

BE YOUTH
CENTRE

MARKET @ MEDALTA

WELCOME PACKAGE

THE PURPOSE

The Be YOUth Centre (formally Medicine Hat Youth Action Society) is excited about this new venture! Medalta has stepped down from running the Market @ Medalta this year. Be YOUth is now renting facility and hosting the Market @ Medalta. The aim is to make the Market the place to go on Thursday evenings.

Our youth will be actively involved in the Market by helping set up and take down tables, collecting vendor payments, cleaning tables, taking out the garbage, etc.

The Market will run every Thursday beginning May 3rd- October 4th from 4:30-8:00pm.

We understand that previous vendors may have already completed the application package however we are asking that all vendors interested in participating in the 2018 market season complete this new application package and submit to youthactionywc@mhyas.com attention: Melissa Pearl and Jeff Goring.

VENDOR SELECTION & PRODUCT MIX

Applications are based on quality, uniqueness, available space, seasonal needs and an 80/20 ratio of homemade/resell products. All items sold at the market must be new (no flea market or garage sale items are allowed).

Be YOUth and the Market @ Medalta have the right to deny access to any vendor who does not meet these requirements or any regulations imposed by the federal, provincial and local bodies. Vendors who do not present themselves in a professional manner or who do not contribute to the spirit or integrity of the market will receive a warning after which they will be subject to dismissal.

Our goal is to provide a market full of a wide variety of products. There may be vendors selling similar products which has the effect of increasing potential customers. We will work to ensure diversity and balance within the products being offered.

Vendor tables will be rotated weekly with spotlight vendors being featured as well!

SCHEDULING & PAYMENT

This year we are operating under some tight time restraints. Therefore, we have also attached the form used to sign up for each market date. Vendors may sign up for as many dates as they like. Once vendor applications have been approved each vendor will receive a follow up email confirming their dates.

Once market dates are scheduled, vendors are responsible for attending on those dates. If you are unable to attend, please contact Melissa Pearl or Jeff Goring at 403-528-8068 by 5pm the Tuesday prior to the market day. If we are not contacted the vendor will be responsible for the cost of the table rental for that day.

Table payment is due by 7pm the Thursday evening of each market. Payment can be made at the Be YOUth table by cash, debit or credit card. Bundle Pricing: Book at least 8 markets and receive a 10% discount when paid in advance.

SET UP/TAKE DOWN

Set Up 2:30-4:30pm

Market 4:30-8:00pm

Take Down 8:00-9:00pm

- Vendors may start arriving at 2:30pm
- Entry is through the courtyard (black gates) at the back of Medalta. No loading/unloading is allowed through the front doors
- Tables are labelled with vendor names
- Vehicles must be unloaded and promptly parked outside of the courtyard. No vehicles are to be parked or hitched to trailers in the courtyard
- Vendors must keep their displays up until the market closing time at 8:00pm
- Vendors are responsible for taking down and putting away their table and chairs at the end of the market. If you have physical or medical reasons why you are unable to do so, we understand, please let one of the Be YOUth Staff or Youth know

BE YOUTH & VENDOR COLLABORATION

Roles of Be YOUth

- Ensure all vendors carry \$2,000,000 of liability insurance and have food safety certification (when required)
- Monitor product mix to support vendor success and customer satisfaction
- Ensure the market is a positive experience for customers, vendors and event staff

Roles of Vendors

- Ensure products are produced, transported, displayed and sampled safely
- Ensure necessary storage and preparation instructions are given to the consumer
- Observe the policies outlined by Market @ Medalta
- Ensure insurance, licensing and certifications are up-to-date and that Be YOUth is made aware of any changes

Co-Promotion

- Be YOUth will publicize and promote the market every week through social media, print ads, and our website. We are always interested in new marketing ideas/suggestions please feel free to email us with your ideas!
- We encourage vendors to take print materials to distribute in the community
- Share posts on Facebook, Twitter and Instagram and create your own posts and tag us in them so we can re-post as well!

