



# 14<sup>th</sup> Annual Miracle on King Street

**extremetechnology**  
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## Guidelines and Regulations

**Location:** Miracle on King Street will be held outside on the property and parking lot of Providence Christian Reformed Church, 4845 King Street, Beamsville, ON.

### Event Operation

- It is important to be prompt in your arrival. Vendors **MUST** be set up by 9:30 AM. After this time, vendors will **NOT** be allowed to set up.
- If you arrive after 9:30 AM, you accept that the space you normally occupy may have been re-assigned.

### Membership Eligibility

- All vendors selling at the Market must have paid the donation in full.
- All vendors must provide their own tent and table.
- All Vendors are ultimately responsible for the loading, unloading, set up and tear down of their product but we are seeking student volunteers to aid in this process.

### Fee for 2018 MOKS

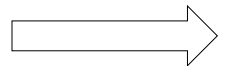
- The fee to participate is a minimum donation of \$50.
- Fees will be paid in advance by cash, cheque or credit card by calling 905-563-5822.
- Online payment will also be available on our new website by mid-November.
- Vendors with outstanding fees will not be allowed to set up until fees are paid in full.
- Subletting of space is NOT permitted.

### Allocation of Space

- Each vendor space will be a maximum of 10' x 10'.
- Allocation of space is at the sole discretion of the Miracle on King Street planning committee.
- Washroom facilities are located inside the Church and will be available for use.

### Setting Up

- Vendors must be set up before/by 9:30 AM and cars moved to designated parking space.
- Reserved spaces not occupied by 9:30 AM may be re-assigned to other vendors.
- Vehicular traffic will not be permitted in the event area between 9:00 AM - 3:00 PM.
- Vendors must vacate the parking lot by 6:00 PM.
- Vendors are required to assure their area is free from garbage and left clean.
- For health and safety reasons, vendors must stay within the space(s) allocated to them; no display / merchandise is allowed in the public walkways / areas outside their allotted area.
- No vendor shall make any change or alteration to the Providence CRC property.
- Vendors shall not block walkways, fire exits or other vendor's space.
- The MOKS planning committee, Extreme Technology, Community Care of West Niagara and Providence CR Church shall not be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- The MOKS planning committee or designate shall have the right to approve or disapprove any signs, decorations, or displays in the vendor's space and to request changes or removal.





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## Acceptance of Products

- The vendor application must clearly signify what products are intended to be sold.
- The vendor shall sell from their space(s) only those products which have been pre-approved by the MOKS planning committee.

## Vendor Responsibility

- Regulations are generally “common sense”. Don’t sell what you would not buy.
- Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the event as a result of negligence or willful default on the part of the vendor or their employees.
- Vendors shall label their items clearly by type and price.
- Vendors are responsible for keeping their space(s) neat and clean at all times.
- At event close, vendors are required to remove all items from their space(s) and leave the area clean and rubbish free. If a vendor area is not left clean, the MOKS planning committee will have the area cleaned at the vendor’s expense.
- MOKS or Providence Church are NOT able to store any part of your set up, you must set-up and tear down and leave the allotted space the way you found it.

## Regulatory Agencies

- Vendors are responsible for obtaining all permits required in the production and sale of their goods.
- Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the vendor.

## Penalties

- Any vendor who contravenes any of these Guidelines and Regulations) is subject to the cancellation of their permit without refund.





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## Code of Conduct for Vendors

### 1. PREAMBLE

Participating in the Miracle on King Street event is a privilege which carries responsibilities and obligations. Vendors are held to a high standard and they are expected to become well informed on all aspects involving operations of the vendor market. They are also expected to carry out their duties in a fair and professional manner. It is the responsibility of vendors to educate and supervise employees such that they understand the importance of preserving the integrity of said event.

The key principles that underline the Code of Conduct provide as follows:

- 1) Vendors shall serve in a conscientious and diligent manner;
- 2) Vendors shall seek to avoid conflicts of interest;
- 3) Vendors are responsible for making honest statements and shall not make any statement when they know that statement is false, or with the intent to mislead others;
- 4) Vendors who wish to make a formal statement about the market or another vendor will do so in a professional manner by directly contacting event management.

### 2. DISCREDITABLE CONDUCT

Vendors have a duty to treat all market participants appropriately and without abuse, bullying or intimidation. All vendors shall ensure that their work environment is utterly free and completely devoid of discrimination and personal and sexual harassment.

Vendors shall abide by the provisions of the Human Rights Code, and in doing so shall treat every person with dignity, understanding and respect.

In accordance with the Human Rights Code, vendors shall not discriminate against anyone on the basis of their race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

In accordance with the Human Rights Code, harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Vendors shall not:

- 1) Make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonably to be known to be offensive to the person(s) to whom they are directed or are about;
- 2) Display materials or transmit communications that are inappropriate, offensive, insulting or derogatory;
- 3) Make threats or engage in any abusive activity or course of conduct towards others;
- 4) Vandalize the personal property of others;
- 5) Commit assault of any kind, including making unwanted physical contact, including touching, patting, or pinching;
- 6) Refuse to converse or interact with anyone based on any ground listed in the Human Rights Code.





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### 3. CONDUCT RESPECTING EVENT MANAGEMENT STAFF

Vendors shall acknowledge that only the MOKS planning committee has the authority to delegate or process policy. Vendors shall be respectful of the role of staff. Vendors shall remain professional and well-mannered when interacting with the market staff.

No vendor shall use, or attempt to use, their influence for the purpose of intimidating, threatening, coercing, or commanding any staff member with the intent of interfering with that person's duties.

### 4. COMMUNICATIONS/ COMPLAINTS

#### Informal and Formal Complaints

Vendors will respect the decision making process of the event staff.

Upon reviewing these decisions if a vendor would like to communicate information related to the decision they are to remain in direct contact with the market management staff and not interfere with fellow vendors' business and sales.

Any individual who has identified or witnessed behaviour or activity by a fellow vendor that appears in contravention with the Code of Conduct may address his or her concerns in the following manner:

- 1) Advise the event management staff of the behaviour or activity contravenes the Code of Conduct;
- 2) If applicable, confirm to the market staff his or her satisfaction or dissatisfaction with the response to the concern identified.

Any individual filing a complaint should keep a written record of the incidents including dates, times, locations, other persons present and any other relevant information.

Vendors shall only speak on behalf of themselves and no other vendors or market participants.

Upon submitting a Miracle on King Street vendor application all vendors are expected to follow the Code of Conduct.

I acknowledge that I have read and understood the Code of Conduct and so hereby agree to abide in good faith with the Miracle on King Street planning committee and to co-operate with the other vendors.

Name of Vendor (printed) \_\_\_\_\_

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

