

# Vendor Guidelines for the Polson Artisan Night Market

Updated July 19, 2021

Thanks for your interest in the Polson Artisan Night Market, we're excited to be here, and happy to be able to support local artisans, farmers, food trucks and businesses to come hang out in Polson Park on Friday nights and create a beautiful space of culture, commerce and community.

Please read all pertinent sections of this document. I'll try to keep it concise, but this way we can address some common questions and make sure we're clear in our work together.

## The Market

(this part is for everyone)

Is happening every Friday from now until Labour Day (Sept 3) from 4 to 8pm. Although we originally intended the market to start at 3pm, a 4pm start has been the consensus among vendors and we will be sticking to it for the foreseeable future.

Fees are due by Monday night preceding the market, and need to be paid for us to place you on a map. Please login, generate an invoice for the night you'd like to pay for, and follow the prompts to either pay online, or by e-transfer.

Drop off is typically between 2 and 3:30, if you need more time to set up please let a market coordinator know and we can most likely accommodate. Vehicles are not allowed on the grass, and no staking is allowed for tents. Please have your vehicle moved off the internal service road by 3:30, and as food trucks roll in, we may have to ask you to move after about 3pm, so don't get too far from your vehicle. Unload fast, move and set up after.

No driving on the grass, no staking in the grass.

The map will be sent out a day or two ahead of the market, but some folks request changes each week, so please double check it for your location number Friday morning. There will be numbers on the ground between markers to mark the front edge of your booth.

I've maintained an open call for any buskers that want to come by and set up, so if you know anyone who would love to set up a hat and play, we can host about 3 of them at any one time through the market.

They kick us out of the park around 9:30pm. I think if folks are around still after 8 it's fine to keep yourself set up for a bit (that's what we came out for right), but keep in mind gates are locked around 9:30pm and we need to be out of the park.

## Artisan Vendors

This group should be folks who produce, at least in part, their own products. I'm asking folks with imported items to please keep them at home if they have a mix. We also do not accept essential oil resellers, health product resellers, or any other products that are not directly produced by the Vendor.

When setting up at the market, all Artisan Vendors must have a tent, and I would recommend some weights like [these](#), as we are not allowed to stake anything into the grass.

If your display consists of primarily a table with a tablecloth, please think creatively about altering your display. Stands that make your products more than a 2D item on the table are great -- fabrics, string lights, signage etc all add to your personal brand and help elevate all the market vendors' appearance. I want to be able to stand back 20 feet at least and be able to see some of your products or tell who you are.

If you have any trouble coming up with ideas, feel free to reach out to the market staff for a little brainstorming session, we'd love to help!

Lastly, be cautious not to drive on the grass when pulling up to set your products up. The park staff have worked hard to make this park look so nice, we don't want to kill the grass on the edges of roadways and get ourselves kicked out.

Food vendors: Please make sure you've been in contact with Interior Health to verify that you're safe to operate as a mobile food vendor. I've been told that popcorn and such are low-risk, but those vending other items should just touch base to make sure all approvals are met. You can email [elliott.spicer@interiorhealth.ca](mailto:elliott.spicer@interiorhealth.ca), and he has been great at getting people approved as quickly as possible to be able to participate in this year's market season as we're all getting back into the swing of things.

If you want to do samples, you must also check with Interior Health to ensure you are approved to do so.

Here is some [additional information](#) from Interior Health.

## Food Trucks

We need all trucks to be approved by Interior Health, and have any fire inspections done for the year ahead of time as well. Interior health hasn't required me to collect proof of this information yet, but they may check in, or have me check in from time to time.

Please communicate your needs with the market staff. Currently we don't have power access, but we're working on solutions. We were told by the city that they haven't maintained inspections on the outlets, and there seems to be no timeline on when this is happening.

Please coordinate your arrival time with market staff, we will make sure your spot is open and help guide you into your spot. We'd like for trucks to arrive as late as they can still reasonably set up for, so we can keep the road open for vendors to drop off, but please just let us know what works for you so we can accommodate and coordinate as best as possible.

Please plan to take out the garbage/recycling your truck produces, as there are limited facilities for these in the park at this time.

## Farmers

We have been setting the farmers up under the trees to help protect their produce, some sunlight may still come through from time to time, but for the most part it should be shady. Please have a tent to set up your produce under to protect it as well.

If you have only paid for a single spot, then please stay reasonably within the footprint of your tent to help maintain walkways and vendor spacing. If you've purchased a double space, please have 2 tents or a 20x10 tent set up.

## Local Businesses & Not for Profits

Thanks for coming down to the market to talk to the community about what you do. Please have a tent to set up under, and consider additional signage so you're not just standing at a table with no forward-presenting display materials.

**Thanks everyone! We're so excited about what our market in the park has accomplished so far and the markets to come!**