



JARVIS COUNTRY MARKET

Policies and Procedures

HOURS OF BUSINESS:

The Market will be open during the hours and days established by the manager and each permit holder must be present and open for business according to these times and dates. The present market days are every Friday from 12 pm to 8 pm, and Saturday from 8 am to 4 pm (effective August 6, 2010).

NOTE: If the permit holder is not open for business by the scheduled start time on the market dates established by the Market Manager, the manager has the authority to rent his or her booth to another person for the duration of that particular day. It is the permit holder's responsibility to pay the fee pertaining to that day, even in their absence. If a permit holder does not show up for market on three consecutive market dates, they forfeit their designated spot and remain responsible for the fee pertaining to those days.

All permit holders are required to have their booth open, stocked, and staffed on all Market days for the duration of the open Market hours. In the case of an emergency, the vendor must notify the Market Manager of his/her absence at the market and/or request to leave the market before the normal closing time.

TERM AND PERMIT:

The permit holder's right to operate at the market shall be for the period of time (term) stated on the invoice, issued at the beginning of the term. The permit must be displayed at the vendor's booth, to ensure the right to operate.

PAYMENT OF FEES:

Fees will be paid in advance by post-dated cheques to cover the term stated on the invoice which will be based on the length of booth frontage. The minimum booth rental is based on a 10' booth charge. All daily permit holders (Show up and Sell) must pay for their booth in cash upon arrival.

ITEMS PERMITTED TO BE SOLD:

The permit holder will sell from his/her booth(s) only items that are approved by the Market manager. Each vendor is responsible for filling out an application with their business information including the products they plan to sell. Any changes or additions must be approved by the Market Manager. Items not approved may not be sold at the Market, and will have to be removed from the vendor's booth.

SET-UP AND BOOTH ASSIGNMENT:

All permit holders must be set up 30 minutes prior to market start time. Permit holders must report to the Market office at the beginning of each market day to sign in if a market employee has not made it to your booth yet. All booths will be assigned by the Market staff, and a parking space will be assigned as near to their booth as possible. All permit holders must stay within the boundaries of their booth and designated parking space. The Market staff has full authority to assign booth space and to move or reassign booth space to improve and assist in Market operations. Minimum rental space is 10' frontage. All vendors are required to remain set-up and ready to do business until closing on each Market day. There may be exceptions due to rain, wind, or emergencies at the Market manager's discretion.

Permit holders may not sell, sublet or rent their assigned booth to other vendors without the written permission of the Market Manager. Any vendor taking part in such activity will risk the loss of their booth without refund.

LOADING AND UNLOADING:

All permit holders must have their vehicles unloaded and moved prior to 30 minutes of the market's opening time.

CANOPIES:

Canopy coverings are available for rent at the Market office.

For outdoor vendors - Canopy structures must be secured and in place before the Market opens, to ensure the safety of the customers. Vendors are required, at the discretion of the Market Manager, to remove canopy coverings or tarps from their booths in the event of windy conditions as an additional safety precaution. A credit card imprint will be taken at the time of the rental. Rental tarps and canopy structures must be returned at the end of the rental period to receive your deposit back.

INSURANCE:

All vendors must complete a Co-Insurance form to cover the Country Market at Jarvis Inc as a co-insured on your policy that covers your market activities. (Copy attached)

SIGNS AND DISPLAYS:

The Market Manager has the right to approve any signs, decorations, or displays in and on the vendor's booth/display and to request changes or removals of them if they are considered unsuitable for the Market, under the Market Manager's discretion.

GARBAGE AND CLEAN-UP:

The permit holder is responsible to remove all garbage from his/her booth area and remove their garbage from the premises at the end of each market day. Market garbage receptacles, which are intended for the use of the shopping public, shall not be moved or used by permit holders/vendors. Permit holders are responsible to keep their booths neat and clean at all times. [All cardboard must be taken with the permit holder. There is a \$50.00 service charge for leaving any cardboard at the market].

COMMUNITY INVOLVEMENT:

Charity and non-profit organizations, for fund-raising, promotional, and educational purposes who make application to the Market Manager must submit their application at least two weeks in advance. All products/services to be sold or promoted must be approved by the Market Manager. Jarvis Country Market policies and procedures will apply. The person applying on behalf of the organization in question will be held responsible for ensuring that the booth is staffed and left in the same condition as received.

NOTE:

Policy and Procedures will be upgraded periodically and will be posted in the market office and distributed to current vendors. The most recent Policies and Procedures apply.



Country Market at Jarvis Inc.
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Jarvis, ON
N0A 1J0

Telephone: (905) 952-0270
Fax: 1-888-378-9539
E-mail: Reta@JarvisMarket.com
Website: www.jarvismarket.com

Date: _____

Insurance Agent/Broker _____

Address _____

Dear Sirs:

RE: INSURANCE AUTHORIZATION

Business Name: _____

Principals Name: _____

The COUNTRY MARKET AT JARVIS INC. has authorized a vendor stall in favour of the above mentioned vendor, dated _____ which is secured with an attached copy of their completed Vendor Application.

Will you please ensure that the insurance policies, which we understand are written through your office, record the COUNTRY MARKET AT JARVIS INC. as a loss payee, as our interests may appear.

The counter signature below of the insured is your authorization to effect these amendments to the policies.

We would like to hold copies of the policies, and renewals thereof.

Yours truly,

COUNTRY MARKET AT JARVIS INC.

Gordon Carruthers
Market Owner

Vendor Applicant's Signature