



Down to Earth's Pop-up Christmas Market

Dear Potential Vendor,

We are wanting to build a small yet whimsical outdoor holiday market! This will be our first market and we thank anyone coming aboard for their feedback and patience! In our outdoor environment we hope to provide a safe space where social distancing can be maintained for the sake of the vendors as well as the customers.

Our market will be held on the weekends, Saturday & Sunday, from November 28th to December 20th.

The weekends include: Nov 28 & 29th, Dec 5 & 6th, Dec 12 & 13 and Dec 19 & 20. Please provide your two preferred weekends to help us build a schedule best tailored for everyone. These slots are 2-day slots with the market running from 10:00 am – 4:00 pm. The slot fee is \$90, meant to cover the space, amenities, and tent rental. We hope to have three vendors per weekend, and rotate to new vendors each weekend, for a total of 12 vendors.

Down to Earth Gardening Inc. is open 10:00am – 6:00pm on the weekends for the Christmas season. During these hours we do not want any vehicles entering the premises for set-up or teardown. Set-up will run from 9:00am to 10:00 am both mornings and tear-down will run from 4:00-6:30 either evening. If vendors wish to be open till 6:00pm they are welcome to do so. For more specific instructions on our set-up/tear-down time please continue reading.

Application deadline is 11:55pm on October 19th. Submissions are to be entered by email preferably to social@downtoearthgardens.ca.

Our market requires that everything sold at the market is brewed, bottled, made, foraged, wild-picked and crafted by the vendor in question. This is a legal requirement for the market.

Please read through the application carefully as it outlines the responsibilities of both Down to Earth Gardening Inc. and the vendor, respectively.

We appreciate your interest and insights and are very excited to get started. Please feel free to contact Coel Ediger at social@downtoearthgardens.ca if you have any questions regarding this application or the market itself.

Thank you for your interest and we look forward to your application.

Best of luck,

Kelly Chashai & Coel Ediger

Down to Earth's Pop-up Christmas Market 2020 Guidelines

Down to Earth's Pop-up Christmas Market is a whimsical and family friendly event, centered around our Christmas botanical selection (ei. live/cut Christmas trees, wreaths, etc.). This year we wanted to extend this experience beyond Christmas trees, wreaths and poinsettias and build a feeling of warmth, community, and fun. It's a place for visitors to have that classic Christmas market experience in an outdoor environment, perfect for adhering to COVID-19 protocols.

Products sold must be brewed, bottled, made, foraged, wild-picked and crafted by the vendor in question. This is a legal requirement for the market. 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 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.

Applications will be reviewed by our Down to Earth 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 other markets and vendors.

The market will operate between the hours of 10:00am-4:00pm, on Saturday-Sunday for the weekends between November 28th and December 20th.

Vendors must have their own POS, transportation, and merchandising equipment. The vendor shall receive space for their stall in exchange for the set fee of \$90.

This fee will hold the vendors spot as well as cover any electricity required, pertinent advertising on our Down to Earth social media outlet(s), tent rental, access to site lavatories and waste removal for both days.

Set-up will start at 9:00 am on the Saturday. Tear down is at 4:05 pm of each evening and essential clean-up and good retrieval will be on the Sunday after store hours 6:00pm. Down to Earth is happy to provide a locked area for overnight storage. Our main concern is bringing vans or trucks onto the premises before the store closes. If you can remove the contents of the stall without bringing a truck or van into the store space you are welcome to complete a full tear-down each evening, however, if you cannot we ask that you wait to do a full tear-down till Sunday evening after 6:00pm. As Down to Earth will be open Saturday and Sunday 10:00 am to 6:00 pm we cannot have vehicles entering the premises during store hours. Vendors can stay open till 6:00pm if they would like.

Site location will be the decision of the market manager and will take into account site mix. All Vendor fees must be paid before November 6th when the vendor emails to confirm the vendors attendance and to secure the spot. This fee is not refundable upon cancellation.

As an Approved Vendor of the Down to Earth Pop-up Christmas Market, I agree to: Pay my vendor fee no later than Friday November 6th, 2020. Payment is made at Down to Earth Gardens Inc. by e-transfer (preferred), debit, credit card or cash. There is no refund of this hold fee.

1. Every vendor must give 2 weeks notice 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 gives continuity to the market making all vendors prosper. Cancel by emailing social@downtoearthgardens.ca.

2. Daily vendors must confirm their attendance by November 6th, by emailing social@downtoearthgardens.ca. Please remember to leave both your name and your business name in any phone messages. Acceptance must be confirmed by Market organizers.

3. Arrive no less than 30 minutes and no more than two hours prior to the opening of the market.

4 Contact Down to Earth Gardens Inc. 250-391-9366 or 236-983-4597 in the case of an unexpected delay on market day.

5 Move and/or park vehicles off site, on Derrien Place road in the staff parking area along the Down to Earth Gardens fence on Derrien Place.

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 out of the market area as soon as possible. Store hours for Down to Earth are 10:00 am – 6:00 pm both Saturday and Sunday, we would appreciate set-up being completed by opening.

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 to reduce customer handling.

11. Complete 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. Please ask our staff if additional weight is required and return any bricks or cinder blocks upon tear-down.

12. Commence selling at the 10:00 am market start time (selling to other vendors 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 pop-up organizers.
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. 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.
17. Write and submit complaints to the Down to Earth organizers 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 on Down to Earth grounds.
20. We 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. Rainfall is a possibility during the Christmas season, plan accordingly.
21. Finalize sales activities by 10 minutes after closing. Aim to be gone within an hour after closing (4:00pm or 6:00pm as you prefer).
22. Stay until the end of the market (4:00pm) and refrain from taking down displays and tent prior to the (6:00pm, do not worry about tent tear-down on the Saturday, only the Sunday) closing time. This applies even if you are sold out or having a slow day.
23. Remove all garbage and other visible signs of your stall by one hour after closing of the market. Trash bins will be provided, please use them and ask for assistance in emptying them, should you require it.
24. Vendors are strongly discouraged from bringing pets to Down to Earth. Mojo, our Belgian shepherd is autistic and does not react well to other dogs/pets.

25. Down to Earth Gardens Inc. 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 in the event that they fail to abide by the policies of the market or direction of the Site Manager.

26. Acknowledge that policies are subject to review and change by Down to Earth Inc. and that they may from time to time alter and adapt these rules to provide for efficient operation of the market.

27. Food Vendors shall use take away food containers and cutlery that are recyclable and biodegradable wherever possible.

28. All potential Vendors will fill out an application and sign their acknowledgment of the guidelines including the following Liability Statement.

29. All vendors are required to follow Down to Earth's, provincial, federal and/or regional COVID-19 protocols as they are applicable. We will provide regular updates as we move forward.

Liability Statement

Down to Earth Gardening Inc. will not be responsible for loss or damage or injury to property, merchandise, other properties, or personnel, which are on the site of the pop-up 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 Down to Earth Gardening Inc. and/or its customers/employees against any and all claims for any such loss, damage or injury no matter how caused.

Protection of Vendor Property

Down to Earth Gardening Inc. will not be responsible for the safety of 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. Christmas time is often wet so please be sure to bring appropriate/extra rain protection for you and your merchandise. We will have hot chocolate on site for you to also enjoy.

Protection of Property and Display Fixtures

Vendors will be held responsible for all damage done or caused to the Down to Earth 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. In all cases, vendors must insure their own property, material and merchandise which is brought to the Down to Earth Pop-up Christmas Market.

Down to Earth Pop-up Christmas Market Contacts:

For market cancellation, questions, or concerns

Coel Ediger – Social Media Personnel and Market Organizer

social@downtoearthgardens.ca

236-983-4597

Kelly Chashai – Owner and Head-Designer

kelly@downtoearthgardens.ca

250-391-9366

or via FB message to the Down to Earth Gardens page

2020 Vendor Application – Down to Earth’s Pop-up Christmas Market

Name of Business: _____

Name of Contact Person: _____

Address: _____

Home Phone: _____ Cell _____

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

Email: _____

Website: _____

Social Media Addresses: _____

Legal Permissions I give permission to Down to Earth Gardens Inc. 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 general 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 Number Cell Number: (Specify which number(s) you want shared)
- 5. Social Media Address (es)

Reference(s) (Please include if applicable!)

Past Markets Attended (Market name and dates): _____

Past Market Organizer (reference: name & phone number or email address): _____

Payment

2-day slot (\$90) (includes GST): _____

TOTAL Paid: _____

Method of payment: _____

Payment received by: _____

Please provide dates requesting below (Please indicate your top two weekends).

Dates requested:

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

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 Down to Earth's Pop-up Market 2020 guidelines and agree to comply with them (including any amendments made during the season, 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 must be reviewed and that acceptance as a vendor is up to the Down to Earth management.

Date: _____ Signature: _____

Please submit the signed and completed application to Down to Earth Gardening Inc.

In person: 1096 Derrien Place, Metchosin*

Or

Via Email: social@downtoearthgardens.ca

*If you drop it off, we are happy to show you where the stall area and parking will be.