

THANK YOU FOR YOUR INTEREST IN JOINING THE 2024 JAMES BAY MARKET

We are looking forward to another wonderful Market season showcasing all our amazing local Makers, Bakers, Brewers and Growers. The JBM is in the grassed area at the Corner of Menzies & Superior in the heart of downtown Victoria.

The Market will operate rain or shine from May 4 to October 5, 2024, from 9:00 am to 3:00 pm.

NOTE: THESE RULES AND REGULATIONS ARE MEANT AS A GUIDE TO BETTER UNDERSTAND HOW THE JAMES BAY MARKET OPERATES. PLEASE ALSO READ OUR POLICY AND BYLAWS.

GENERAL VENDOR INFORMATION

All our spaces are 10x10' and will abut with other vendors. There are no half spaces available.

We require that you have a flameproof tent, most Impact and Caravan tents would meet this criteria, for example. There are a limited number of market tents that can be rented to new vendors on a temporary basis for \$15. Please contact info@jamesbaymarket.com to reserve.

It can get very windy at the JBM so all tents must use 10" spikes and/or a minimum of a 10 lb weight on each corner leg (this rule must be adhered to and will be checked). No umbrellas or open-air selling areas are permitted as per lease and new insurance regulations. There is provision for an exemption from the JBMS Board but only in unique situations.

Your product display must be within your 10 x 10' space, including any signage. Your space must be kept clean and tidy. You are responsible for the removal of any garbage generated at your space.

Sampling of alcohol and food products are permitted and encouraged within your allocated selling space. Please take your sampling waste home with you.

There is no power at the Market. If the product you sell requires refrigeration or power, the Market must approve your generator and its noise level in accordance with City By-laws. We recommend you purchase a quiet generator (noise level must be below dB(A) 1.5m to 7m when running). Please note that generators are only permitted in certain perimeter market locations and their noise volume must be quiet (consider muffling) so that it does not disturb our neighbours or other market vendors. The Market wants to provide a positive experience for our neighbours, our customers, and our vendors while you sell your product at the Market.

MARKET DAY

A site location map for each week is usually posted on our [Lokobuzz](#) page by Friday; however, it is best to check with the Market Manager upon arrival in case there have been any last-minute changes.

Setup is between 7:30 and 8:30 am. Please do not start unloading or setting up prior to 7:30 am.

Please unload everything onto your site then move your vehicle before setting up your tent and/or display.

All vendors should be fully set up and ready to go by the 9:00 am start time. Arrival after 8:30 am could result in being denied your space for that week.

Parking spaces are at a premium, please park in the designated parking spots (map will be provided in the weekly vendor email). A Parking Pass can be obtained at the Info Booth. Be sure to place your parking pass on your dashboard to avoid being ticketed.

At the end of the market, pack up your entire vending space, including your tent. Do not start packing up prior to 3:00 pm. You can move your vehicle closer to load up then move out of that space when done to enable other vendors to load.

PRODUCTS AT THE MARKET

The James Bay Market is adjudicated, and our criteria is “handmade, homemade, homegrown”. Body Care and Craft Artisans must have products that have been substantially altered from its original state to qualify for acceptance.

No imported or resale of other persons products is permitted unless accepted by the Review Committee.

Any new products or services introduced must be reviewed prior to being offered for sale at the market. Please contact the Market Manager or email info@jamesbaymarket.com to request a review.

No persons operating a retail outlet/store are permitted to vend at the Market without James Market Society Board approval.

No use of copyright or licensed products (unless you hold the rights) are permitted either for direct sale or in your product line.

No Cannabis products are permitted to be sold at our market as per Government regulations.

No political or locally sensitive pamphlets or posters are permitted.

VENDOR INSURANCE

The James Bay Market Insurance only covers the market's property, i.e., market owned tents and equipment. It is highly recommended that all vendors purchase their own liability and product insurance.

