



Mission

Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.



**VENDOR HANDBOOK
2018**

Oaklands Community Association

The Oaklands Market is a program of the Oaklands Community Association (OCA) that offers a venue for neighbours and local businesses to come together and build community connections.

VISION

A welcoming and engaging community
where all members can live, learn and thrive

MISSION

Strengthening the Oaklands community by providing programs,
services and resources for its residents, businesses and visitors

MANDATE

1. To establish and operate facilities to provide amenities to benefit the Oaklands neighbourhood;
2. To promote public education and awareness in the areas of family support, counselling, child care, safety and health;
3. To assist residents of the Oaklands neighbourhood in improving their quality of life both as individuals and as a community;
4. To solicit, and acquire funds and other assistance and to accept donations, and real or personal property and to use such funds and donations in furtherance of the purposes of the Society.

About the 2018 Market Season Vendor Handbook

This Handbook provides important information about vendor participation in the Oaklands Markets for the 2018 Season, including market dates, guiding principles, market policies and contact information.

Information about becoming a vendor, including the application process, forms and fees can be found on the Oaklands Community Association (OCA) website:

www.oaklandscommunitycentre.com/markets

Key Dates

June 27, 2018	First full Sunset Market (10 week duration)
August 29, 2018	Last full Sunset Market
December 1, 2018	Oaklands West Coast Winter Market

Market Contacts

Please contact the Market Coordinator or Chair of the Market Committee to share your questions, ideas and feedback. Your input brings us together and helps to create a successful, community-oriented market.

Market Coordinator	markets@oaklandsca.com 250-370-9101, ext. 4
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Market Committee	Chair oaklandsmc@gmail.com
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Oaklands Sunset Market Purpose & Goals

As a vendor in the Market, you are part of a community of people —staff, producers, volunteers and patrons — who strive to strengthen the Oaklands community and to create a healthy, local food system.

Purpose

The Oaklands Sunset Market is a community gathering place with a focus on locally made, baked, and grown products.

Goal

Our goal is to provide a space for a vibrant celebration of local love through food, arts and culture, and inclusivity. We seek to engage our community and create an accessible, free gathering for people to come together and meet local food growers, producers, and businesses.

The Oaklands Sunset Market acknowledges that our Market occurs on the territory of the Lekwungen speaking people (Songhees and Esquimalt Nation). We acknowledge the rich cultural history of the many peoples and rituals that have been affected by the ongoing process of dispossession and colonialism. We hold this understanding in our interactions and engagements with this land and its people

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Section 1 – Vendor Application Process

- 1.1 New vendors must complete a full vendor application in order to be considered for the Market season. Submission of an application does not guarantee a space in the Market.
- 1.2 Returning vendors may fill out a “Returning Vendor Application” to be considered for the Market season. A returning vendor is defined as any vendor who have previously participated in an Oaklands Sunset Market or Oaklands West Coast Winter Market. Submission of an application does not guarantee a space in the Market.
- 1.3 Vendors must submit a complete application by May 25th, 2018 before being considered for the season. The following selection criteria are applied with each vendor application:
 - overall product mix and balance;
 - seasonal availability;
 - consumer demand as determined by the Market Coordinator;
 - current number of vendors with similar product; and
 - producer’s history of selling such product.
- 1.3 If the vendor wishes to add items to their stall that were not included on their initial application, they must submit a request to the Market Coordinator one week in advance of selling the product at the Market. The vendor is not permitted sell any new item(s) until they are approved. Please allow 3-4 days for a response from the Market Coordinator.

Section 2 – Oaklands Winter Market

- 2.1 The Oaklands Winter Market applications open on September 3rd, 2018 and remain open until October 12th, 2018. If you have previously participated as a vendor in any Oaklands Sunset Market or Oaklands Winter Market, you may fill out a Returning Vendors application. All applications can be found on our website:
<http://www.oaklandscommunitycentre.com/event/oaklands-winter-market>
- 2.2 Stalls at the Winter Market fit one 6” table and are located in the Oaklands Community Centre and Oaklands Gym. Stall location is on a first come, first served basis once payment for the Market is received.
- 2.3 Confirmation is official when payment is received.
- 2.4 The Market fee is \$40 for all Craft/Body/Not-for-Profit/Prepared Food vendors and \$30 for farmers.
- 2.5 Rental of tables or power are \$5 each and in a limited quantity. They are available on a first come, first served basis.

