



Summer 2019

Dear Vendor,

We are very excited to once again be supporting local farmers and artisans at the 14th Annual Sun Peaks Market Day this summer. The market is a demonstration of the continued commitment of Tourism Sun Peaks to promote healthy lifestyles and encourage guests and residents to purchase fresh, local produce, baked goods and unique, handmade products this summer.

The 2018 Sun Peaks Market Day saw an average of 30 vendors setting up throughout the heart of Sun Peaks every Sunday.

The market will run every Sunday from June 16th through to September 1st between 9:30am and 1:30pm with the addition of 4 x Bonus Markets through September, weather pending. Set up in the heart of the Sun Peaks village, the venue provides optimal foot traffic and exposure for vendors.

Continuing on the success from last summer, Tourism Sun Peaks is committed to incorporating the Market Day in special event weekends such as 5k Foam Fest (June 15), Canada Day Weekend Celebrations (June 29-July 1), Canada's Alpine Blossom Festival (July 20-21), Retro Weekend (Aug 23-25) and more.

New this season, and mentioned above, we will be running "extended season" Bonus Markets every Sunday September 8th until September 29th between 9:30am and 1:30pm. SPRLLP will have chairlifts running every weekend through September and Tourism Sun Peaks will continue to hold events and animation throughout the village. These additional September Market Days are included in the Full Time Vendor rate, and casual vendors are offered a discounted rate of \$20 per market.

In order to be considered for approval, vendors must send completed application forms (attached) and an approval letter from Interior Health (high risk food vendors only) to Tourism Sun Peaks, by email events@sunpeakstourism.com, fax 250-578-2552 or mail. Payment can be made via certified cheque and mailed to:

Tourism Sun Peaks
13 - 3250 Village Way
Sun Peaks, BC, V0E 5N0

Please do not hesitate to contact us if you have any questions.

Kind Regards,

Michaela de Melo
Market Manager

Janice Hoppenreys
Events Manager



#13 – 3250 Village Way Sun Peaks, BC V0E 5N0
Ph: 250-578-2555 Fax: 250-578-2552 www.sunpeaksresort.com



Application for Vendor Space

Company Name:			
Last Name:		First Name:	
City:	Province:	Postal Code:	
Phone:	Email:		
Signature:			Date:

*I wish to apply for vendor space at the Sun Peaks Market Day.
I have read the attached rules and regulations and agree to abide by them.
I agree to pay the appropriate fees.*

Market Fees

Preseason Rate until May 14, 2019	\$165.00 + GST
<i>* This price includes the "extended season" bonus market days = 16 in total *</i>	
Regular Season Rate after May 14, 2019	\$180.00 + GST
Casual Vendor Rate	\$40.00 + GST per day
Casual Vendor Extended Season Rate (50% discount)	\$20.00 + GST per day
<i>* This price includes markets September 8 - 29, 2019 *</i>	

Please check the following that applies to you:

- I wish to attend the market as a full-time vendor (attending all 16 markets, weather pending)

Date Paid: _____

Payment Method: _____

- I wish to attend the market as a casual vendor (payment will be collected during the markets you attend). Please indicate which date(s) you would like to attend (see last page for dates and events).

Payment for full time vendors

Payment can be made by:

1. Credit card (3% processing fee charge at the time of payment)
2. Cheques should be made payable to 'Tourism Sun Peaks' and can be mailed or hand delivered
3. Cash (do not mail cash; this option is intended only for applications that are hand delivered)

- If your application is not accepted, funds will be returned.
- Cost represents a 10' x 10' stall space.
- Receipts will be issued on the first market day that vendors are present.





