



The Quartier Outdoor Market

Quartier Vanier Merchants Association (BIA) Contract
Saturdays – July 24th 2010 until September 11th 2010 – 900-1400
Located at Hannah and Montreal Rd- (Scotia Bank parking lot)

Business Name: _____ Primary Phone: _____ Secondary Phone: _____
Contact Person: _____ Fax: _____
Mailing Address: _____ City: _____
Province: _____ Postal Code: _____ Email: _____

Will the owner be attending the market dates? Yes No
Please list any additional staff contacts:

Are you a: Baker Crafter Producer Other (specify)
Please select primary products: Vegetables/Fruit Produce Meat/Poultry Dairy Herbs Preserves Baked Goods Specialty/Other

Do you make, bake or grow your own products? Yes No
If no, explain:

If your mailing address is different than your farm/producer location please specify here:

Is your product made, baked or grown in the Ottawa region? Yes No
Are you a commercial vendor? Yes No

Do you possess any third party certifications? (eg. FMO/Savour Ottawa local certification, Organic certification, Fair Trade) Yes No
If yes, explain: _____

Do you grant permission to visit/verify location if necessary? Yes No



Information and Requirements

Market Hours

1. Merchants agree to arrive on site at 800 to begin setting up their space. Tardiness may be seen as a violation of contract terms and is at the discretion of Market Manager for dismissal.
2. The Market will close at 1400, and all sales will stop at this time. You have one hour (1400-1500) to clean and pack up your assigned space.
3. All vendors must remain open during the entire market hours (900-1400). Violation of this term may be seen as grounds for dismissal from the market.

Attendance & Payment

4. You agree to attend each Saturday listed in the contract and pay the seasonal, non-refundable fee of \$160 no later than July 9th, 2010.

Market Operations

Loading and Parking:

5. When you arrive, staff will be available to assist you in setting up your market space. Our tents will be set up and taken down by our staff at the beginning and end of each Saturday.
6. Vendors must unload product from Hannah Street before 830.
7. Parking for vendors is located in the Capital Taxi parking lot.

Product Guidelines

Food Service:

8. If you are a food vendor, you must have produced from a certified kitchen and transported goods in closed containers in accordance with health regulations. You must follow the City Of Ottawa Bylaws.
9. Food service vendors must bring any additional equipment necessary to their operations, including equipment to satisfy public health requirements

General Vendor Requirements

Registration:

10. You must have a signed contract with the Quartier Vanier Merchants Association (BIA) before you can sell any merchandise at the market.
11. The Market Manager reserves the right to dismiss vendors if they are not following market regulations or otherwise causing conflict with the overall success of the market

Personnel:

12. You must have someone at your space at all times.
13. Vendors must be prepared to have adequate change/money
14. You are required to sell from your own assigned space.
15. You are not permitted to ask any of the volunteers or market staff to attend to your space for any reason.

Pricing:

16. (*Farmers Only*) As a collective group, you agree to fair and competitive pricing practice

Housekeeping:

17. You must clean litter and debris before leaving your assigned space.

Liability:

18. Individual vendors/ producers are responsible for having their own liability insurance.

Supplied by us:

- Limited 10' X 10' tents subject to availability *
- Garbage bins
- 1 free parking space
- Free advertising for the market
- Security patrol circling the surrounding areas and directing traffic
- 2 aprons with the Quartier Outdoor Market logo

Must bring yourself:

- Your products
- Table and chairs
- Any and all other necessary supplies (eg. napkins, utensils, extension cords)
- Signage with your company's name
- Staff to handle your kiosk

***Please note:**

The Quartier Vanier Merchants Association (BIA) has a limited supply of canopy tents available for use during the market period. These will be assigned by the market manager. If you have your own tent please advise us of the size for site planning and placement purposes.

By signing below,

I have read and agree to abide by the rules listed in this contract for the Quartier Outdoor Market.

Name: _____

Signature: _____ Date: _____

Market Manager: _____ Date: _____