



ROYAL CITY FARMERS MARKET (RCFM) GUIDELINES FOR *Summer* 2010

Only approved products that are made, baked, grown, raised, caught or wild harvested by the approved vendor in British Columbia, may be sold at the market. No reselling of any produce or products is permitted.

TYPES OF VENDORS:

There are three kinds of vendors: fresh foods, prepared foods, and artisan/craft. Stalls may also be made available for other businesses and not-for-profit groups. Space may also be allocated for entertainers/buskers. In each category, vendor collectives will be allowed, however, all members must submit individual applications along with write up of why and how the collective works. All applicants must submit the appropriate application and any additional documentation requested by the Royal City Farmers Market Association. This includes business licenses and copies of all relevant certifications. Vendor applications and date requests from vendors in all categories will be considered for good market balance. The Royal City Farmers Market Association reserves the right to refuse any vendor for any reason.

FRESH FOOD VENDORS:

A fresh food vendor is a person who produces agricultural products from land which they own or control, or has a license to harvest from (such as wild foragers or fishers). Examples include produce, eggs, dairy, meat, fish and nursery products. A fresh food vendor may sell value-added products made from their own farm product. Fresh food vendors selling value-added food products or eggs, honey, dairy, meat and fish must also follow the prepared food vendor guidelines. Be aware that the Fraser Health Authority has special regulations concerning the sale of raw meats, fish and eggs and you will be asked to fill out additional paperwork regardless of whether you are approved to sell already.

PREPARED FOOD VENDORS:

There are two categories of prepared foods:

- Low risk (May be made in a home kitchen - dry, high acid, high salt, high sugar)
- High risk (Commercial kitchens only, unless permission is given from the Fraser Health Authority)

Prepared food vendors may be juried annually. All prepared food vendors must comply with the Fraser Health Authority's *Guidelines for the Sale of Non- Potentially Hazardous Foods, Shell Eggs, and Raw Foods of Animal Origin at Temporary Food Markets*.

All prepared food vendors must have:

- Level One Foodsafe certificate.
- Applied to the Fraser Health Authority through the New Westminster Environmental Health Officer and be approved as a market vendor.
- A hand washing station if sampling or portioning food on site.
- Products labeled with all ingredients and the contact information for the vendor.
- A sign displayed stating that the products were made in a home kitchen unless a commercial kitchen was used to prepare all of the products being sold.

ARTISAN/CRAFT VENDORS:

Artisan/Craft vendors will be juried annually. Email info@rcfm.ca for information about the jury process.

SERVICE PROVIDERS AT THE MARKET:

- Other Businesses: Applications from local companies providing or selling services will be considered. Please apply with relevant documentation (business license, food safety certifications, and proof of insurance coverage). The stall fee will be \$35 per market. Businesses that are aligned with the Royal City Farmers Market Association Mission Statement will be given preference.
- Not-For-Profit Groups: We plan to make at least one table available at each market for Not-For-Profit groups. There will be no charge for this table, however we may ask for a \$35 deposit, which will be returned once the group has participated in the market. Priority will be given to groups based in New Westminster, as well as groups working in food security, health and environmental issues.
- Entertainers/Buskers: Entertainers/Buskers are booked for specific dates and times. They are paid a small stipend for their time and may take donations, sell CDs of their music and have business cards or brochures available. The Royal City Farmers Market Association may hold auditions for entertainers/buskers.

VENDOR RULES AND ETIQUETTE:

Vendors must:

- Arrive not more than 90 minutes, and not less than 45 minutes before the market starts.
- Remove vehicles from the site at least 30 minutes before the market starts, and will be allowed back on the site 20 minutes after the market is closed. Exceptions will be made for vendors who have been given approval to have their vehicles with them.
- Complete their stall set up prior to the commencement of the market. No set up or take down is allowed between the opening and closing of the market. Vendors should be ready to sell, with all wares displayed, at the start of the market.
- Call the market manager if the vendor expects to be late. If a vendor is not present at the start of the market, the stall may be given to another vendor. The phone number is 778 928 7236.
- Call the market manager to cancel at least 72 hours before the market. Depending on the circumstances and the market manager's ability to fill the space, all or a portion of the stall fees may be refunded. Fees will not be refunded to vendors who fail to show up for the market, or who call less than 72 hours before the market date. Vendors may not swap dates with other vendors.
- Follow the market manager's instructions for stall assignments and vendor parking.
- Provide their own equipment – tables, chairs, tents, signs, power, refrigeration, hand washing station, cleaning supplies.
- Display their business name on a prominent sign, along with proof of appropriate certifications. Signs and photos detailing the vendor's production methods are encouraged.
- Commence selling at the opening bell, and end at closing bell.
- Only sell products approved by the Royal City Farmers Market Association through the application process or jury process. Items not approved will be ordered removed.
- Reselling is restricted to produce only, 20% maximum, must be local and clearly marked as such.
- Be in compliance with all market guidelines and Fraser Health Authority regulations.
- Bring any conflicts or concerns to the market manager or the RCFM Vendor Liaison.
- Keep their stall clean, attractive and within the stall boundaries.
- Staff their own market stall. Family members living with the producer or employees involved in production may attend the market with, or instead of, the vendor. These alternate staff must be well versed in the business/production methods. Vendors are responsible for ensuring their staff are in compliance with the Royal City Farmers Market Guidelines and all health and safety requirements.
- Have clear pricing posted for all products. No discounting of product during the market is allowed. "Clearance" products can make up no more than 20% of total product offered for sale.
- Stay for the entire market, even if the market has a poor turnout or poor weather. If a vendor has sold out of their product, a "sold out" sign may be placed, and the table should be removed at the end of the market.

- Not bring pets, drink alcohol or smoke at the market.
- Remove all garbage and visible signs of stall within one hour of market closing, and place recycling in the appropriate place as instructed by RCFM staff.
- Complete Vendor Reports and any other market documentation requested by the market manager.
- Contribute to the professionalism and enjoyment of the market. Vendors must not be at the market while under the influence of alcohol or drugs, not aggressively sell their product, and not make negative comments about other vendors.

OTHER INFORMATION:

- Stall sizes and fees are:
 - 10 X 10 space – single stall - \$35
 - 20 X 10 space – double stall - \$50
 - 5 X 10 space – half stall - \$20 ** note, a half stall is 5' of frontage, and is a 10 X 10 stall shared between two vendors. The market manager will decide which vendors are paired together.
- Power is an additional \$ 5 per market, is limited and must be pre-booked.
- A discount is offered if more than 8 markets are booked, and payment is made in advance of the first market appearance.
- The 2010 Summer Market season takes place at Tipperary Park in New Westminster. The market is Thursdays, starting June 10th until October 7th 2010, from 3PM to 7PM.
- The Royal City Farmers Market Association reserves the right to allocate the stall locations and vendor parking for each market.
- A market manager will be on site at each market.
- NSF cheques will incur a fee of \$25. Past due accounts will be charged interest at a rate of 2% per month.
- Verbal, then written warnings will be given for violations of the Royal City Farmers Market Guidelines. If violations continue, the Royal City Farmers Market Association may cancel the vendor's remaining market dates.
- Stall fees must be paid in full prior to the first market appearance or post dated cheques should be given prior to the first market. Cheques should be made payable to Royal City Farmers Market. Receipts will be provided if requested.
- Vendors wishing to pay cash at each market must seek approval from the market manager in order to do this. If paying by cash, vendors must pay in advance for the following market.

HOW TO BECOME A VENDOR:

- Carefully review the Royal City Farmers Market Guidelines.
- Complete the application form for the appropriate category. Include copies of relevant paperwork such as business licenses and organic/biodynamic/transitional certifications. Returning vendors: please make sure we have current certifications on file. Describe the products you are selling, in detail, and indicate which market dates you are interested in. A request does not constitute a reservation.
- Return the completed form, any supporting documents, and the \$10 application fee. This fee is non refundable.
- Prepared foods and artisan/craft vendors may go through a jury process and auditions may be held for entertainers/buskers. Other vendors may be contacted for additional information or documentation.
- Vendors who are approved for a space at the Royal City Farmers Market will be contacted, in writing, with the approved dates and an invoice for the stall fees. To secure the dates, you must become a member of the Royal City Farmers Market Association (\$25 annually, valid until the AGM in 2011) and make arrangements for payment before the season starts.