

# Oak Bay Village Night Market

## Vendor Application 2023

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 31, 2023	\$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.

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
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Forms may be submitted by email to [oakbaybia@gmail.com](mailto: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](mailto: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 2023 Oak Bay Village Night Markets will be held the **second Wednesday** of each month: June 14, July 12, August 9 and September 13.

- For renewing vendors: if received by March 31, 2023 cost to participate is \$180 for the season (four markets). Vendors are responsible for their own setup and equipment.
- For all vendors: After March 31, 2023 the fee to participate is \$200
- Payment and paperwork **must** be received in advance for space confirmation. No exceptions