will be subject to space availability as are new vendors. The annual completion of the Application form ensures that we have current information and liability coverage.

NEW All food vendors will be required to submit a producer's statement. This statement will help us to ensure that the Market continues to support locally produced goods. A laminated copy of your statement will be provided for display at your market booth.

CHECKLIST FOR RETURNING VENDORS:

- Completed application form. Applications processed from 7pm to 7:30 at the AGM or by mail.
- \$10 membership fee. Preferred payment method is by cheque. NO CREDIT CARDS or DEBIT
- A cheque for the first week's booth fee or the yearly booth fee.
- A copy of current food service certificates and licenses.

NEW VENDOR

New Vendors are encouraged and welcome to attend the AGM. Food Vendors are required to meet the criteria below. Food vendor acceptance may be subject to table availability in order to insure diversity of products. New Vendors accepted must pay the \$10 membership fee and their first week's booth fee prior to their first market.

Vendors are given spots at the market pending availability and uniqueness of products. If your work is acceptable to the market but there are others selling similar products, you will not be given a permanent space, but will be placed in rotation for spaces that are available on a weekly basis. You will be contacted by the Wednesday prior if there is a spot. Please note that if the market is full and you are on the waitlist those who sell items not currently represented at the market will be called first. **For more Information please contact the market co-ordinator at: the Market Line: (250) 381-5323 or email: info@jamesbaymarket.com**

FOOD

-All food products must meet VIHA health regulations. A copy of the completed "Application for Catered Function or Bake Sale" must be presented with the vendor application to sell at the Market.

-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. At the end of the Market day, each food vendor will remove both the receptacle and the garbage from the Market site.

-The Board encourages

- the use of organic, unrefined, locally grown ingredients whenever possible.
- legible labels detailing the ingredients used to make the product (individual labels or signage next to the product(s)).
- current Food Safe certification or equivalent

NEW VENDOR CHECKLIST:

- Complete membership and application form and submit to Market Coordinator
- A copy of current food service certificates and licenses.
- \$10 membership fee and first week's booth fee due on approval of application. Preferred payment method is by cheque. NO CREDIT CARDS or DEBIT.

Application Form:

Food Vendor

PLEASE RETURN THIS PAGE WITH YOUR CHEQUE
 DEADLINE at the AGM or at time of jury Booth fee forfeited if you do not cancel by the
 Wednesday before the market.

Enquiries: (250) 381-5323 or Email:
 info@jamesbaymarket.com WEB:
 http://www.jamesbaymarket.com

Vendor / Application Name:		Phone night:	
Vendor Business Name:		Phone day:	
Address:		Fax:	
City:	Province:	Postal:	
EMAIL:		WEB:	
Vehicle Make:	Vehicle Model:	Colour:	License Number:

Vehicles may be towed or ticketed if not displaying a valid James Bay Market parking permit or by not parking in designated parking lot, between the Market and the townhouses. **All parking fines are the responsibility of the Vendor.**

List of Products

Product					

***Please describe your product, and how you display your product:** i.e. width, height, will it be on the table or stand behind.

(A process description and photos are required for new vendors)*.

Liability, Protection and Insurance Agreement

- Liability** The James Bay Market 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 site of the weekly Community Market. The vendor shall accept full responsibility for any and all damage caused by the vendor or his representatives and agrees to indemnify and save harmless the James Bay Market Society and/or its members/agents/employees against any such loss, damage or injury no matter how caused.
- Protection of Vendors' Property** The James Bay Market 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 any other causes. In all cases vendors are responsible for their own insurance coverage..
- Protection of Market Property and Display Fixtures** Vendors will be held responsible for all damages done or caused to the Market site, Market display fixtures by them or their agents and /or employees. **Display stands must not interfere with other crafter's space**
- Insurance** The vendor shall not do or permit to be done in or about the assigned vendor space or bring into, or keep upon the same space, anything which in any way shall affect a fire risk or increase the rate of the Market Society's insurance policy. Should the rate of the Market Society's insurance policy be increased 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 Market Society will not assume any responsibility for the safety of the vendor against robbery, fire damages, accidents or for any cause whatever. In all cases the vendors must insure their own property, materials and merchandise which is brought to the James Bay Community Market.

I _____ (Print Name) have read and agree to the above information and agree to abide by the policies (Craft Policy and the Policy Manual) of the James Bay Market Society **Date:**

<small>Signature of Applicant</small>	<small>Print Name</small>	<small>Signature of Witness</small>	<small>Print Name</small>

James Bay Market Society- Application Form: Food

Food Vendor:	\$	X		\$	X	Additional Fees:	\$	X
Full Space (10ft x 10 ft) Weekly	\$25		Full Space (10ft x 10ft) Full Season	\$450		Membership Fee (All Vendors)	\$10	
Half Space (5ft frontage x 10 ft) Weekly	\$17		Half Space (5ft frontage x10ft) Full Season	\$306				

Total:		Cash		Cheque		Fee Received By:	Date:
---------------	--	-------------	--	---------------	--	-------------------------	--------------

FOOD PRODUCER'S STATEMENT:

Business Name: _____

Location (community): _____

How do you make your food product? When writing about your own process, detail the starting material you use, how you alter it, using what types of materials and how much time is involved. For example:

"I make fruit pies. I use mostly fruit from our garden, but sometimes supplement it with other BC fruits. I make the pastry using vegetable shortening and either whole wheat, unbleached white or wheat free flour. The pies are baked in a clean home kitchen and cut and served at the market."

Are any of your ingredients organic, unrefined or locally grown? _____

Is there anything else you would like your customers to know about your product? _____
