



Summer 2019 ***Maker's Market*** Vendor Guide

Purpose of The Maker's Market:

Cake and Loaf Bakery aspires to be the classic neighbourhood bakery, acting as a hub for delicious and fresh local food in Hamilton. We believe that markets can be a key component of a vibrant, diverse and exciting community, and an amazing way for entrepreneurs to connect with their fellow Hamiltonians.

The Summer 2019 Maker's Market is a celebration of the widely varied talents and creations of our local artists. It is a great place to meet friends, support local business and get a refreshing drink and treat for yourself!

Point of Contact at Cake and Loaf Bakery:

Linda Keeping and Amanda Gall shall have management responsibility for the operations of the Market.

Their responsibilities will include, but not be limited to, supervision of Market during set up and operation, recruitment of new vendors, communication with vendors and responding to their needs and inquiries, implementing and enforcing all rules pertaining to the running of the Market in a fair and equitable manner, and creating an open and friendly atmosphere at the Market. The Market Managers will have full authority to enforce all rules and policies, including removing a vendor for a serious violation of the rules.

Location & Hours of Operation:

The Summer 2019 Maker's Market will be located at

321 Dundurn Street South, Hamilton

The Summer Maker's Market will run on Saturdays from 8am-3pm.

Vendors are welcome to come and set up starting at 7:30am.

Vendor Requirements & Regulations:

To ensure a good variety of offerings, each vendor will have one table to display and sell his/her merchandise. The outdoor spaces allotted for each vendor are approximately 6 feet wide by 5 feet deep, though there may be variations in this format in certain area. Vendors will not operate beyond the area assigned to them, except as pre-approved by Cake and Loaf Bakery and at its discretion. On signing this contract, each Vendor MUST comply with the following: failure to do so may be grounds for termination of the Vendor Agreement and registration. Please note if all requirements of this agreement are not met/submitted ONE WEEK prior to the date of a vendor's scheduled market day, their spot will be forfeit, offered to another vendor, and any vendor fees paid lost.

- ☐ Cake and Loaf Bakery Summer 2018 Maker's Market Rules and Policies
- ☐ Municipal, Provincial and Federal Regulations regarding namely but not limited to, business license, labelling, health and safety and any other regulation for all products offered for sale at the market, **if so required.**
- ☐ Insurance requirements for the operation of their business on Cake and Loaf's Property, as outlines in the Rules and Policies.

Fees:

Rates for a vendor spot are \$30.00 for the day. If you require a table and table cloth, the rate will be \$40.00 for the day. HST is payable on Vendor fees and will be added to the invoice. Vendor fees shall be payable by Etransfer to hello@cakeandloaf.ca.

Liability and Indemnification:

Vendors are solely responsible for damages resulting from the sale of unsafe or unsound goods. Vendors are solely responsible for damages or personal injury resulting from the use of any equipment including umbrellas and other weather protection devices. The vendor hereby agrees to indemnify, hold harmless, release, waive and forever discharge Cake and Loaf Bakery Ltd., and its employees for all bodily and personal injuries, including injuries resulting in death, and property damage, claims, actions, damages, liabilities and expenses, including reasonable **attorney's** fees and court costs, which may occur as a result of Vendor's participation in the Summer 2019 Maker's Market, whether or not sounding in tort of contract, and whether or not caused by a negligent act or omission of Cake and Loaf Bakery Ltd., or its employees.

Vendors are fully responsible for any damage to Cake and Loaf Bakery's property that occurs as a result of their actions during set up, operation or teardown of the Maker's Market – this includes, but is not limited to rented tables, tablecloths, tents and building.

Scheduling

In order to offer our customers the best shopping experience, we are offering 3 vendor spots every Saturday, and making every effort to avoid duplication in vendor type each weekend. Spots will be offered on a first-come, first-served basis - once a vendor has submitted their declaration document, insurance info, and vendor fees, they have claimed their spot(s).

In order to make the most of the insurance fees required for one month of coverage, we are offering vendors the option of joining us for multiple days during the course of their coverage.