Vendor & Product Information

Select vendor type:

- Food** (High Risk vendors must be certified in Food Safe Level 1 and must include a copy of approval letter from Interior Health with application)
- Craft** (All products must be handmade)
- Liquor** (Must have proper paperwork and licensing and follow rules as set by the LCBC)
- Community Groups & Non profits** (Allowed to attend market at no cost at the discretion of the Market Manager)

List each item you plan to sell at the market in the grid below. For food vendors, please list all ingredients for each product. Any new products that a vendor wishes to add during the market season must be submitted for jury review. **Please include photos of your products.**

Product	Ingredients





We'd like to feature you in our social media posts.

We are active on Facebook and Instagram and during the summer market season. We love to feature our vendors on social media and let guests know what they can expect to see at our markets. The following questions will provide us with information about your business that we can include in our posts:

What inspired you to create your products?

How many hours do you spend working on your products each day/week?

Is this your full time job?

How long have you been making your products?

What is involved in making your products?

What do you find most enjoyable about what you do?

Did you need any qualifications to do what you do?

What are you most excited about right now?

Where does your inspiration come from?

What do you like about the Sun Peaks market?





Website & Social Media Information

If you are paying for a full season membership with the Sun Peaks Market Day your business will be listed on the Market Day event page.

If you would like your business listed, please provide the following:

Business Name: _____

Phone #: _____

Email: _____

Website: _____

Facebook: _____

Instagram: _____

2019 Summer Events Calendar

For event calendar details, please visit the Events Calendar online at

www.sunpeaksresort.com/events

All dates and events subject to change.



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Ph: 250-578-2555 Fax: 250-578-2552 www.sunpeaksresort.com



Information Sheet & Vendor Rules & Responsibilities

- The Sun Peaks Market Day runs every Sunday from June 16 to September 15, plus weather dependent bonus markets, from 9:30am to 1:30pm. Set up will take place between 7:00am and 9:00am every Sunday with assistance from the Market Manager to find your set-up location. All vendors are required to set up their own tents and displays within the allotted timeframe. **Vendors who arrive later than 9:00am must carry their items to their designated spot.**
- Application does not guarantee a space. All applications are reviewed and selected by the Market Manager and Market Advisory Committee. All applications are reviewed in consideration of the following criteria:
 - Is the product 100% made, baked or grown by the applicant
 - Is the applicant a returning vendor
 - What is the value to the market
- Power is not guaranteed. If Vendors need power, they are expected to let us know well in advance. They are also expected to bring their own power cords.
- Vendors are responsible for the security and safety of their stall space and products including keeping the area clean and free of clutter. **Tent weights are mandatory.** Vendors are responsible for their own garbage and must remove it at the end of the market. Please note the public garbage receptacles located within the village walk are for small pedestrian waste only.
- Tourism Sun Peaks is not responsible for any loss, theft or damage to vendors, vendor merchandise, displays or products at any time while in attendance at the Sun Peaks Market Days.
- Any concerns from Vendors should be brought to the attention of the Market Manager immediately.
- Any changes to the products offered must be submitted to and approved by the Market Manager, at least one week prior to the market date.
- The Market Manager has the right to evict and/or ban any Vendor, temporarily or permanently, who fails to comply with market rules and responsibilities, and/or who does not respectfully respond to the Managers' directions.
- Insurance - all vendors selling food items must carry \$2mil liability insurance naming Sun Peaks Mountain Resort LLP & Tourism Sun Peaks as additionally insured. Exact wording to be supplied upon acceptance of your application. Other "High Risk" vendors may also be required to carry \$2mil liability insurance, vendors will be notified upon acceptance of applications.





Health Inspection Guidelines

Please be aware that vendors selling high risk foods must apply and be approved by Interior Health prior to participation in the Sun Peaks Market Day. Acceptance letters must be presented to the Market Manager prior to your first market.

Is your Food Product: High Risk Low Risk

1. If your product is High Risk, attach a copy of your '**Letter of Permission**' from the **BC Environmental Health Officer (EHO)**
2. If your product is Low Risk, ensure the submission of all ingredients used in your application, or provide a copy of a letter from a BC EHO that supports this claim.
3. If you are uncertain, please contact our local Health Inspector at 250.851.7324.