- 2.6 Arrival and set-up times are subject to venue rental and will be communicated to each accepted vendor through email prior to the Market date.
- 2.6 Section 1, 6, 7, 8 and 9 apply to all vendors at the Winter Market.

Section 3 - Stall Locations

- 3.1 There are three Vendor categories:
- **Full Season Vendor** – a vendor who attends full Market season (10 Markets). To be accepted to full-time status, season fees must be pre-paid .
 - **Part Season Vendor** – a vendor who attends 5-8 Markets throughout the season with a pre-determined schedule. To be accepted to a part-time status, season fee must be pre-paid, including a drop-out deposit.
 - **Drop-In Vendor** – a vendor who attends the Market on casual basis. Dates are not pre-determined and there is no guarantee of stall availability week to week. An application fee is collected prior to the start of the season and stall fees are collected one week prior to attending the Market.
- 3.2 Full season vendors will have first choice of stall location, followed by part season vendors. Drop-In vendors are allocated to the remaining stalls.
- 3.3 When assigning any vendor’s location, stall size and any other factors associated with assigning a stall space, the Market Coordinator will consider:
- Type of product;
 - Maintenance of diverse product mix and consumer traffic flow;
 - Benefits and disadvantages of placing certain products next to each other; and
 - Quality of the product, its display and presentation.

Section 4 – Fees and Cancellations

- 4.1 A drop-out deposit (\$75) will be submitted by part season vendors upon confirmation. One-third (1/3, \$25) of the deposit will be forfeited for each missed market and late cancellation (after 3 PM on the Monday before the market). If three markets are missed, a part season vendor will forfeit their drop-out deposit and they will lose their vending spot.
- 4.2 Vendors must pay for booked stall spaces in advance of market dates as outlined on the Oaklands ‘Become a Vendor’ page at: <http://oaklandscommunitycentre.com/markets/vendor>. Part season vendors must submit their drop-out deposit prior to their first market.
- 4.3 Confirmation is official when complete payment is received. Payment instruction will be included in acceptance email to vendors.

- 4.4 Drop-In vendors must pay no later than one week in advance of the Market date.
- 4.5 The Market does not refund vendor seasonal fees or drop-in vendor fees except in the case of cancellation by the OCA or with a doctor's note from a vendor.

Fee Schedule – Market Season 2018

All Vendors	
Application fee <ul style="list-style-type: none"> Mandatory for all vendors 	\$25.00

Full Season Rates	
Standard Vendor <ul style="list-style-type: none"> 10 x 10 stall space (10 Markets) Prioritization of rental equipment services (table & power) Ability to choose market stall space on site map (only if fees are paid by June 1, 2018) 	\$250.00
Not-for-Profit/Community Education/Service <ul style="list-style-type: none"> 10 x 10 stall space (10 Markets) 	\$150.00
Food Truck Vendors <ul style="list-style-type: none"> Location for Food Truck (10 Markets) Ability to choose food truck space on site map (only if paid pre-season) 	\$450.00

Part Season Rates	
Standard Vendor <ul style="list-style-type: none"> 10 x 10 stall space (5-8 Markets): Secondary prioritization of rental equipment services (table & power) Secondary ability to choose market stall space on site map (only if fees are paid by June 1, 2018) 	\$25 x # of Markets
Drop-Out Deposit <ul style="list-style-type: none"> Must be paid at beginning of season by all part-season vendors 	\$75.00

Drop-In Rates	
Standard Vendor <ul style="list-style-type: none"> 10 x 10 stall space (1 Market) 	\$25.00
Not-for-Profit/Community Education/Service <ul style="list-style-type: none"> 10 x 10 stall space (1 Market) 	\$15.00
Food Truck Vendors <ul style="list-style-type: none"> Location for Food Truck (1 Market) 	\$45.00