Please note that there will be no Maker's Markets on the following days: July 6th & July 13th. We will be offering up to 6 Vendor spaces for larger a larger Maker's Market on the following days: May 18th, June 29th, August 3rd.

Cake and Loaf Bakery Summer 2018 Maker's Market Rules and Policies

1. Cake and Loaf Bakery does not have a public washroom. Vendors will be allowed to use our employee washroom, but guests and customers are not permitted to use our washroom facilities.
2. Wifi is available in the bakery, but we cannot guarantee connectivity outside.
3. All sales must be processed by the Vendors at their tables. Cake and Loaf will not ring through sales for Vendors, or be providing customers with cashback transactions.
4. All items available for sale must be handmade or produced directly by the Vendor – NO reselling of products is allowed and Vendors will be asked to remove any resale items from their tables if present. This includes direct selling businesses.
5. **Set up will start at 7:30am. The Bakery and Maker's Market will open at 8am. The Market will run until 3pm.**

6. Vendors are responsible for processing payments at their tables and bringing adequate cash and change for their own operation. Cake and Loaf Bakery will not be able to provide change to Vendors.
7. Vendor Parking is available for free on the streets surrounding the bakery (Homewood Ave & Stanley Ave.). Vendors are welcome to unload their supplies in our parking spots, but all cars must be moved by 7:45 am.
8. If a Vendor is bringing their own table, it may not be more than 6 ft long without pre-approval from Cake and Loaf. Chairs will not be provided, but are permitted (limit 2). Vendors are welcome to bring tents or umbrellas, as long as their set up does not obstruct the Bakery door, or sidewalk.
9. Cake and Loaf Bakery has a strict Violence and Harassment Policy in place (available for review upon request). Any Vendor or guest who violates the terms of our Violence and Harassment Policy will immediately be required to leave the Market.
10. **Vendor fees are non-refundable.** Failure to attend the market will result in all fees being forfeited. If the Maker's Market is cancelled because of inclement weather:
 - a. As much notice as possible will be given, but it will likely be less than 24 hours, and may be a day-of call.
 - b. Vendor fees will be refunded by Etransfer if we cancel the event and an alternate date cannot be arranged
11. Vendors must complete the Vendor Declaration document and return to linda@cakeandloaf.ca fully signed and submit pre-payment by Etransfer no later than June 1st 2018. Etransfers are to be sent to hello@cakeandloaf.ca. The security password to be used is "cakebakery". The total amount owed will be listed on the Vendor Declaration document. Once the document and payment have been received, your spot is secured.
12. All Vendors must submit their proof on insurance by April 30th 2019.

This insurance must include:

 - a. **Cake and Loaf Bakery Ltd.** listed as an additionally insured party, and
 - b. At least 2 million dollar liability coverage (standard).

The most budget-friendly option to our knowledge is available through PAL for under \$100 for 1 month of coverage -

<https://www.palcanada.com/index.php/en-us/event-participants/exhibitor>

Proposed Maker's Market Schedule

	location	# of vendor spots
Saturday May 11 th	in front of bakery	Full
Saturday May 18 th	in bakery parking lot	5-6
Saturday May 25 th	in front of bakery	Full
Saturday June 1 st	in front of bakery	3
Saturday June 8 th	in front of bakery	3
Saturday June 15 th	in front of bakery	3
Saturday June 22 nd	in front of bakery	Full
Saturday June 29 th	in bakery parking lot	5-6
Saturday July 20 th	in front of bakery	3
Saturday July 27 th	in front of bakery	Full
Saturday August 3 rd	in bakery parking lot	5-6
Saturday August 10 th	in front of bakery	3
Saturday August 17 th	in front of bakery	3
Saturday August 24 th	in front of bakery	3
Saturday August 31 st	in front of bakery	3
Saturday September 7 th	in front of bakery	3
Saturday September 14 th	in front of bakery	3
Saturday September 21 st	in front of bakery	3