

# PENDER ISLAND FARMERS' INSTITUTE

## FARMER'S MARKET VENDOR COORDINATOR

### JOB DESCRIPTION

Saturday Morning Farmer's Market from Easter Weekend until the end of November.

1. Accept table and tent bookings prior to the market. Notify the Market Set Up Coordinator of the numbers required.
2. Personally review the Market Vendor's rules with new vendors to ensure they fully understand them. Collect and record the \$5.00 Farmers Institute Membership Fee and the \$20.00 Market Season Fee from new vendors.
3. Collect and record tent rental money – \$10.00 per tent - and table rental money - \$8.00 per table. Set up Farmers Institute table with displays and items for sale, provide information, offer market brochures and sell any Farmers Institute items (i.e. Cards and T-Shirts) that may be offered.
4. Hold reserved tables/spaces until 10:00 AM on Market day, then release if vendors do not arrive.
5. Be available during market hours to assist vendors, to listen to any suggestions, comments or complaints they may offer. Complaints should be noted and resolved whenever possible. If resolution is not possible the Farmer's Institute Executive must be consulted. The Market depends on our vendors and the products they offer. Their suggestions and ideas help to create a viable and enjoyable market.
6. Ensure the market rules are being followed. Any proposed changes to the booking format or to the market vendor's rules must be presented to the Farmer's Institute Executive.
7. Prepare the weekly report of market rentals, memberships, market season fees, card sales and other monies for the treasurer. Monies and the report are to be given to the Treasurer by the Tuesday following the market.

#### Other Duties

1. Prepare Farmers Market articles for the Pender Post monthly; prepare posters and advertising for the market as well as special events and Holiday Weekends.
2. Confirm names and collect information for the Market Brochure listings.
3. Prepare promotional materials for "Vendor of the month". Arrange collection of prize baskets from Vendors to be offered at Silent Auctions. Arrange Silent Auctions.
4. Arrange Food Safe Courses for Vendors as required. Prepare advertising, book the hall and the instructor, collect the course fees, and provide the treasurer with an itemized list of participants and the monies collected.
5. Personally invite the Vendors to the vendors meeting held in the spring and collect the \$5.00 Farmers Institute Membership Fee, the \$20 Market Season Fee and the \$30 Market Brochure listing fee. Personally invite all Vendors to the Annual Meeting of the Farmers Institute held in the late fall.
6. Arrange a yearly vendor's appreciation day or other means to show the vendors our thanks for their cooperation and participation.
7. Collaborate with the Market Vendors liaison.
8. Prepare a map of vendors and tables for the markets.

**FARMERS MARKET VENDORS COORDINATOR**

**CONTRACT**

I, \_\_\_\_\_ have read the Market Vendors Coordinators job description and do hereby agree to accept the position of Market Vendors Coordinator for the Farmers Markets running from Easter weekend until the final market in November. I am aware that I will be reimbursed on a monthly basis at the rate of \$3.00 per table and \$3.00 per tent. Monies to include set up of tents on rainy days when the vendors do not pay and to include all tables set up or spaces assigned for tables at the Fall Fair Market.

Date \_\_\_\_\_. Signature \_\_\_\_\_