Rental Fees	
2.5' x 6' table (per Market)	\$5.00
Power Rental (per Market) <ul style="list-style-type: none"> • Must bring own extension cord • Note: Food Trucks cannot rent power, must bring generator 	\$5.00

Vendor Worksheet example: Full Season Vendor with Table Rental	
Application Fee	\$25
Full Season	\$250
Drop-Out Deposit (Part Season Vendors Only)	N/A
Table or power rentals (multiply by number of markets)	\$5X10markets = \$55
Total	\$300

Vendor Worksheet	
Application Fee	\$25
Full Season, Part Season or Drop-In Rates	
Drop-Out Deposit (Part Season Renters Only)	
Table or power rentals (multiply by number of markets)	
Total	

Section 5 – Market Day Arrival Times and Lateness

- 5.1 Vendor set-up time for the Sunset Market is between 2:30 and 4:00 pm for the Sunset Market arrival times will be designated at the beginning of market season. Cancellations must be received by the Market Coordinator prior to 3pm the Monday before the Market. Late cancellations result in a forfeit of 1/3 (\$25) of the drop-out deposit.
- 5.2 Vendors who arrive after 4 PM will be issued a warning from the Market Coordinator. Vendors who arrive after 4:30 PM more than three (3) times will lose their spot in the Market and only be considered as a vendor if a spot is available 24 hours before the next Market date.
- 5.3 Vendors experiencing an unexpected delay are expected to notify the office or Market Coordinator as soon as possible. Market staff members are reachable by phone at the Oaklands Community Centre (250-370-9101).
- 5.4 Vendors must not sell their products to Market customers prior to 4:30pm. Vendors who violate this rule will receive a warning from the Market Coordinator. Vendors who

are in violation of this rule more than once will lose their spot in the Market and only be considered as a vendor if a spot is available 24 hours before the next Market date.

- 5.5 To ensure a positive experience for all patrons at the Oaklands Market, vendors must not dismantle their stall or leave the Market area before the Market's closing time of 8:30pm. Vendors who violate this rule will receive a warning from the Market Coordinator. Vendors who are in violation of this rule more than once will lose their spot in the Market and only be considered as a vendor if a spot is available 24 hours before the next Market date.

Section 6 – Vendors' Conduct

- 6.1 To ensure a pleasant and safe experience for all patrons at the Oaklands Markets, vendors are expected to conduct themselves in a respectful, friendly and courteous manner.
- 6.2 Public airing of concerns during the Market with regard to other vendors, their products, pricing issues or Market operation is not permitted and may result in, at minimum, a written warning or, at maximum, the vendor being removed from the Market.
- 6.3 Vendors experiencing any difficulty with consumers, health officials, market volunteers or another vendor should refer the matter promptly to the Market Coordinator.
- 6.4 Verbal, physical or emotional harassment of any kind is strictly prohibited. If any form of discrimination or harassment is witnessed or displayed at the Market, the Market Coordinator must be notified immediately. The Market Coordinator may ask the offender to leave the Oaklands Market and Oaklands Community Centre property.
- 6.5 Smoking is strictly prohibited in and around all facilities of the Oaklands Community Centre and Oaklands School.
- 6.6 Any equipment or item vendors bring to the Market is subject to removal if the equipment or item is deemed by the Market Coordinator to be hazardous to the public, patrons, market staff or vendors.
- 6.7 The OCA reserves the right to suspend, at any time, a vendor's participation in the Oaklands Market after two (2) recorded violations of the Vendor's Conduct or to immediately suspend a vendor where the safety of the public or reputation of the OCA is put at risk. Refer to the Complaint and Review section for information on appealing a violation.

Section 7 – Complaints and Review

The Market Coordinator will implement and enforce the Vendors' Conduct (Section 6 of this handbook) in a fair and equitable manner.

- 7.1 Complaints against a vendor must:

- Be made in writing to the Market Coordinator; no longer than one (1) page in length;
 - Include the name and contact information of the complainant – for contact purposes only;
 - Clearly identify the issue at hand and the date of the incident; and
 - Name the person(s) involved.
- 7.2 Complaints must be submitted via email to the Market Coordinator or mail addressed to: 1-2827 Belmont Ave., Victoria, B.C. V8R 4B2.
- 7.3 Complaints may be reviewed with the Executive Director of OCA and/or Market Committee for discussion.

Section 8 - Sale of Approved Products

All products for sale must meet applicable laws, including Vancouver Island Health Authority (VIHA) requirements (<http://www.viha.ca/mho/food/>). Oaklands Market guidelines outlined in this document, and requirements specified by any organic certifying bodies to which the vendor belongs. Vendors must be aware of and comply with Provincial Sales Tax and Federal Goods and Services Tax requirements.

OCA is a member of the British Columbia Association of Farmers' Markets (BCAFM). As a member, we uphold the following policies outlined on the BCAFM website <http://www.bcfarmersmarket.org/about-us/subpage/policies-and-positions>. Only approved products that are made, baked, grown, raised, caught or wild harvested by vendors can be sold at the Market and must be sold by their primary producer.

- 8.1 With the exception of approved hot beverage/food service vendors, the resale of purchased goods is prohibited.
- 8.2 All items at the Market are subject to random sampling by the Market Coordinator. Items may be removed from sale at the Market if they are not of reasonable quality and/or freshness as determined by the Market Coordinator.
- 8.3 The Market Coordinator may inspect sales receipts/records for the purpose of regulating locally sourced ingredients and supplies. If receipt or record is not in possession of the vendor at the Market, the Market Coordinator may request a scanned copy of the receipt/record by email.
- 8.4 If the origin or quality of product changes throughout the season, the vendor must inform the Market Coordinator of such changes in writing: for low risk foods, one week's notice and for high risk foods, 30 days' notice. A subsequent review of the product may be required.

Section 9 – Vendor Types

Farm Vendors

The following section applies to vendors selling fresh produce at the Market, including: organically grown fruits, vegetables, plants, flowers, seeds, and other unprocessed food items.

- 9.1 Each farm vendor is required to display the farm’s name, the grower’s statement, and if applicable, certifications at their stall. Signage identifying products as “Organic” or “Biodynamic” must support these designations with prominently displayed certification documents at the front of the vendor’s stall. Document copies must be submitted to the Market Coordinator prior to the first Oaklands Market.
- 9.2 Farms and products that are not “Certified Organic” should not display signage that includes the phrases, “organic” or “organically grown” or “non-certified organic.” Where such statements are used, they must have certification to back up such claims.
- 9.3 Products that include organic ingredients that are not certified organic cannot use the word “organic” when listing ingredients on product label.
- 9.4 The term “no spray” is misleading and should not be used on signage or when speaking to shoppers about growing methods.
- 9.5 Eggs, dairy, meats, fowl, fish or seafood are subject to the VIHA [Guidelines for the Sale of Foods at Temporary Food Markets](http://www.viha.ca/mho/food/) for display and sale. Please refer to the guidelines for further information at <http://www.viha.ca/mho/food/>.
- 9.6 All Farm Vendors are required to use compostable or recyclable packaging

Oaklands Market encourages all food handlers to vaccinate against Hepatitis A and B.

Prepared Food Vendors

The following section applies to vendors selling processed food products at any Oaklands Market, including: value-added foods, canned foods, preserves, baked goods, and other processed edibles. All prepared foods sold at the Market must be juried and approved by the Market Committee.

As per VIHA regulations (<http://www.viha.ca/mho/food/>):

- 9.7 Vendors using a home-based uninspected kitchen are required by VIHA to display a sign that is clearly visible to the consumer at the point of sale, identifying it as a low risk food that has been prepared in a kitchen that has not been Health Authority inspected.
- 9.8 All vendors are required to have an ingredient list for each product at the Market upon request. Prepared food labels should also include contact information for the producer (e.g., name, email address, website, and phone number).

- 9.9 Except where they meet VIHA regulations, products that may not be sold include: dairy products (e.g. milk, cream, cottage cheese); meat, fish, poultry or products thereof; live animals, including fish and fowl; cakes, pies, tarts or bread products that have a syrup, frosting or topping on the surface or a cream filling.
- 9.10 Higher-risk prepared foods, eggs, and frozen meat, poultry or fish must be prepared and held for sale at temperatures in accordance with VIHA regulations.
- 9.11 All prepared food must be kept covered at all times. Open prepared food must be served using appropriate, clean tools (i.e. tongs, cloth napkins). Vendors handling cash must wash their hands before touching open prepared food. See Section 10- Food Sampling and Labelling for further details.
- 9.12 All Prepared Food Vendors are required to use compostable or reusable cups, plates, and cutlery.

Oaklands Market encourages all prepared food handlers to vaccinate against Hepatitis A and B.

Food Service Vendors

The following section applies to food truck and/or food service vendors.

- 9.13 All Food Service Vendors must have a current Mobile Food Service Vendor Permit from VIHA, and must submit a copy of this permit to the Market Coordinator prior to their first market date or upon application and be eligible to sell food at farmers markets.
- 9.14 At least one operator in attendance at the Market must have completed the Food Safe Program (<http://www.foodsafe.ca>). A copy of the Food Safe Certificate must be provided to the Market Coordinator upon application.
- 9.15 Food Service Vendors must carry a minimum of \$1 million liability insurance including product liability. Vendors must submit proof of insurance prior to the first Market date.
- 9.16 Food Service Vendors must provide their own power as the market location for Food Service Vendors does not have electricity. Approved power sources include: batteries, silent generators (invertors), propane, and power packs. Conventional generators require prior approval before use and must be less than 85dB as measured at the source. Generators must be placed at least 10 feet away from buildings or structures. A fire extinguisher must be present when a generator is being used.
- 9.17 The Market encourages the advertisement of local food ingredients whenever possible.
- 9.18 The Market requires menus and ingredients for all items offered for sale to be clearly displayed or available upon request at each food service trailer or food stall.
- 9.19 All Food Service Vendors are required to use compostable or reusable cups, plates, and cutlery.

Oaklands Market encourages all food service handlers to vaccinate against Hepatitis A and B.

Bottle Sales at the Market

The following section applies to vendors selling alcoholic beverages at the Market, such as locally crafted beer, cider and BC wine.

- 9.19 Local craft beer and wines will be available on a bi-weekly basis at the market (inside the beer garden area) based on the Market Coordinator's seasonal plan. Only manufacturers with an approved on-site store endorsement are eligible to apply.
- 9.20 The BC Liquor Control and Licensing Branch issues approval for Special Occasion Licenses. A copy of the license must be given to the Market Coordinator prior to the Market date.

Craft Vendors

The following section applies to vendors selling crafts at the Market including crafts, arts, and other hand-made products excluding food.

- 9.21 Crafts must be of original, handcrafted, unique work or design; and the starting material must be significantly altered and enhanced by the artisan.

Personal Service Vendors

The following section applies to vendors selling personal services, such as massage therapy, face painting, or henna tattoos.

- 9.22 Persons who provide services that physically manipulate the body must provide a copy of a license to practice to the Market Coordinator with their application. For reasons of liability, they may not physically manipulate the bodies of members of the public and market patrons unless an insurance rider is provided to the Market Coordinator by the practitioner that names an additional insured and gives indemnity to the OCA.

Education & Community Service Groups

The following section applies to education and community non-profit groups providing information and/or services at the Market.

- 9.23 Education/community tables will be reserved at each Oaklands Market for non-profit organizations with an interest in the environmental, social or cultural health of the community. Priority may be given to groups who have not yet had a space at the Oaklands Market in the current season.
- 9.24 Groups strictly promoting one political party or religious perspective are not considered education/community groups for the Oaklands Market. For example, the Anglican

Church of Canada would not be granted a space but their international development organization, the Primates Fund, could apply for a space.

- 9.25 Depending on space availability, space may be reserved for community-minded for-profit organizations to inform the public of their services.
- 9.26 As applicable, items for sale on tables must abide by Sections 1, 8 and 10.