Insurance is mandatory for all food vendors, specific service providers, sellers of body care products or any vendor operating a food truck, cart or catering operation.

Once accepted, you must submit the insurance pages that show you are insured for a minimum of \$2 million, the effective coverage dates, and the page that shows the James Bay Market Society, 547 Michigan Street, Victoria, BC, V8V 1S5, as a place where you are insured to sell. These documents are required prior to you selling at the JBM and can be sent to info@jamesbaymarket.com .

Insurance can be obtained by joining the BCAFM as a member and obtaining insurance through Western Financial. Note: Western Financial does not have insurance available for most body care products.

Vendors should also check into Duuo Canada for options. You do not need to be a member of the BCAFm to obtain insurance from Duuo but there are benefits to joining the BCAFm, including lower pricing.

Please check pricing with your agent and others prior to making your insurance decision.

BCAFm Insurance: <https://bcfarmersmarket.org/membership/vendor-membership/>

Duuo Vendor Insurance: <https://duuo.ca/vendor-insurance/>

GENERAL CONDUCT AND INFORMATION

No smoking or vaping is permitted on the Market grounds, only in designated off-site smoking areas.

Vendors are not permitted to bring their pets into the Market site or the adjoining area.

Any vendor using flammable or ignitable products must always have an up-to-date certified fire extinguisher in their space.

No profanity or shouting.

No music or instrument playing is permitted without prior permission from the Market Manager.

VENDOR PAYMENTS AND FEES

Payments are accepted by cash or cheque. We do not accept e-transfers at this time. Cheques are made payable to the James Bay Market Society.

Season (Full-Time) Vendors and Scheduled (Part-Time) Vendors:

- On acceptance to the market, you will receive an invoice from us which includes your membership fee and instructions regarding payment.

Weekly Vendors:

- Market fees are collected one market in advance.
- If accepted prior to April 15th, you will receive an invoice from us which includes your membership fee, first week's vendor fee and instructions regarding payment. On your first market date, you will pay \$35 to the Market Manager (cash or cheque) for your next market.
- If accepted after April 15th, on your first market date, you will pay \$20 annual membership, \$35 vendor fee for 1st market and \$35 vendor fee for 2nd market (total \$90). You can pay by cash or cheque to the Market Manager.

Wait-Listed Vendors:

- Monies are not collected in advance. On your first market date, you will pay \$20 annual membership fee and \$35 vendor fee. Any subsequent markets will be \$35 each. You can pay by cash or cheque to the Market Manager.

Youth Vendors (under 18 yrs old):

- Monies are not collected in advance. On your first market date, you will pay \$10 annual (non-voting) membership fee and \$17.50 vendor fee . Any subsequent markets will be \$17.50 each. You can pay by cash or cheque to the Market Manager.

Community / Non-Profit Organizations:

- Only the 2024 Annual Membership of \$20 is required. Depending on when your application is processed, you may receive an invoice from us or be asked to pay by cash or cheque at the Market. A receipt will be issued.

VENDOR ATTENDANCE:

If you are unable to attend a scheduled market, you must notify us by **noon** on the Wednesday of the Market week at the latest. Failure to notify us before this deadline will result in a fine of \$35 payable before your attendance at your next market. This will be strictly enforced.

Season (full-time) vendors must attend a minimum of 19 market dates to be considered for this category. Failure to attend at least 19 markets, will result in a fine of \$35 per extra market missed. Payable before attending your next market. This will be strictly enforced.

Please make sure you are familiar with the James Bay Market Policies and Constitutions / Bylaws:

Policy Manual: <https://jamesbaymarket.com/policy.pdf>

Constitution & Bylaws: <https://jamesbaymarket.com/constitution-bylaws.pdf>

If you need help or have any questions send an email to info@jamesbaymarket.com or leave a voicemail at 250-381-5323.

THANK YOU – WE LOOK FORWARD TO YOUR APPLICATION!