

## Kaslo Saturday Artisans and Farmer's Market

June 11 – Oct 8, 2022, Front Street Park

- The Kaslo Saturday Market runs from 9am until 1pm on Saturdays, June through to October 8th.
- Market Location: Front Street Park, Front Street - next to the Kaslo Hotel, downtown Kaslo.
- Stall rentals are \$20 per day.
  - **Discounts (when paying in advance):**
    - \$1 off stall rental per day for booking for 5 to 7 days.
    - \$2 off stall rental per day for booking 8 to 15 days.
    - \$4 off stall rental per day for booking 16 or more days.
    - Discounts are only available when you pay in full by May 15<sup>th</sup> or pay in full when booking if booking after May 15<sup>th</sup>.
- TENTS and TABLES: 10x10 tents are available to rent for \$10/day. 6ft. tables are available for rent for \$5/day. There are limited numbers, so please reserve in advance.
- Please make cheques payable to North Kootenay Lake Community Services Society (NKLCCS).
- Completed applications can be submitted by:
  - Mail to: North Kootenay Lake Community Services Society  
PO Box 546  
Kaslo, BC, V0G 1M0
  - In person at: 336 B Ave, Kaslo, BC (NKLCCS main office)
    - 9 to noon & 1 to 4, Monday to Thursday. If closed, you can leave application in mailbox in front entranceway. Do **not** leave cash in the mailbox.
  - By email to: [kaslosaturdaymarket@nklcss.org](mailto:kaslosaturdaymarket@nklcss.org)
  - In person at a Saturday Market by finding the Market Manager
- Payments may be made by cheque, cash, or e-transfer. Please do not mail cash. E-transfers should be sent to [accounts@nklcss.org](mailto:accounts@nklcss.org).
- Stalls must be paid for before being set up.
- **The Kaslo Saturday Market gives preference to returning vendors. All new vendors must adhere to the BC Association of Farmer's Markets make/bake/grow guidelines.**
- Reservations for a specific stall are available for those pre-paying for 8 or more dates. Despite a reservation, the market manager may reassign a reserved vendor to a different stall when they feel it is necessary including when there is low vendor attendance.
- Applications to rent a stall must include a fully completed application form including initialing each clause of the vendor obligations and responsibilities. Incomplete applications may mean a space is not available when the complete application is received.

The Kaslo Saturday Market is a  
North Kootenay Lake Community Services Society event.

Kaslo Saturday Market Vendor Application

Personal Name:	Business Name:
Telephone:	Email:
CHECK ALL THAT APPLY: <input type="checkbox"/> Craft <input type="checkbox"/> Food Producer/Farmer <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other	
List of products or activities (attach separate sheet if necessary):	

Total number of days requested:
---------------------------------

Enter the amount next to each date you wish to book

	Date	Stall rental	Tent Rental (\$10 per day)	Table rental (\$5 per day)	Total per day (add stall, tent, & table rental)
<b>Stall rental \$20 per day</b>  <b>Tent rental \$10 per day</b>  <b>Table rental \$5 per day</b>  <b>Non-profit stall rental:</b> 1 free day per season, \$5 for additional days. Only 1 free stall rental is available per day even if your organization has not yet had a free day – first come first served. Space for non-profits may be limited to one per day.	Sat, 11 Jun				
	Sat, 18 Jun				
	Sat, 25 Jun				
	Sat, 2 Jul				
	Sat, 9 Jul				
	Sat, 16 Jul				
	Sat, 23 Jul				
	Sat, 30 Jul				
	Sat, 6 Aug				
	Sat, 13 Aug				
	Sat, 20 Aug				
	Sat, 27 Aug				
	Sat, 3 Sep				
	Sat, 10 Sep				
	Sat, 17 Sep				
	Sat, 24 Sep				
	Sat, 1 Oct				
	Sat, 8 Oct				
				Subtotal	
\$1 off stall rental per day if pre-paying for 5 to 7 days \$2 off stall rental per day if pre-paying 8 to 15 days \$4 off stall rental per day if pre-paying 16 or more days				Discount	
				Total (Subtotal less discount)	

Payment method: <input type="checkbox"/> cheque enclosed <input type="checkbox"/> cash <input type="checkbox"/> e-transfer to <a href="mailto:accounts@nklcss.org">accounts@nklcss.org</a>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Amount paid:
--------------

If pre-paying for 8 or more dates, please indicate your stall preference:	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice
---------------------------------------------------------------------------	------------------------	------------------------	------------------------

