

St. George's OLDE TOWNE MARKET

VENDOR
GUIDELINES
OCT31-DEC19TH, 2010

The OLDE TOWNE MARKET Committee in partnership with the Corporation of St. George's, the Economic Empowerment Zones Agency and the Chamber of Commerce is hosting a new street market aimed at attracting locals and residents. The OLDE TOWNE MARKET will showcase such items as fresh fruits and vegetables, fresh fish, hot and cold food vendors, baked goods, clothing & accessories, crafts, and more. The Committee has a commitment to the sponsors and partners of this event and we therefore expect all vendor participants to be responsible and adhere to the following guidelines.

Selection Process: All applications and relevant documents must be approved by the OLDE TOWNE MARKET Committee. Our aim is to provide a variety of quality goods for locals and residents.

Payment: All participants must pay in full by 4:30pm the Thursday before the event. Payments should be made directly to the below drop off points. Failure to do so will void the application. The seasonal rate includes a 10% discount.

St. George's: Conscious Vibes Fair Trade, Water Street; Churchill's, York Street;
Meyer Group, Upper level, Somers Wharf, Water Street (drop off box for cheques only).

Hamilton: Meyer Group, 35 Church Street, Dianne Smith or Cheryl Hayward-Chew

Cancellation Policy: All vendors must give 48 hours notice of cancellation, unless there are extraordinary circumstances. If the notice is not given within the allotted time, the fee will be forfeited.

Rain Policy: Decision to cancel the OLDE TOWNE MARKET due to rain, will be made official at 10am at which time all vendors will be contacted by email or may refer to the Facebook page "St. George's - Revitalized" to check the status of the event. If the OLDE TOWNE MARKET is not officially cancelled and paid vendors choose not to participate, refunds will not be issued.

**** All refunds will be issued at the end of the season. ****

Start and Finish Time: The Corporation of St. George's staff are responsible for closing the roads at 1pm and re-opening them at 6pm. All vendors must be set up by 1:45pm at their assigned location. Breakdown will commence at 6:00pm and streets should be cleared by 7pm at the latest. Vendors are not permitted to leave the event prior to 6pm. The Committee reserves the right to refuse a vendor if these rules are not adhered to.

Merchandise Display: All OLDE TOWNE MARKET products must be approved by the Committee. Merchandise will be judged for quality on an individual basis. Displays must be professional and attractive. The OLDE TOWNE MARKET Committee reserves the right to refuse products based on the overall market-product mix.

Operating Licenses: Participants are responsible for maintaining relevant **Government licenses** and for adhering to the applicable Government and Corporation of St. George's rules and regulations. Participants will be asked to submit copies of all relevant documentation to the OLDE TOWNE MARKET Committee with their completed application form. Pedlar license holders qualify as participants for this event.

Space Allocation is limited to an area of 12x12 (with a 10x10 tent). Vendors must remain in the space allocated by the Committee. Please look out for your assigned number, which will be marked on the street. Vendors must

provide their own tables and chairs. Children's Vendors will be charged per activity.

Electrical Power: The Committee does **not** guarantee electrical power. Power supplies are located in the King's Square only and will be allocated on a first come first serve basis (as indicated on the application form). Vendors must supply their own 100' extension cords.

Trash and Debris in the vendors allocated area is the responsibility of the vendor. Food vendors must remove their oil and other debris when they leave. NOTHING should be dumped overboard or down the Town drainage system. If complaints have been reported to the Committee regarding vendor merchandise, displays or trash, the Committee has the right to research, review and refuse vendor participation if necessary—refunds will be issued immediately.

Committee Representatives represent the OLDE TOWNE MARKET Committee on the event day and have the authority to approach vendors that are not abiding by the guideline. All vendors will be supplied with the names of the Committee Reps in case on-site assistance is required.

Vendor Categories: These are developed in order to ensure a variety of interesting products and activities. The OLDE TOWNE MARKET reserves the right to limit the amount of vendors in each category. The categories are as follows:

- Charity/Promotional (must be registered/subject to approval)
- Arts and Crafts/Children's Activities
- Hot and Cold Food
- Fresh Fruits and Vegetables
- Plants
- Fish/Meats
- Buskers
- Apparel/Clothing
- Other

Parking: Parking is prohibited along Water Street and the King's Square from 1pm to 6pm during the OLDE TOWNE MARKET. Cars parked along the street will be ticketed. Each vendor is supplied with a Vendor Parking Permit, which enables parking in designated areas. Vendors should display their permit on the front, right-hand side window of their car to allow easy access through police barriers.

Penalties:

- Any food vendor who has a grease spill or does not dispose of grease properly will be fined \$500.00 from the Corporation of St. George's.
- Vendors who do not park in the designated area will be fined \$50.00 by the Committee.
- Vendors who exceed the 10 x 10 (with tent 12x12) space will be charged an additional \$45.00.
- Vendors who leave before the event prior to 6pm will be fined an additional \$50.00.

Application and payment drop off points:

St. George's - Conscious Vibes Fair Trade, Water Street; Churchill's, York Street;
Meyer Group, Upper level, Somers Wharf, Water Street (drop off box, checks only).

Hamilton - Meyer Group, 35 Church Street, Dianne Smith or Cheryl Hayward-Chew

Enquiries: Email: oldetownemarket@yahoo.com Telephone 296-6185

Rules are subject to change without notice based on the needs of the market.