



**Policy Name: Vendor Participation Policy**  
**Policy Type: Event Policies**

**Date Adopted: Sept 11, 2018**  
**Date Revised: Jan 29, 2019**

1. While participating in One Straw Societies Special events, the approved vendor will act in agreement and accordance with One Straw Societies Mission, Vision and Values as set out by One Straw Society
2. Vendor approval may be given only after a full application has been completed by the vendor and reviewed by the Special Events Coordinator. Further review may be given by the Executive Director at the request of the Special Events Coordinator or the Vendor Applicant.
3. Both the Vendor and One Straw Society will be given a copy of the Vendor application to be kept for their record.
4. Vendors are responsible for their own liability insurance. One Straw Society recommends vendors purchase their own insurance.
5. One Straw Society will hold 60% of available vendor spaces for approved applicants who are Farmers, Food Producers or Vendors with value added food products that are using natural or organic farming practices until up to seven (7) days prior to the Special Event date or all 60% of the spaces are filled (whichever comes first). Approval is given on a first come first serve basis.
6. One Straw Society will hold up to five (5) of the available Vendor Spaces for approved applicants from Registered Non profit or Charitable organizations that operate in alignment with One Straw Societies mission, vision and values until up to seven (7) days prior to the event. Approval is given on a first come, first serve basis.
7. One Straw Society will offer remaining Vendor spaces to any other approved applicants on a first come, first serve basis. Within seven (7) days of the Special Event date, any remaining spaces will be give to any approved applicants on a first come first serve basis. A waiting list will be formed on a first come first serve basis if all spaces are filled by approved applicants prior to the date of the event.
8. Unless otherwise specified in this policy, Vendors will be charged set vendor fares as outlined by the Special Events Coordinator in the Vendor Application form. Fares may be tiered based on location of vending or size of vendor space (example ; outdoor and indoor or 10'x10' and 10'x20').
9. Registered Non - profit or Charitable organizations operating in alignment with One Straw Societies mission, vision and values and will be given discounted set vendor fares as outlined by the Special Event Coordinator in the vendor application form.



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10. All Artisanal & Baked items must be made by vendor.
11. Baked goods must be made from scratch.
12. All vendors must be personally and actively involved in the production of their products available for sale at the special event and must be present at the special event during operating hours that are stated in the Vendor application.
13. Vendors are responsible for and required to show proper permits for all products for sale at their booth if requested by an Official Health Inspector.
14. Vendors must bring necessary weights for tents, and/or provide any other safety measures to ensure all items are properly secured in and around their specific vending area when vending outdoors.
15. Selling prior to start times as stated in the Vendor application is not permitted.
16. Unless special permission has been received from the Special Event Coordinator, Vendors are not permitted to pack up their area until the official ending of the event as stated in the Vendor application.
17. Vendors are responsible for cleaning their stall before leaving the Special Event.
18. If an approved vendor is unable to attend the event due to unexpected circumstance and gives the Special Event Coordinator **7 days** notice of absence, all vendors fees will be returned to the Vendor in full. If less than **7 days** notice is given, One Straw Society reserves the right to refuse a refund, unless the Vendor space is able to be filled by another Vendor in which case a full refund will be issued.
19. At any time, an approved application may be denied or revoked or a Vendor may be removed from a special event if the Vendor acts out of accordance with One Straw Society's Mission, Vision, and policies or any part of this policy.