Oak Bay Village Night Market
Vendor Application 2024

Returning Vendor Booth #_____

Items for sale in the Oak Bay Village Night Market must be produced by the seller

Company:

Contact Person:

Address: City: Postal:

Telephone – Day: Evening: Other:

Email: - please print clearly! If we cannot read your email address we cannot update you.

Website: Facebook: Instagram:

Check the category that best describes your work:

CHILDREN'S ITEMS	GLASS	PHOTOGRAPHY
DOLLS	JEWELRY	POTTERY/CERAMICS
FIBER	LEATHER	TOYS
FINE ART	METAL	WOOD
CARDS	PAPER	OTHER _____
FOOD (To be eaten onsite)		
FOOD (To be eaten offsite)		
FOOD PRODUCTS (Preserves, Bread Products, Baking)		
AGRICULTURAL PRODUCTS (Farm produce)		

Please describe your items for sale (print clearly) and be specific. Items not included in the description may not be permitted for sale in the market

Cost for the season:

Returning Vendor until March 31, 2023	$180*
New Vendors, Returning Vendors After March 1, 2024	$200
Total	**$_____**

* Vendors may request a refund until May 1. The Oak Bay Village Night Market will retain a $25 administration fee for each space refunded. No refunds will be issued after May 1, regardless of the reason for cancellation

For Food and Edible Product Vendors: As per Island Health regulations, Island Health approval is required for food sales. Health inspectors visit the market every year - please have your VIHA documentation with you during the market.

Food vendors are required to use backyard compostable utensils and containers for food service. Recyclable materials such as cardboard are acceptable. Plastic utensils, Styrofoam containers etc. are not permitted.

Organic waste and recyclable materials may be deposited in the organic and recycling bins. Vendor garbage **must** be removed from the site.

Good Faith Pledge:
I certify that I will only sell the type of items listed above. All items for sale at the ***Oak Bay Village Night Market*** will be the same as noted in this application and are produced by me, the seller.

I certify that I have the necessary insurance, WorkSafeBC coverage for employees and product certification required in order to sell these products and I have met industry standards and government requirements.

Initial _____

I understand that:

- **Abusive behaviour will not be tolerated and will result in expulsion from the market.**
- **Vendors are prohibited from setting up tents without weights. Vendors setting up tents without weights will be asked to remove the tent. Refusal to do so will result in expulsion from the market.**
- **Vendors are required to remove any garbage associated with their operations.**
- **Any vendor caught bringing a vehicle into the market between 4 PM and 8 PM will be permanently expelled from the market.**

- **Vendors will limit selling to the hours of 4PM to 8 PM**

- **I have read and understand the Vendor Code of Conduct. This document must be signed and submitted with this application**

- **By signing this application I am agreeing to the terms outlined above and to abide by the Vendor Code of Conduct.**

_____	_____	_____
Name	**Signature**	**Date**

Forms may be submitted by email to oakbaybia@gmail.com.
Important: Forms submitted with pages as individual files will NOT be accepted. Please submit complete documents. Submit by mail at

PO Box 42003
2200 Oak Bay Avenue
Oak Bay BC V8R 6T4

Forms and payments may be dropped at the Oak Bay Municipal Hall addressed to the BIA drawer. **Please note this is a drop location only.** Staff are not able to answer questions about the status of your application or other market questions.

Cheques are payable to the Oak Bay Business Improvement Association (Oak Bay BIA).

We now accept eTransfers. Send to oakbaybia@gmail.com. Please use the password Business.

Please do no call about the status of your application. **All applicants will receive a response.**

The 2024 Oak Bay Village Night Markets will be held the **second Wednesday** of each month: June 12, July 10, August 14 and September 11.

- For renewing vendors: if received by March 1, 2024 cost to participate is $180 for the season (four markets). Vendors are responsible for their own setup and equipment.
- For all vendors: After March 1, 2024 the fee to participate is $200
- Payment and paperwork **must** be received in advance for space confirmation. No exceptions