



Winter Market Notes

2011-2012

INFORMATION FOR VENDORS

GENERAL

The market cell phone is **778-928-7236**. Please program this number into your phone now. The email address is marketmanager@rcfm.ca. Both are suitable on market day.

RCFM is Saturday, 10am to 2pm at River Market, located at 810 Quayside Drive. It is the building formerly known as Westminster Quay. It is accessible by vehicle from Front Street (eastbound only), Begbie Street, 3rd Street, and McInnes Street. It is accessible by pedestrian traffic via an overhead walkway from the foot of 8th Street and Columbia Street, or via any of the vehicle routes. The closest Skytrain station is New Westminster station.

See the market map for a general idea of the floor plan and layout.

BEFORE THE MARKET

Set up and unloading is from 8am to 9:45am through the loading dock located on the side of River Market on Quayside Drive. RCFM representatives will be on hand at 8am to assist you. There are five loading docks, and some are shorter to accommodate a car. Please line up eastbound on Quayside Drive, unload, transport your stall contents to your assigned space, and then return and move your car to the vendor parking. Do not leave your car at the loading dock for longer than it takes to take your things to your stall space. Please allow enough time to unload and transport to your stall space, and set up so that you are ready to go by 10am.

If you are in a self-contained cart or vehicle, and have been approved to set up in a certain outdoor space, you will be contacted with more specific set up instructions.

The indoor stalls are approximately 8' long and we need to leave at least 6" in between each stall to ensure fire safety. Your display space faces into the aisle. You may not have much space behind you and you likely will not have a wall behind you. Pack light.

You will have been sent a stall number and a layout prior to the market. Those numbers will be marked on the floor with chalk.

You may not have the same stall at every market. We will do our best to accommodate your requests for special spaces but we cannot guarantee it.

Set up time is very chaotic and busy. Questions are welcome but please try and limit your questions at this time to things requiring an immediate answer. An RCFM info table is set up at the bottom of the escalators. We should have a volunteer there to help answer questions, or to help find the Operations Manager for specific queries.

Your booth should be set up, with products displayed and you should be *ready to vend*, by 10am sharp.

We will ring a bell or make an announcement over a loudspeaker to signal the start of the market when you may begin selling. In accordance with the guidelines, please do not sell prior to 10am. Customers can be very persistent that you should sell to them – consider placing a sheet over your stall if it is set up and ready to go prior to 10am.

DURING THE MARKET

The RCFM booth is at the bottom of the escalator. Volunteers work at this booth during the market.

Our volunteers will be around and will offer to spell you off so that you may use the facilities or have a quick break.

Smoking is not permitted anywhere inside or on the grounds of River Market. Vendors who wish to smoke on their breaks may do so in the parking lot. Please be mindful of the wood boardwalk and do not smoke there. Please dispose of your ashes and your cigarette butts appropriately.

Washroom facilities are located on both floors of River Market. Drinking water is available in the lower level, near the food hall.

If you are paying cash at each market, the market manager will be around to collect fees about halfway through the market. Please make sure you have the cash on hand.

Make sure you bring enough small bills and change to service your customers. While the market maintains a small float for our own merchandise, and can help break bills in the event of a large purchase, it is your responsibility to ensure you have a float.

AFTER THE MARKET

Do not begin packing up until after the market. Vendors who pack up and leave early may have their remaining dates given to other vendors.

A bell or announcement will again sound at 2pm to signal the end of the market. Finish up your remaining transactions and begin packing up.

Please be aware that teardown time is very chaotic and busy. Please use the loading docks.

Volunteers will be on hand to help you with any teardown you may require. It is our goal to have everyone out as quickly as possible to reduce the impact on the neighbourhood.