Section 10 – Food Sampling and Labelling

- 10.1 Vancouver Island Health Authority states the following guidelines for all food sampling and labelling in their [Guidelines for the Sale of Foods at Temporary Food Markets](#). The Market requires adherence to these guidelines.
- 10.2 Food samples are to be portioned off-site and transported to Oaklands Market in clean, sealed containers.
- 10.3 Any portioning performed on-site requires the vendor to have a hand washing station set up and ready to use for the duration of the Market. A person who has a Food Safe or Market Safe Certificate on file with Oaklands Market must be present when portioning samples at the Market. Consumers cannot cut, divide or otherwise portion product at the market.
- 10.4 Food samples are to be displayed in a single layer on a covered plate so they are protected from contamination.
- 10.5 There should be adequate space between displayed samples to prevent consumers from touching more than one sample. Use of compostable or recyclable single-use utensils is encouraged (e.g. wooden toothpicks, mini paper cups).
- 10.6 Vendors should avoid direct contact with food by using tongs or gloves to handle samples or unpackaged products such as bread. Tongs and gloves cannot touch consumers' hands or fingers.
- 10.7 For higher-risk foods, visual displays of products which require temperature control but are displayed outside of refrigeration for longer than 10 minutes are to be marked as "display only" and must not be offered for tasting or sale.
- 10.8 Samples of food requiring refrigeration should be made available in small amounts and replenished frequently to ensure food and safety standards.
- 10.9 Food Safe Certificates must be on hand at the vendor's booth. Acceptance/Confirmation letters from the VIHA must be posted at the front of the vendor's stall. Lab test results should be available from the vendor if needed for verification by a visiting Health Officer.

Section 11 – Market Bucks

- 11.1 Market Bucks are Oaklands Market currency issued by the OCA for purposes including, but not limited to, Market volunteer incentives and customer service. Vendors may give change for any purchase using Market Bucks as currency. All Oaklands Market vendors may accept Market Bucks. If a vendor would like to opt out of the Market Buck program, they must notify the Market Coordinator prior to the first Market of the season. Market staff will collect the Market Bucks from each vendor at the end of each market and redeem them for cash.

Appendix 1 - Glossary

Baked: The producer has utilized basic ingredients, not purchased pre-mixed or pre-made components and the producer complies with the “Made” (see definition below) criteria.

British Columbia Association of Farmers’ Markets (BCAFM): An organization in BC that educates, inspires and engages people to create a vibrant farming sector in BC.

Community-Minded For-Profit: A private sector organization interested in helping the wider community (e.g. Larsen Music).

Consumers: Patrons of the Oaklands Markets.

Discrimination: The definition by the Canadian Human Rights Discrimination (sourced January 2016) is an action or a decision that treats a person or a group negatively for reasons such as their race, age, disability, national or ethnic origin, colour, religion, sex, sexual orientation, marital status, family status or a conviction for which a pardon has been granted or a record suspended. These reasons are known as grounds of discrimination. There are several ways that a person could be discriminated against. The Canadian Human Rights Act calls these discriminatory practices. The following seven discriminatory practices are prohibited by the Canadian Human Rights Act when they are based on one or more of the grounds of discrimination:

- Denying someone goods, services, facilities or accommodation.
- Providing someone goods, services, facilities or accommodation in a way that treats them adversely and differently.
- Refusing to employ or continue to employ someone, or treating them unfairly in the workplace.
- Following policies or practices that deprive people of employment opportunities.
- Paying men and women differently when they are doing work of the same value.
- Retaliating against a person who has filed a complaint with the Commission or against someone who has filed a complaint for them.
- Harassing someone.

Farm Products: BC Products that are either grown, raised, produced on agricultural land or harvested from wild lands or waters, where wild is classified as any land that isn’t private property.

Farmer’s Market: According to the definition from the BCAFMS (<http://www.bcfarmersmarket.org/markets/farmers-market-membership>), “...a market comprised exclusively of vendors who make, bake, grow or raise the products they sell, of which a majority of the vendors are selling farm products of British Columbia origin. These markets must be British Columbia non-profit organizations, whether incorporated or not, with at least 6 vendors, that operate for 2 or more hours per day for a minimum of 4 markets in a year.”

Grown: The producer has grown, from seed or cutting, the plant that is sold or from which the product is harvested; or the producer has grown to at least double its size, from a purchased seedling, the plant which is sold or from which the product is harvested; or the producer has raised the animal from which the product is derived from at least half its life (e.g. meat, dairy, eggs, honey).

