

**2021 Vendor Rules and Application**  
HEPBURN MARKETPLACE (updated May 19, 2021)

**Hepburn Marketplace Planning Team:**

*Adrienne Ashley - Chairperson*

*Megan Friesen - Secretary*

*Kim Pratt - Treasurer*

*Julianna Unger - Social Media and Communication*

Marketplace Facebook Page     <https://www.facebook.com/hepburnmarketplace>

Marketplace Website             <https://thehmp.wixsite.com/hepburn>

1. Vendors agree to provide their own table, chairs, signs, umbrellas, coolers, etc.
2. Vendors will keep their own area neat and tidy, and remove all items and garbage at the end of market day.
3. Vendors may only sell items that are legal. Items such as firearms, lawn darts, baby cribs, car seats have been banned from garage sales and markets by Health Canada.
4. All vendors are to be involved in the make, bake, and grow. Family members can assist. Everyone manning their stalls must be knowledgeable in order to answer consumer questions.
5. Vendors will be present during all hours the market is open. No selling before the market opens, and vendors are expected to stay the entire duration of the market hours.
6. If a regular vendor is unable to attend a market, contact Hepburn Marketplace team. If possible, the vendor should call other vendors who sell similar products to see if they can fill in for them.
7. Hepburn Marketplace has a business license that allows us to sell food.
8. A Food Handler Safety Course Certification is required for all vendors selling baking or canning and is recommended for vendors selling vegetables. Certificate should be presented to the Marketplace team prior to season opening. Certification should be present at the market and available upon request.  
<https://www.safecheck1.com/product/food-handler-cn/>
9. All food must be packaged in new containers and labelled with ingredient list. This includes canning ie. No canning can be sold in used Mayonnaise or Cheez Whiz jars, and all canning must use new lids and seals. Baking must be in new bags. Poultry, fish, shellfish, edible crustacea, etc. are not permitted. The sale of farm slaughtered animals is not permitted. Meats that are processed at a certified abattoir are permitted. Under certain circumstances, fresh eggs are permitted. Public Health guidelines must be followed in regards to all food items.  
<https://publications.saskatchewan.ca/api/v1/products/27894/formats/35000/download>
10. Vendors should promote their products through advertising signage at their stall, attending to customers in a friendly manner, speaking well of fellow vendors, and treating everyone in a friendly manner and generally promoting the market. It is expected that all vendors maintain a supportive environment, including presence on social media. Any concerns should be voiced in a timely manner to the Hepburn Marketplace team.

11. Vendors are encouraged to carry their own liability insurance. Contact an insurance provider with questions.
12. Trademarked Home-Based Businesses are allowed, but there will be no duplicates of any one business or businesses that sell very similar products. If a vendor cannot commit to the entire summer, and another vendor selling the same product is willing to commit to the entire summer, this second vendor will have first claim to selling that item, even if they did not express interest first.
13. Duplicate of non-trademarked businesses, or items to be sold, will be at the discretion of the Hepburn Marketplace team. If a vendor anticipates bringing some items on occasion that he/she was not signed-up to bring, this should first be cleared with the Hepburn Marketplace team.
14. The Marketplace has a Facebook page for product promotion. It will be updated regularly to let the customers know who and what will be available every sales date. Promotion professional and family-friendly both on the Hepburn Marketplace Facebook page, and on any personal social media.
15. No pets are permitted at the event by either vendors or customers in the Marketplace area.
16. All vendors selling garage sale items will be required to provide an additional \$20 damage deposit.
17. Fundraising: Fundraising events for community groups are allowed with approval from the Hepburn Marketplace team, ie. Food sale for youth group, community group raffle ticket table, etc.
18. New: Food Trucks: Lisa Braun, Community Coordinator/Economic Development Coordinator, will work with the Marketplace Team to schedule food truck dates, and in coordination with fundraiser requests (above).
19. Busking: Hepburn Marketplace is open to bringing in buskers, at the discretion of Hepburn Marketplace team.
20. **Cost is \$100 for the season, or \$10 per vendor per time (must be paid one week in advance).** The first four dates are free – May 26, June 2, June 9, & June 16. Fees are payable by May 25 for the Season.  
E-transfers will be accepted (contact a team member for information)
21. Dates and hours are as follows: **Wednesdays from 4:30-7:00pm.**
22. Location:  
703 - 2nd Street E Hepburn, SK.  
Community Centre grounds, or indoors if weather conditions inclement.  
Conditions: Windy, rainy.
23. New: Setup Time: The Community Centre lobby will be available for setup and washroom use, **starting at 3:45pm** each market day. Ensure setup is complete prior to 4:30pm when market begins. (Facility & Event Coordinator / Lisa Braun for the short-term).
24. New: Other Needs: If you require other access (eg. Freezer / Fridge / Electrical, etc). Please contact Marketplace Team and coordinator with Community Centre staff.
25. New: Recruitment Incentive: Recruit a new vendor for two paid dates of the season who names you as their referral and receive \$10 off your fees.

26. New: Contacts: The Marketplace Planning Team will indicate what areas of responsibility they have regarding the market activities. A directory of phone numbers and email addresses will be provided to all vendors, including a Facebook group for the Marketplace Vendors. (Registered Vendors)

<https://www.facebook.com/groups/883298369195455/?ref=share>

27. All Re-Open Saskatchewan Rules will be in effect. Keep on hand at vendor station. [www.saskatchewan.ca](http://www.saskatchewan.ca).  
See current mask-wearing expectations for vendors and customers.