KASLO SATURDAY ARTISANS AND FARMERS MARKET  
2022 VENDOR OBLIGATIONS AND RESPONSIBILITIES

Initial each	<b><u>By initialing each obligation or responsibility, you indicate that you have read, understood, and agree to each.</u></b>
	<b>Stall Assignment:</b> The Market Manager makes stall assignments based on overall product balance, seasonal availability, and customer needs and demands. Vendors can reserve specific space if purchasing a minimum of 8 days. Despite reservations of specific stalls, when necessary, such as in the case of low vendor attendance, the Market Manager reserves the right to adjust the vendor layout. Vendors who have been present at previous years' markets will be given priority in assignments based on seniority. New assignments will be made in the order requests are received. Date of receipt of the request will be based on the date payment is received. All vendors must check in with the manager before setting up their booth.
	<b>Fees:</b> All Market fees are non-refundable, unless the market is cancelled by NKLCS, and non-transferrable to dates other than those booked. Vendors must pay for their stall space before setting up.
	<b>Prepared Food:</b> All vendors selling prepared foods must abide by the Food Safety guidelines of the Interior Health Authority.
	<b>Taxes:</b> Vendors are responsible for meeting their own taxation requirements.
	<b>Safety and Security:</b> Vendors are responsible for the security and safety of their products while at the Market. The Kaslo Saturday Market is not responsible for any loss, theft, or damage to vendor merchandise, displays or products at any time while at the Market.
	<b>Tents &amp; Tables:</b> A limited number of tents & tables are available for rent. They must be reserved in advance.
	<b>Late Arrival:</b> Stalls must be set up by 8:45am. Any vendors who are not set up and ready to open at 8:45am will be subject to a warning for the first time and then a fine for any subsequent late arrivals. The fine starts at \$10 and increases by \$5 per time. I.E. A vendor who is late 3 times in a season would receive a warning the first time, a fine of \$10 the second time, and a fine of \$15 the third time.
	<b>Cancellations:</b> <u>Please call the Market Manager at 250-353-8197 or email <a href="mailto:kaslosaturdaymarket@nklcss.org">kaslosaturdaymarket@nklcss.org</a> Friday evening by 8pm, at the latest, if you are not able to attend the next day market.</u> After that it is not guaranteed your cancellation will be received in time. Late cancellations will be fined the same as the late arrival fee (one warning then a \$10 fee increasing \$5 each subsequent time).
	<b>Parking:</b> The Village of Kaslo has designated the area along Water Street, adjacent to Front St. Park, a loading zone. There is NO all-day parking along that stretch of the street. Vendors are asked to park their vehicles in the municipal parking lot adjacent to the Catholic Church, in order to allow more parking space for potential market customers.
	<b>Vendor Stalls:</b> Vending space is 10X10 maximum. All vendors are responsible for providing their own tables, tents, etc or arranging to rent from the Market Manager. <b><u>No vendor will transfer or sublet their stall to any other person.</u></b> All vendors agree to confine their presentation to within the contracted space. All vendors must remove their own garbage from the Market premises at the end of the day. Each vendor is responsible for the safety and appearance of their space throughout the Market day. This includes keeping the area behind and around their space clean and free of clutter before, during, and after the Market.

	<b>Liability Insurance:</b> Please note that vendors are responsible for their own liability insurance. Vendors are <u>not</u> covered under the Kaslo Saturday Market’s insurance policy. Vendors who want insurance can access it through <a href="http://www.bcfarmersmarket.org/vendor.insurance.wf/">www.bcfarmersmarket.org/vendor.insurance.wf/</a>
	<b>Products Sold:</b> All product being sold must be listed on your vendor application. If the manager sees you selling a product you haven’t listed, you may be asked to remove it from your display. The Kaslo Saturday Market adheres to the farmer’s market guidelines, as set out by the BC Association of Farmer’s Markets and has a make, bake, or grow policy. Products must be homemade, not re-sold.
	<b>Conduct:</b> Vendors will conduct themselves with kindness and respect towards customers, the Market Manager, and other vendors. Please direct any concerns about other vendors and customers to the Market Manager. Vendors are asked not to smoke within their stalls or the marketplace. Vendors shall not accost or badger shoppers or members of the public, nor offer samples outside of their vendor stall.
	<b>No Dogs or other pets:</b> Vendors are prohibited from bringing dogs or other pets to the market with them.
	<b>Product and pricing:</b> Vendors must clearly and visibly display signage showing the price of each product for sale. Products must be priced at the “fair market price”.
	<b>Right of refusal:</b> The Kaslo Saturday Market reserves the right to refuse any applicant.
	<b>Health &amp; Safety:</b> The Kaslo Saturday Market and all vendors must follow all health and safety orders of Provincial Health Officer, BC Centre for Disease Control, WorksSafe BC, and BC Association of Farmers Markets, including those around Covid-19. This may include requiring face masks, practicing proper hand hygiene, and restricting access to the site. NKLCSS may choose to require additional health and safety measures at our discretion. Safety requirements may change through the season. Vendors must follow the direction of the Market Manager for all health and safety issues. Refusing to follow the direction of the Market Manager may result in the vendor being removed from the site and having future reservations cancelled.

I certify that I make, bake, grow, or raise all products offered for sale at my stall at the Kaslo Saturday Market. I have read and understand each of Vendor Obligations and Responsibilities above and agree to comply with them by signing this form. I certify that information I have provided on this application is accurate, and if found to be otherwise, I agree to accept disciplinary measures as decided by the Kaslo Saturday Market, including expulsion from the market without recourse or any refund of moneys paid.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions?** Contact the Market Manager at [kaslosaturdaymarket@nklcss.org](mailto:kaslosaturdaymarket@nklcss.org) or 250-353-7691 ext. 204. The Kaslo Saturday Market is a North Kootenay Lake Community Services Society event.

For NKLCSS use:			
Complete application received			
Payment received			

# Kaslo Saturday Market Vendor Map