Harassment: The Canadian Human Rights Commission (sourced January 2016) defines harassment as a form of discrimination involving any unwanted physical or verbal behaviour that offends or humiliates an individual. Harassment occurs when someone

- Makes unwelcome remarks or jokes about your race, religion, sex, age, disability, colour, national or ethnic origin, sexual orientation, marital status, family status or a conviction for which a pardon has been granted or a record suspended.
- Threatens or intimidates you.
- Makes unwelcome physical contact with you, such as touching, patting, pinching or punching, which can also be considered assault.

Local: The shortest distance between the producer and the consumer for seasonal and value-added items grown and made in BC. Local is defined here as the Capital Regional District (CRD).

Made: An item is “Made” for the purpose of the Market if,

- A producer has taken basic components and combined them with skill to create a whole new material or substance (e.g. soap); **or**
- A producer has taken basic components and applied skill to create a new item such that the appearance of the components themselves is substantially altered, and the value of the original components is substantially increased (e.g. knitted items, candles); **or**
- A producer has taken purchased components and applied artistic vision and skill to craft unique finished items, and the value of the original components is substantially increased; **or**
- An artist may sell reproductions of their own original creation if the original fits in one of the following categories: photograph, painting, graphic design, or sketch.

An item is not “Made” for the purpose of the Market if a vendor has,

- purchased components and assembled them; **or**
- purchased a product and altered it without unique artistry; **or**
- purchased a product and uniquely altered it, but the alteration does not substantially increase the value of the product as it was prior to the alteration.

Market Committee (MC): A volunteer committee, chaired by an OCA Board Director, who advises the Market Coordinator on matters pertaining to vendor applications, market planning and implementation as needed, and assists with identifying successes and areas for improvement.

Market Coordinator: The Oaklands Community Association employee responsible for Oaklands Market-related operations and management and other OCA branded events

Market Season: The length of time the Sunset Market is in operation - Wednesday June 28th, 2017 – August 29th, 2017, and the date of the Winter Market, Saturday, November 25th, 2017.

Oaklands Community Association (OCA): A not-for-profit society and charitable organization, based in Victoria, British Columbia.

OCA Facilities: The Oaklands Community Centre building and courtyard situated to the south west of the Oaklands School. For the purposes of operating the Oaklands Sunset Markets, facilities also refer to any outdoor grounds occupied by the Market (e.g. basketball courts, parks).

Prepared Foods: Meats, jams, breads or any other edible products that have been cut, frozen, cooked, smoked, canned or otherwise altered from their original/natural state.

Prepared Food- Low Risk: As per the Vancouver Island Health Authority's Guidelines for the Sale of Food at Temporary Food Markets, "Those products not capable of supporting the growth of disease-causing micro-organisms or the production of toxins." An example of prepared low risk food includes, but is not limited to, apple sauce, cookies, honey, popcorn, fresh fruits and vegetables and wine and herb vinegar.

Prepared Food- High Risk: As per the Vancouver Island Health Authority's Guidelines for the Sale of Food at Temporary Food Markets, "Any food or ingredient that is capable of supporting the growth of disease-causing micro-organisms or the production of toxins." Examples of prepared high risk foods include, but are not limited to guacamole, dairy products, perogies, hummus, fish and shellfish, and processed meat including sausages.

Primary Producer: An owner/producer who is the creator of an original recipe, design or farm plan and is involved in all elements of the production.

Public: Anyone who attends the Oaklands Market.

Sampling/Sample: Edible merchandise that is served, cut, spread, poured or otherwise portioned and made available for tasting.

Vendor: The producer of the items for sale, including any family members or employees of the producer, who assists with the cultivation and/or production of the same crops and/or items that are listed for sale at the property and/or business address listed on the producer's application.

Market Contacts

Please contact the Market Coordinator or Chair of the Market Committee to share your questions, ideas and feedback. Your input brings us together and helps to create a successful, community-oriented market.

Market Coordinator markets@oaklandsca.com
250-370-9101

Market Committee Chair
oaklandsmc@gmail.com

