

Kimberley City Bakery Medieval Festival Vendor Application - 2017



Welcome to the Kimberley City Bakery Medieval Festival Market

Thank you for considering the Kimberley City Bakery Medieval Festival as a venue to showcase your product! We are excited to be bringing this unique opportunity to the East Kootenays and offering a chance to bring something different to Kimberley which has peaked the interest of both locals and tourists. We want our vendors to be successful, excited, and help to create a wonderful medieval atmosphere.

Our rural location, warm community, and proximity to Cranbrook and popularity with tourists from Calgary, and other cities in Alberta, Saskatchewan, the Kootenays, and the Northwestern States provide our vendors with the opportunity to highlight your amazing products to a broad customer base with a little bit of a twist. For 2 years we have brought an estimated 10,000 people to the festival, and we are broadening our advertising this year, so we hope to have at least that many again. Our advertising includes articles in online advertising, radio, and contacting all of the local schools, who have passed our information on to their students. After our second year, it has become a much anticipated event for locals, tourists, and event participants, which are a great help as well at spreading the word.

2017 event runs:

| | | | | |
|----------|-----------------|----------|----|---------|
| July 8th | Saturday hours: | 10:00 am | to | 5:00 pm |
| July 9th | Sunday hours: | 10:00 am | to | 4:00 pm |

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KIMBERLEY CITY BAKERY MEDIEVAL FESTIVAL RULES, REGULATIONS & CONDUCT GUIDELINES

Acceptance as a vendor may be dependent on a variety of factors such as: availability of space in the marketplace, quality and uniqueness of product, product mix, the conduct of the vendor and presentation of product in the marketplace.

Priority for vendors may be given:

- ❖ to vendors with medieval themed product
- ❖ to vendors who make, bake or grow and sell their own product
- ❖ to vendors whose products are unique or exclusive to Kimberley City Bakery Medieval Market (i.e. not being sold elsewhere)
- ❖ to vendors whose involvement and interest in the market and whose conduct, costumes, presentation and display add colour and interest to the spirit of the festival as a whole.

All products to be offered for sale must be listed on the application form, and are subject to approval by the Market/Festival Manager. Vendors may be limited to selling only certain products. If you would like to add a product, it must be pre-approved by the Market/Festival Manager prior to sale.

Tents may be left up overnight, and anyone wishing to camp next to their wares in the village is welcome to do so. The Vikings will be there throughout the night as well, however we remind you that the festival does not offer security personnel to watch belongings.

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VENDOR CONDUCT RULES & EXPECTATIONS

- ❖ **Arrival:** All vendors are expected to arrive before 9:00 am on market days and must have their products unloaded and their vehicles out of the marketplace by 9:30 am. There will be a choice of 2 locations for vendors this year - the Platzl, and the Medieval Village. We expect set-up to be ready by the same time at both locations. In the Platzl, the bollards keeping vehicles out of the Platzl will be taken down between 8:30 and 9:15 (time to be verified closer to festival) to allow vendors to drop off their tents, tables, and products. Due to the bollards and pedestrians, no vehicles will be permitted in the Platzl after 9:15. Bollards will be locked, and will not be reopened until evening. Displays and stalls must be open to customers by festival opening at 10:00 a.m. Stalls not occupied by market opening (9:30 a.m.) may be re-assigned to other vendors.
- ❖ No vendors shall pack up their products and displays before 5:00 pm Saturday or 4:00 Sunday, and no vehicles will be allowed into the marketplace before 5:45 pm. Vendors are expected to be patient and cooperative with regard to loading and unloading in the marketplace. Vehicles will be allowed in and out of the Platzl between 5:45 and 6:30. We are working to find a space for storage of equipment overnight. For those located in the Villages, camping will be allowed overnight, however, tents and camping equipment must be removed before 9:30 Sunday morning.
- ❖ **Cancellation:** Vendors who cancel a pre-booked date are asked to do so in writing/email to the **Market/Festival Manager no later than June 24th. No refunds will be issued after this date.**
- ❖ All products to be offered for sale must be listed on the application form, and are subject to approval by the Market/Festival Manager. Vendors may be limited to selling only certain products. If you would like to add a product during the festival, it must be pre-approved by the Market/Festival Manager prior to sale.
- ❖ Vehicle use is strictly limited to those whose products that cannot be unloaded and to the availability of space. The Platzl is closed to Vehicles in general, as it is a pedestrian area. Please exercise extreme caution if operating your vehicle in the Platzl. Please use the larger parking lot adjacent to the Tourism Kimberley Building for parking during the day. For vendors in the village, we are still working to find the best parking during the day.

