

RILEY PARK WINTER FARMERS MARKET 2022/23 SET UP DETAILS

MARKET MANAGERS: 1-855-900-3276 (Market Day Cell)

Katie Simmons – katie@eatlocal.org

Laura Gibson - gibson@eatlocal.org

****Please be prepared to adjust to Covid-19 procedures if need be. We are required to follow PHO orders closely****

- Please refer to [this link for Covid-19 Updates](#). The last update was April 19, 2022.
- If you are sick, stay home. If you have symptoms that relate to COVID-19 please self-test (use this BCCDC self assessment tool <https://bc.thrive.health/covid19/en>) and isolate if required.
- If you are sick and need to cancel a market, please contact katie@eatlocal.org as early as possible.

LOCATION

The market is located on both sides of Ontario Street at the Riley Park Plaza (50E. 30th Ave) and Nat Bailey Stadium (4601 Ontario St).

REMINDER: ONTARIO ST. CLOSURE

Ontario St. remains partially closed by the CoV from 33rd and Ontario to the North entrance of the Nat Bailey stadium parking lot. There is no longer vehicle access from 33rd.

CHECK-IN

There is one driveway entrance on Ontario at the base of E 30th Ave where a manager will be stationed to direct you to your loading-in zone. It's important to check in with the market managers when you arrive even if you have checked your stall designation before arriving – ***last minute changes do occur*** (We will do our best to update the online Market Map by Friday's at 4pm). **Please do not start setting up without first checking in at the entrance.**

FACILITIES

Vendors can use the washrooms in the Hillcrest Centre and at the Riley Park fieldhouse by the Riley Park plaza. The washrooms at the south end of Nat Bailey Stadium remain closed.

PARKING

Due to the road closure, there will be very **limited** vendor parking along the west side of Ontario from E 30th – 32nd Ave. Additionally, there will be **no vendor parking** along the east side of Ontario from E 30th – 32nd Ave. There is ample **free** customer and overflow vendor parking in the gravel parking lot beside Nat Bailey, accessible from Midlothian Ave.

LOADING IN/PACKING UP TIMELINE

- **7:45am: Trailers ONLY** Vendors bringing trailers will be allowed into the market at 7:45am for trailer unhitching only. They may not begin setting up until 8am.
- **8:00am: Market gate opens** - Please arrive no earlier than 8 am and no later than 9:15 am.
 - Unload equipment and product as efficiently as possible to move vehicle to vendor parking.
 - Set up tent and equipment **only once** vehicle is in vendor parking.
- **9:15am: Market gate closes** - Arrivals after 9:15am will not be allowed to drive in
- **9:30am: All vehicles out of the market**
- **10:00am: Market opens** – Market opens
- **2:00pm: Market closes** – all transactions must be complete 10 minutes after the closing bell
- **2:20pm: Vehicles allowed back in market** – to ensure efficient load out, please take down your tent & display before bringing your vehicle back into the market space

If you're running late, please call **1-855-900-3276** to let us know.

STALL ALLOCATIONS

If you are a farmer with parking (designated on the market map with an "S"), you will drive into the market and park in your stall on the stadium side.

If your stall is marked with an "R" on the map, you have two options for unloading: 1. You can drive into the north entrance and unload from within the market zone and then exit via the south driveway into the overflow parking lot or 2. You can park along Ontario and dolly your product in from the street, approximately 20 feet away.

If your stall is marked "P" on the map you will be unloading onto the Plaza to the north of the stadium. Apart from cheese and food service vendors, there is no direct vehicle access for unloading. However, you can **temporarily** park for unloading purposes in whatever spots are available in the community centre parking lot. You will be required to move your vehicles to the overflow lot to park for the remainder of the market – **your cooperation with this is necessary to ensure we meet our permit requirements. Vendors who park in this lot will be subject to a rule violation.**

The market closes to the public at 2:00pm – the south market zone will reopen at **2:20pm** for packing up. For those packing up on the Nat Bailey Plaza side, please keep in mind that this parking lot is very busy and there will be Aquatic Centre patrons coming in and out. You may drive into the north side of the lot and park to load or carry your product out to your vehicles on the street. Please drive carefully **at all times** in the market zones.

***East Side of Ontario St (Riley Park Plaza):**

If your stall is marked with a "G", "M", "O", or "F" on the map, then from 8:00am– 9:15am you can drive onto the plaza from the access point off of Ontario St, on the west side of the park; *see map below*. A market staff member will meet you at the plaza entrance to direct vendors into their stalls. When you are finished unloading, you will exit the market site from the parking lot at the northeast corner of the park - *see map below*.

EQUIPMENT

The Winter Market will be outdoors like the summer markets, so you will need tents, tables, and everything you normally require to vend. **Tent weights are mandatory and each corner of your tent must be weighted with a minimum of 25lbs.** Warm and/or waterproof clothing is a must for inclement weather. There is limited access to electricity at the Riley Park Plaza only, so if you require power for your freezers, etc, and you have not already arranged to use electricity at the Riley Park plaza, you will need to provide your own source.

IN CASE OF EVACUATION AT THE MARKET

The Market Manager may initiate an evacuation without tear-down procedures. **If you hear 3 blasts:**

1. Leave everything and calmly ensure all your personnel evacuate to muster station – **Riley Park – lawn between market plaza and washrooms**
2. If safe to do so, Emergency Marshals* remain at exits to prevent shoppers from entering the area
3. Manager clears market area of people and directs vendors to muster station
4. Assistant Manager holds vendor, volunteer and staff roll-call at muster station. Vendors will be responsible for their own staff and volunteers.
5. Manager will signify return to operations after receiving all-clear from emergency personnel

*Emergency Marshals: Vendors situated at market exits. **Stalls R1, R22, R30, P15, O5 & G6** are responsible for keeping shoppers out of the market in case of evacuation and/or directing emergency personnel to scene. If you are not comfortable with this role please let us know and we will be happy to find you a different stall location.

For more information about VFM Emergency Procedures please [click here](#).

See **Market Map** below for loading in/out purposes:

