Oak Bay Village Night Market General Policies and Code of Conduct 2024

The Oak Bay Village Night Market has developed policies and a code of conduct to help market vendors and market guests have the best experience possible. This includes ensuring everyone's safety as well as creating a welcoming environment. It is our priority to provide a space where our vendors are successful and to make the experience of selling at the Oak Bay Village Night Market an enjoyable one.

Space Allocation

Each vendor is assigned a numbered space that is 10 feet by 10 feet. Numbers are written on the centre line. If you wish to request the same space as previous years, include your space number on your vendor application. If you are looking to change spaces write your request on your application. We will do our best to accommodate. Space will be assigned on a **first paid, first allocated** basis. Space assignments are at the discretion of the Market Manager.

The market is open from 4PM until 8PM on the second Wednesday of June, July, August and September.

Setup and Attendance

Vendor setup time begins 3 PM. Vendors are not permitted to set up until Oak Bay Avenue is closed and through traffic has been cleared. **Vendors who begin setting up while traffic is still proceeding on Oak Bay Avenue are jeopardizing their own safety as well as the success of the market and will be asked to leave the market.**

All tents must be weighted. **No Exceptions.** Tents set up without weights will not be allowed to remain on the market site.

Sales are permitted to begin at 4PM and must not commence before that time.

Please arrive on time. Vendors arriving after 4 PM are not permitted to set up.

It is imperative that vendors attend all markets**. Vendors who miss a market will not be permitted to automatically renew. Absentee vendors will be placed at the bottom of the application list. Exceptions may be made for extenuating circumstances.**

Initial _____

Pack Up

Vendors must remain until the conclusion of the market. Vendors who are sold out are invited to enjoy the market but must not pack up tents or displays.

Garbage must be removed from the site. Vendors caught leaving garbage will be issued a written warning on first offense and asked to leave the market on second offense.

In our agreement with the Municipality of Oak Bay we are mandated to open Oak Bay Avenue as soon as reasonably possible once the market is closed. If you require extra time to pack up your booth, move your materials to the

parking lane or sidewalk for loading so the street may be reopened. Oak Bay Avenue must be opened no later than 9 pm.

General Conduct

Public airing of grievances during the Market with regard to other vendors, Market staff or Market operations is not permitted and will result in a written warning. If the conduct persists the vendor will be removed from the market. We are committed to resolving any issues that may arise while ensuring guests and fellow vendors have a positive experience. Please contact the Market Manager directly with any complaints or concerns. All efforts will be made to address the issue before the next market.

Vendors experiencing difficulties with other vendors, market patrons or any aspect of the market should report the issue to the Market organizers.

To reduce the amount of garbage generated by the market, food vendors are required to use backyard compostable utensils and containers for food service. Recyclable containers, such as cardboard, are also acceptable.

Organic waste and recyclable materials may be deposited in the organic and recycling bins which will be provided by the Oak Bay Village Night Market.

Vehicle Restrictions

Vendors may bring vehicles onto the site to unload. Please move your vehicle off the site as quickly as possible so others may access the site. All vehicles must be cleared from the site by 4 pm.

- If your booth number is between 101 and 132 enter Oak Bay Avenue from Monterey Avenue
- If your booth number is between 133 and 174 enter from Hampshire Avenue
- If your number is between 172 and 193 enter at the Wilmot Street (Municipal Hall) end

Enter the site using the usual direction of travel in order to unload.

Vehicles are not permitted on the site between 4 pm and 8 pm. **No exceptions.** Anyone bringing a vehicle onto the site before 8pm will be expelled from the market.

Initial _____

I, _____ have read and understand the policies and agree to abide by the Vendor Code of Conduct.

_____ _____

Signature Date