



## **Service Vendors Jurying Application Guidelines 2010**

### **Bastion Square Public Market Mandate**

The Bastion Square Public Market will:

- provide an outlet for the display and sale of hand-crafted items in clay, fibre, metal, wood, glass and multiple disciplines;
- provide an outlet for the display and sale of added value items such as flowers, plants, baked goods; homemade preserves; chocolates, candies and other perishable items;
- provide an outlet for the display and sale of candles and other country crafts;
- provide an outlet for the display and sale of organic produce from the island farmers;
- provide an outlet for the display and sale of visual art such as painting and photography;
- provide an outlet for the display and sale of products specifically from Vancouver Island and the Gulf Islands in keeping with "Made in B.C.".
- Provide an outlet and space for theatre and the musical arts to perform throughout the market.
- Provide an outlet for service vendors with a specialty service

Bastion Square Public Market will not accept rummage items, flea market items, or imports. Work must be predominately handcrafted or designed in British Columbia. If an artisan designs and produces their craft outside of British Columbia, reasonable proof of the artisans work must be shown to the satisfaction of the Bastion Square Revitalization Association. In this instance only 'one-off's will be accepted.

### **Bastion Square Public Market Application Process**

Bastion Square Public Market Application deadlines for jurying will be posted on our website at [www.bastionsquare.ca](http://www.bastionsquare.ca).

An early bird discount of 15% will be given to full-time Service Vendors who have applied for jurying and are accepted into the Bastion Square Public Market by **Friday, February 19, 2010.**

Please supply with your application:

1. Five photographs of your work if applicable.
2. Biographical information including a brief description of the making of your product and retail price list.
3. A letter releasing the city of Victoria, the Bastion Square Revitalization Association Directors and the Manager of the Bastion Square Public Market from any liabilities for the services that you perform;
4. The jurying and space rental fee in the amount of \$35.00 in the form of personalized cheque or money order made payable to the Bastion Square Revitalization Society. The fee is non-refundable.

Drop off location, dates and times will be posted on the website at [www.bastionsquare.ca](http://www.bastionsquare.ca). You may also arrange to pick up your juried items at these times as well.

**If any items are missing from the jurying application, the application will be rejected.**

### **Bastion Square Public Market Jury**

The Bastion Square Public Market Jury will be determined based on the type of service being provided. You may be juried by 1 to 3 jurors either made up of Directors of the BSRA Board, the Market Manager or if deemed necessary and expert in the field of your expertise. At no time will any service vendor being considered for a spot in the Bastion Square Public Market be allowed to participate in the jurying selection process.

Due to limitation in time and staff, phone calls regarding the work cannot be made, however jurors' comments will be enclosed with the work.

### **Bastion Square Public Market Criteria for Judging**

All items will be judged upon by the following criteria:

1. **Qualifications** – does the service vendor have the certification and training to perform the services that are being offered:
2. **Presentation**
  - a) **Jurying** – biographical/process information; back-up materials (photos) and overall presentation (professional; business-like).
3. **Suitability to Venue** – is the service to be provided appropriate for the Bastion Square Public Market.

### **Bastion Square Public Market Vendor Acceptance**

Upon acceptance to the Bastion Square Public Market, service vendors are required to provide the Bastion Square Revitalization Society with their Application for Rental of Space and application fee.

Upon the BSRA's receipt of the artisan application, the service vendor will have seven (7) days to submit two copies of the signed contract along with a \$200.00 deposit. Deposits are non-refundable but will be reimbursed to the service vendor in September 2009 provided that the service vendor is in good financial standing with the BSRA and has fulfilled the fee payment schedule of the contract. As well, the contract must include post-dated cheques dated for April 1<sup>st</sup>, May 1<sup>st</sup>, June 1<sup>st</sup>, July 1<sup>st</sup>, August 1<sup>st</sup> and September 1<sup>st</sup>, 2010. If the service vendor does not provide the post-dated cheques along with the signed contract within seven (7) days of submitting their application to the Bastion Square Public Market, the service vendor will be placed to the bottom of the accepted service vendors list.