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- ❖ Tables and tents must be supplied by vendors. Stall spaces are approximately 10' wide and 10' deep, depending on location of the space. Vendors must supply table covering, skirting and chairs. We encourage Vendors to create an appealing display that is in keeping with the spirit of a medieval market and ask all vendors to dress in something medieval to add to the atmosphere of the festival. Vendor Placement within the marketplace is at the discretion of the Market/Festival Manager.
- ❖ Customer and Vendor safety in the marketplace is imperative. Displays should be planned with safety in mind. At all times, vendors are responsible for the stability and safety of display elements.
- ❖ Full product guarantees should be offered by all vendors. Vendors must label their products for identification by customers. Vendors' name, telephone number, website and town/city must be displayed on the table and should accompany products being sold. We strongly recommend the use of business cards. It is not necessary or recommended that vendors display their home address.
- ❖ No open flame will be allowed in the marketplace, as it is not allowed by the fire department.
- ❖ Smoking at your booth or in the village is not acceptable at any time, and is not allowed in the Platzl or in the fields where the villages are located according to Kimberley City Bylaws
- ❖ Consumption of alcohol or illegal substances will not be tolerated, and will be considered grounds for immediate dismissal and not eligible for any refunds.
- ❖ Vendors' children in the marketplace must be closely supervised. It is unacceptable for them to bother other vendors while they are conducting business. Children should be schooled in the manners and accepted practices within markets and encouraged not to take advantage of samples or handle other vendors products.
- ❖ Vendors must be conscious of personal hygiene in the marketplace. A neat, tidy appearance, clean clothes, hair etc. are imperative. Vendors must wash their hands frequently during the market and make sure their breath is fresh. The appearance and cleanliness of each individual is a reflection on the entire market.

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- ❖ Price fixing in the marketplace is against the law. Sharp pricing and product dumping practices are not allowed. We discourage vendors from changing product prices during a market. Vendors must determine the prices of their own products and must not try to influence other vendors.
- ❖ The sale of food products is strictly controlled by BC Health and must adhere to the guidelines set out at bccdc.ca , and for those foods considered High Risk as defined by Interior Health Guidelines for the Sale of Foods at Temporary Food Markets (bccdc.ca) a copy of “Letter of Permission” from a BC Environmental Health Officer (EHO) is required. For those that are considered Low Risk, a full list of ingredients is required for each product.

Please provide a copy of any Food Safe or Market Safe certifications. These will be considered favourably when reviewing food applications.

- ❖ Food product must be labelled with list of ingredients and vendor contact information. Previously frozen products must be labelled with the original date of freezing.
- ❖ No raw milk products in accordance with federal law. The sale of meat products is strictly controlled.
- ❖ Products that are sold by weight must be weighed on a scale that has been inspected and approved by federal authorities.
The inspection sticker, “legal for trade”, must be displayed on the scale being used in the marketplace.
- ❖ All baked goods & appropriate food products are to be sold wrapped or packaged in dozens or half-dozens.

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MARKET/FESTIVAL MANAGER, MARKET COMMITTEE & VENDER REPRESENTATIVES

- ❖ The facility is under the direct control of the Market/Festival Manager, or their designate. The facility is to be left in “as found condition or better” at the end of each market. Vendors are responsible for picking up all trash in front, under and around their table/ space. Failure to leave the facility clean may result in the vendor permit being revoked in future years.
- ❖ Disputes among vendors or customers and vendors must be brought to the Market/Festival Manager. Rude behaviour will not be tolerated in the marketplace. **Please discuss any problems that may arise, so that we may address them in a timely manner. Inappropriate behaviour will result in a ban from any further markets, and may result in the dismissal of the participants with no refund of money, depending on the severity of the incident. Any criminal activity or behaviour will result in immediate dismissal.**
- ❖ The Market/Festival Manager is the vendors’ advocate in the marketplace. Vendors are encouraged to bring concerns and problems directly to the Market/Festival Manager. The Manager has full control of operations and conduct in the marketplace and has the right to expel any person for just cause. Significant incidents will be recorded in writing and all parties involved are required to sign the statement. These statements will be available to the Market Committee for review.

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2017 Kimberley City Bakery Medieval Festival Rates

10:00am to 5:00pm (Saturday) 10:00am to 4:00 pm (Sunday)

July 8th and 9th 2017 at Kimberley's Platzl and at the Village in Coronation Park

Kimberley City Bakery Medieval Festival Market is an outdoor market. Although we have a few covered spaces, we expect that all Vendors who attend our market are prepared to exhibit their products **rain or shine**. This is the third year of the festival, and we have taken Vendor feedback into account planning for this year's festival.

We are offering 2 locations.

For those who would like to set up in the Platzl, which is on cobblestone, and does not have overnight camping possibilities, the price for a table is \$25 for one day, or \$30 for 2 days.

The preferred Village locations, which are on the baseball diamonds at coronation park, will be \$75 for one day, or \$100 for both days.

We had many requests for food, drinks, and other vendors at the Village last year, and understand that there is more traffic here through the festival, which explains the difference in price.

Applications are due by May 31st, 2017.

