



# VENDOR INFO & GUIDELINES

CFM WINTER MARKET 2023

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## MARKET DATES & LOCATION

### Location:

Western Financial Place, 1777 2 St N, Cranbrook, BC

Vendors will be set up in the WF arena and along the walking concourse above the rink. There is a temporary floor installed over the ice to allow us to use the rink.

### 2023 Dates & Hours:

Saturday November 25th - 12-6 pm

Sunday November 26th: 11-3 pm

## GUIDELINES FOR PRODUCTS

We allow **only** locally grown, made, raised, or baked products.

Resellers, franchises, and MLM sellers are **not** permitted.

We accept locally produced products from within a 300 km radius of Cranbrook, BC.

All products for sale at the market must be clean, well made and of good quality.

The Market Manager and Market Coordinator reserve the right to have vendors remove products from their booth if they do not meet these criteria.

Further details regarding our vendor criteria and selection process can be found on our website: <https://www.cranbrookfarmersmarket.com>

## VENDOR FEES & PAYMENT

Both Days: **\$175**

Saturday Only: **\$135**

Sunday Only: **\$70**

Vendor fees for the Winter Market **must be prepaid.**

Invoices will be emailed out to all accepted vendors after Oct 10th. Vendors who do not prepay will be removed from the vendor list and will not be able to participate.

Payments can be made via credit card using the link in the invoice email or by cash/cheque /E-transfer.

E-transfers can be sent to **manager@cranbrookfarmersmarket.com.**

If you are paying cash/cheque please mail payment directly after receiving your invoice or make arrangements to drop it off at our office during office hours. (19B 9<sup>th</sup> Ave. S.) Contact the Vendor Coordinator to arrange a time.

## VENDING SPACE

We will provide a booth space of **9' wide by 7' deep**. Please be mindful of neighboring vendors and ensure your set-up is within its marked space. Vendors who occupy space not allocated to them will be asked to move.

As this is a festive market, we encourage vendors to decorate their space! Access to power is limited to vendors who need it to operate, so if you are bringing lights, please ensure they are battery operated.

If your space is in the middle of the arena, you will be 'back to back' with another vendor. Please be respectful of the middle line and set up/operate your booth accordingly.

Tents and pop-ups are **not permitted.**

Each space must be kept clean and tidy at all times. Garbage must be removed at the end of each market day.

Vendors must bring everything needed for their display. This includes tables, chairs, garbage receptacles, etc. We do not provide these items.

Booths can remain set up overnight for both-day vendors, at your own risk. The building will be secured. We do NOT recommend leaving cash boxes or food.

**Temperature:** Vendors set up in the arena will be standing on a temporary floor set up over top of the area's ice surface. The temperature will vary between 8C to 15C. Bring warm clothing and comfy shoes. Chairs, rugs or foam mats are helpful to get your feet up off the ice.

If your booth is set up on the walking concourse, it is warmer, but we still recommend dressing in layers.

**Lighting:** The lights in the arena will be at maximum brightness to allow for optimal visibility. The walking concourse is not as brightly lit as the arena, and we recommend vendors bring battery operated lights if they require more lighting for their products.

If you are sensitive to bright fluorescent lighting, it can be helpful to bring a hat or tinted glasses.

**Power:** There is an opportunity when filling out your application to request power. Spaces with power are **extremely limited** and reserved for vendors who need it to operate (ie, food trucks) We plan each circuit accordingly. Please do not use the outlets if you have not requested power. It WILL blow the circuit. This includes cell phone charging.

## CANCELLATION POLICY

You can request the cancellation of your participation in a market date by email to the Market Manager or Coordinator following these rules:

- a) More than 5 days prior to the market: No cancellation fees or penalties;
- b) Between 5 and 3 days prior to the market: 50% of paid fees
- c) Less than 3 days prior to the market: 70% of paid fees
- d) No Show: No reimbursement of prepaid fees.

## HEALTH REGULATIONS & SAFETY POLICIES

The Market has a zero tolerance policy for verbal and/or physical violence. This includes racism or hate speech, screaming or swearing, verbal/physical threats, and/or throwing of objects.

**Verbal or physical threats towards Market staff, vendors, or attendees are not permitted and will result in immediate removal from the Market.**

**Please be patient and respectful of the market staff as they work to ensure an efficient set-up and successful market for everyone.**

Food vendors must comply with Interior Health regulations; Remember to check [new federal regulations](#) regarding the term “organic”.

Cosmetic vendors should comply with Canada Health regulations.

Liquor vendors should have their liquor license sent to the market manager and displayed at the market.

Open flames/ lit candles, etc. WILL NOT be permitted due to the potential fire hazard.

**COVID safety and protocols:** At this time there are no restrictions regarding COVID or other contagious diseases. If any new health orders are announced before the event we will be adjusting our protocols to comply. Vendors will be expected to follow all health and safety protocols.

### **Fire Regulations:**

The fire dept will be on site Saturday morning and will be doing a check prior to the event, they reserve the right to ask you to remove items from, or alter your set-up. Food vendors and those using electricity need to be mindful of their extension cords.

## VENDOR LOAD-IN

You will be assigned a Load-In **time** and a Load-In **Zone** based on where in the arena your booth is located.

Vendors will load-in through the ramp at the back of WFP (if assigned a booth in the rink), or the front and back doors (if placement is on Walking Concourse).

An elevator and carts are available if needed.