Market Social Media	Be YOUth Social Media
Facebook.com/TheMarketAtMedalta	Facebook.com/BeYOUthCentre
Twitter.com/MarketAt Medalta	Twitter.com/BeYOUthCentre
Instagram.com/MarketatMedalta	Instagram.com/beyouthcentre

Vendor Meetings

- Be YOUth will host occasional vendor meetings, as an opportunity for vendors to offer feedback and shape the direction of the market. We strongly recommend that vendors attend these meetings whenever possible.

INSURANCE INFORMATION

All vendors must personally carry their own \$2,000,000 of liability insurance. If you have any questions, please feel free to call or email us and we can put you in touch with our insurance agent. All vendors must have the applicable licenses, certifications, insurance and liability waivers submitted to Be YOUth prior to attending their first market. Vendors must submit copies to Be YOUth. Vendors are responsible to submitting up-to-date documents if there is any change or additions to their line of products.

You do not need to purchase the required insurance until you receive your vendor approval



MARKET @ MEDALTA VENDOR APPLICATION

Company Name: _____

Mailing Address: _____

Contact Person: _____

Phone Number: _____

Email: _____

Facebook: _____ **Instagram:** _____

Website: _____ **Twitter:** _____

Table Requirements:

Please choose our vendor category below. Vendors are welcome to swap out a table in favour of a freestanding structure. If you require more than 6 feet of space, please select the option for an “additional table”

- \$40 basic (6ft table)
- \$50 hot food vendor (self-contained, includes 6ft table)
- \$5 if you require a power outlet
- \$10 for an additional table or 6ft extra space

Do you prefer indoor or outdoor space (weather permitting)?

Indoor Outdoor

Tell us about your business and products!

Policies and Liability Waiver:

I _____, confirm that I have read through the policies outlined in the Market @ Medalta Welcome Package.

By signing this form, you agree that your business, farm, club, or organization will be responsible for its own safety and security at all times while at Market @ Medalta as part of the Be YOUTH Centre. This includes set-up, teardown, and regular market hours. You indemnify and hold harmless the Be YOUTH Centre and its Board of Directors and representatives from any damage, loss or theft to you, your representatives or your property, which might occur during your participation at the Market @ Medalta.

Signature: _____ Date: _____



MARKET @ MEDALTA SUPPORTING DOCUMENTATION

3-5 quality photographs of your product

Are you serving prepared food or drink Yes No

If yes, you are required to have a **Food Safety Certification**

I have a current Food Safety Certification (please attach a copy)

I do not currently have certification, but I will follow the necessary steps to become certified upon being approved for the Market @ Medalta

I have current liability insurance in the amount of \$2,000,000 (Please attach a copy of your insurance certificate)

I do not currently have liability insurance in the amount of \$2,000,000 but I will follow the necessary steps to become insured upon being approved for the Market @ Medalta and prior to participating in my first market. (Please forward a copy of your insurance certificate)

Be YOUTH Centre Contact Information:

Melissa Pearl 403-528-8068/403-502-2210 youthactionywc@mhyas.com

Jeff Goring 403-528-8068/403-502-2210 youthcentre@mhyas.com

Luc Irvine 403-528-8068/403-502-2210 youthactionrow@mhyas.com

BE YOUTH CENTRE

MARKET @ MEDALTA DATES

MAY

___ May 3rd

___ May 10th

___ May 17th

___ May 24th

___ May 31st

JUNE

___ June 7th

___ June 14th

___ June 21st

___ June 28th

JULY

___ July 5th

___ July 12th

___ July 19th

No Market on July 26th due to Stampede

AUGUST

___ August 2nd

___ August 9th

___ August 16th

___ August 23rd

___ August 30th

SEPTEMBER

___ September 6th

___ September 13th

___ September 20th

___ September 27th

OCTOBER

___ October 4th