**PLEASE ATTACH A COPY OF YOUR COMPLETION CERTIFICATE TO YOUR
APPLICATION
KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS AND REFERENCE**

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Kimberley City Bakery Medieval Festival APPLICATION 2015

Application must be completely filled out. Incomplete forms will not be accepted.

| Business Name | |
|--|-------------------------------------|
| Vendor(s) Name | |
| Mailing Address | |
| Phone - Main and alternate | |
| Email | |
| Website | |
| Facebook | |
| Twitter | |
| I will attend the market | Saturday _____ Sunday _____ |
| Preferred location | Platzl _____ Medieval Village _____ |
| Number of Spaces requested (10' x 10') (price above for each table) | |
| Total Cost | |
| Do you make, bake, or grown your own product? (If no, please explain) | |
| Will you be attending the market and selling the products yourself? | |
| If no, who will represent you? | |
| Where else is your product available? | |
| Food Vendors - Have you taken a safe food handling course, such as Food Safe or Market safe? | |
| Product description (25 words or less) | |

VENDOR PRODUCT LIST

Products not listed on the form will not be allowed at the Market!

[illegible]

- **Please note that photos and samples will not be returned ****

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RELEASE OF INFORMATION

As a vendor, I give permission for business information (my name, telephone number and e-mail contact) to be used for product referrals and in vendor information directories on the Kimberley City Bakery Medieval Festival. Information and mailing lists will be protected by the Kimberley City Bakery Medieval Festival but may be used to inform vendors of other Kimberley City Bakery Medieval Festival shows and events of interest. Please indicate below how you would like information shared about your business. This section must be signed for you to be included in materials published by the Kimberley City Bakery Medieval Festival and on our Facebook Page

Signature of Vendor: _____

LIABILITY INSURANCE REQUIREMENT

Proof of Liability Insurance is required by **all Food Vendors** for acceptance to the Kimberley City Bakery Medieval Festival. All vendors are encouraged to carry insurance, and BCAFM is recommended as a company which offers reasonable rates for member market vendors

All Food Growers/Vendors- please attach Proof of liability insurance with the Kimberley City Bakery Medieval Festival added as an Additional Insured. The wording on your certificate should read as follows: "It is hereby understood and agreed that the Kimberley City Bakery Medieval Festival is added as an Additional Insured, but only with respect to liability arising out of the operations of the Named Insured". Your insurance company will know how to go about this.

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LIABILITY WAIVER (ALL VENDORS)

In consideration of being allowed to use the Platzl or Coronation Park ball diamond and the Kimberley City Bakery Medieval Festival, we the undersigned hereby agree as follows:

1. To waive any and all claims that we, _____ of Business (operating) Name _____ may have had or may have in the future against the City of Kimberley, Kimberley City Bakery Medieval Festival, its directors and officers, employees, agents/contractors, representatives, volunteers.

2. To release Kimberley City Bakery Medieval Festival from any and all liability for any loss, damage, and injury or expense that occurs out of the use of any of the facilities of the Kimberley City Bakery Medieval Festival, by the above named vendor, their family, their employees or volunteer participants.

3. To hold harmless and indemnify Kimberley City Bakery Medieval Festival from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs on a solicitor-and-his-own- client full indemnity basis, resulting from the participation in any event to be held by the Kimberley City Bakery Medieval Festival throughout 2017.

We, the undersigned hereby acknowledge that we have read the foregoing and understand its content, import and meaning.

Participant Signature(s) _____

Date _____

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ACCURACY AND ACKNOWLEDGEMENT OF RULES:

By my signature below, I declare the information on this form to be complete and accurate and I agree to pay the rates as set out by the said due date and to abide by the rules and Market policies. I understand that not all applicants are granted space in the Kimberley City Bakery Medieval Festival and that it is the right and responsibility of the Kimberley City Bakery Medieval Festival to decide who may vend products and the allocation of space in the market.

Signature of applicant(s): _____ Date _____

Declaration: I certify that I have read the Vendor Rules of Operation and agree to comply with them (including any amendments made by the Market provided notice of those changes is provided to me via contact information given). I also agree to follow all applicable requirements of the Interior Health Authority.

All information submitted on this form is accurate and if found to be otherwise by the Market/Festival Manager or Market Advisory Committee, I recognize that disciplinary measures may be taken including expulsion from the market.

Date: _____ Signature: _____

E-mailed copies can be sent to kimberleymedievalfestival@hotmail.com or dropped off attn: Michelle Forbes at the Kimberley City Bakery with cash or cheque made out to Kimberley City Bakery Medieval Festival. We will hold a spot for you once payment is received and your application has been accepted and processed. Any educational or non-profit organizations who would like to participate are encouraged to discuss rates with Michelle Forbes.

Please ensure you have enclosed: Vendor Application Form, Product List, Proof of Liability & Liability insurance (Food Vendors only), Signed release of information form, signed liability waiver, signed Acknowledgement of rules form, and payment.