You will have a **15-minute** time slot to unload your kit and remove your vehicle. DO NOT start setting up until your vehicle is removed from the arena. Drive in, drop your kit, and drive out.

If you are late and miss your time slot to drive in, you will need to load in using the front doors and a cart, or wait until another slot becomes available.

**Vendors local to Cranbrook will be assigned a load-in time on FRIDAY evening (6-9pm)**

**Vendors traveling in will be assigned a load-in time on SATURDAY morning (8-11 am)**

When you arrive for your load-in time, please find the pylon with your zone on it and park by it.

You will be waved over to the appropriate loading ramp or door when it is time for your zone to load in.

Vendors driving into the arena to set up cannot have **studded winter tires**, as they damage the arena flooring.

**Absolutely no idling, no sharp turns and no slamming of vehicle breaks.** We will have a lane for vehicles to drive in and you cannot drive outside of the lane. Please drive slowly and be cautious of event staff, other vendors, and merchandise. If you have studded tires you can still drive down the ramp but you will have to use one of our carts to bring your goods to your spot.

## SET UP

Friday: 6:00 pm - 9:00 pm

Saturday: 8:00 am - 11:00 am

Sunday: 9:00am - 10:45am

All vendors must check in with a Market staff member to confirm their booth number and location before setting up.

Make sure to set-up your booth within your assigned stall limits. They will be marked on the floor with chalk. When setting up, please do not remove or alter chalk marks.

Everyone needs to be completely set-up by **11:45 am** on Saturday. No setting-up is permitted after the event begins.

Vendors are expected to be completely ready to sell by **11:45 am** on Saturday and **10:45 am** on Sunday.

The venue doors are locked between 11 am-12 pm on Saturday to prevent market patrons entering early. Please ensure you are in the building before **11 am** or you will be unable to access your booth until the market opens.

## TAKE DOWN

Do not start taking down until after **6 pm** on Saturday and **3 pm** on Sunday.

If you need to bring your vehicle down the ramp to load your kit, you **MUST** follow the direction of Market staff to avoid traffic jams and unnecessary delays.

Carts and a pedestrian lane on the ramp are available for vendors who choose to hand load their kit to their vehicle.

**Do not** bring your vehicle or a cart to your space until **all** your kit is packed up and ready to load. Leave the lane clear for other vendors.

Absolutely no idling, no sharp turns and no slamming of vehicle breaks. Follow all posted signage and direction from Market staff. Please drive slowly and be cautious of event staff, other vendors, and merchandise. If you have studded tires you can still drive down the ramp but you will have to use one of our carts to bring your goods to your vehicle.

Please be respectful and patient with Market staff and other vendors during take down.

## FAQ

### **Location:**

Western Financial Place

1777 2 St N, Cranbrook, BC V1C 7G9

### **Hours of Operation:**

Saturday: 12:00 pm - 6:00 pm

Sunday: 11:00 am - 3:00 pm

### **Set-up:**

Saturday: 8:00 am - 11:00 am

Sunday: 9:00 am - 10:45 am

### **Who do I contact with questions?:**

Heather Viers - Market Coordinator: [vendors@cranbrookfarmersmarket.com](mailto:vendors@cranbrookfarmersmarket.com)

Jessica Kazemi - Market Manager: [manager@cranbrookfarmersmarket.com](mailto:manager@cranbrookfarmersmarket.com)

### **Is there electricity?:**

There is an opportunity when filling out your application to request power. It is only available to vendors who need it to operate. Please do not use the outlets if you have not requested power. It can blow the circuit. This includes cell phone charging.

### **Can I expand my booth into the aisle?:**

Please adhere to the space dimensions that you have been accepted for. These will be marked out clearly. All storage should also be fit into the space dimensions that you



have requested.

### **Where do we load-in?**

You will load-in through the ramp at the back of WFP, back doors (if placement is on Walking Concourse) or through the front doors (elevator available if required). You will have a 15-minute time slot to unload and remove your vehicle. If you are late and miss your time slot, you will need to load in using the front doors or wait until there is a spot available.

### **How do I know where my table is when I arrive?**

When you arrive, there will be Market staff and a team of volunteers to help direct you to your spot. Please use the map and directory in your email for reference.

### **Do you provide a table and chairs?**

You will need to bring all of your own items for your set-up (tables, chairs + display), including a garbage can if you are serving food or samples. Please dispose of your garbage at the end of each market day (there will be a large bin in the Zamboni bay for waste).

### **Where can I park?**

You can park your vehicle in the lot behind Western Financial Place. Please leave the closest spots open for market patrons.

### **Can I leave my space for a break?**

We have volunteers and Market Staff available to help. They will be wearing CFM hats/shirts and/or a volunteer lanyard. If you need someone to watch your booth (5 - 10 min), be sure to track one down. This service is not a guarantee, nor something you should be relying on. This is a service the volunteers provide when they have the time to do so. Also, these volunteers should not be put in a position where they feel overly responsible for your sales, or to watch your booth for an extended period of time. Please do not ask a volunteer to watch your booth for more than 5-10 mins at a time.

**Can I leave my product/Set up overnight?**

You are allowed to leave your product overnight (the building is locked and staff are on site), but we ask that you remove cash boxes, food items and garbage. CFM is not to be held responsible for any lost items.

**Is there Wi-Fi?**

Yes! The password will be given to you on market day. Please be aware that the wifi may be overwhelmed by higher than usual traffic, and you should not rely on it for your payment system.

**No Dogs :(**

Sadly, no dogs will be allowed in this venue.

[MAP](#)

