



# Summer Market Guidelines

## 2015

*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 without express permission of the organization.*

### SECTION 1: TYPES OF VENDORS

There are multiple kinds of vendors: Farm Fresh, Prepared Food, Eat-on-Site Food, Artisan and Other which includes businesses offering services or products not produced by the seller. In each category, vendor collectives will be allowed, however, all members must submit individual applications along with a write up of why and how the collective works. All applicants should submit an application and any forward all relevant documentation to the Royal City Farmers Market Association. We strive for an 80/20 ratio of food to non-food at our summer market, but because of seasonality, availability, and mix of applicants, we may need to adjust that ratio. The Royal City Farmers Market Association reserves the right to refuse any vendor for any reason.

#### FARM FRESH VENDORS

A farm fresh vendor is a person who produces agricultural products from land that 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 plant nursery products. A farm fresh vendor may sell value-added products made from their own farm product. Farm fresh vendors selling value-added food products or eggs, honey, dairy, meat and fish must also follow the prepared food vendor guidelines below and will need to seek approval from the Fraser Health Authority to sell **high risk** foods.

Farm visits will be mandatory for every new farm vendor. If a farm visit is not possible a reference will be needed from another market manager.

#### PREPARED FOOD VENDORS

There are two categories of prepared foods. **Low risk**, which may be made in a home kitchen because it is usually dry, high acid, high salt, or high sugar and **high risk**, which may only be prepared in a commercial kitchen unless permission is given from the Fraser Health Authority. A jury will be held for all new prepared food vendors where you will be asked to provide samples of products, photos of stall set up, and information about other markets attended (if any). All prepared food vendors must comply with the Fraser Health Authority's [Guideline for the Sale of Foods at Temporary Food Markets](#) and will be required to apply for an [Application for Sale of Food at Temporary Food Markets](#).

All prepared food vendors must keep on hand at each market and submit copies of supporting documents of:

- FOODSAFE Level 1 certificate
- A hand washing station if sampling or portioning food on site
- Products labeled with all ingredients and the vendor's contact information
- 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

In addition all prepared food vendors selling **high risk** foods must also have:

- Approval from the [Fraser Health Authority](#) through the New Westminster Environmental Health Office

#### EAT-ON-SITE FOOD VENDORS

Eat on site vendors are vendors whose main business is to prepare food to be consumed on site. Examples are sausage carts, fried bread, crepe making, samosas, etc. Vendors who prepare the food in a kitchen and transport it hot to the market for sale and vendors who prepare the food on site are both from this category. All vendors must have the correct documentation about prep kitchens, food safety plans, and approval from the Fraser Health Authority. You may also be

required to apply for a [Temporary Food Permit](#), depending upon your set up and circumstances. Please contact the [Fraser Health Authority](#) to determine what requirements you must fulfill.

## ARTISAN VENDORS

Returning artisan vendors will be given seniority, although space will be allocated specifically for new vendors so shoppers are offered a fresh mix of high quality crafts. New artisan vendors will be asked to come and show their products at a craft panel. The panel is made up of selected members of the community with expertise in various aspects of a number of crafts. The panel will make recommendations to the Market Manager, and the final decision rests with the Market Manager. If the applicant has missed the craft jury date, photographs, written descriptions of methods, etc may suffice. Email the [Market Manager](#) for information about the craft panel process.

## OTHER VENDORS

Occasionally, the RCFM may approve vendors that do not fit in the above three categories, such as businesses who offer a service or product. For example, chair massage or landscaping design. Please apply with relevant documentation (business license, food safety certifications, and proof of insurance coverage). Businesses that are aligned with the RCFM Association's Mission Statement will be given preference.

## SECTION 2: LOCATION, DATES & FEES

The 2015 Summer Markets will take place on Thursdays from 3pm to 7pm in [Tipperary Park](#) located on the north side of Royal Avenue at 4<sup>th</sup> Street in New Westminster. Stall sizes are either 10'x10' or 10'x20' and a layout will be provided for confirmed vendors prior to the market. The 2015 Summer Markets will begin May 21 and run until October 8.

Stall sizes and fees are:

- 10' X 10' - \$40 per market
- 10' X 20' - \$70 per market

There is no charge for power or parking your vehicle in your stall, however, vendors must seek permission to do so and will be asked to give a reason on the application form for requiring power and/or their vehicle on site with them. Several of the stalls available cannot accommodate these requests; therefore priority will be given based on the specific needs of the vendor.

The RCFM Association reserves the right to allocate the stall locations and vendor parking for each market, and changes to your stall location might be necessary as the season progresses based on other vendors and product mix.

A Market Manager will be on site and will collect from vendors who elect to pay cash at each market. Please note, vendors who wish to pay cash at each market are required to pre-pay one market in advance at all times. All NSF cheques will incur a fee of \$25, in addition to any bank charges.

## SECTION 3: CANCELLATION POLICY

Vendors must call (778-928-7236) or email the [Market Manager](#) to cancel at least 72 hours before their scheduled market date in order to qualify for a refund. Text message is not a suitable way to cancel a market date. 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 or email less than 72 hours before the market date. Vendors may not swap dates with other vendors without seeking approval from the Market Manager.

## SECTION 4: MARKET DAY RULES

1. Vendors must arrive not more than 90 minutes, and not less than **30** minutes before the market starts at 3:00pm.
2. Vendors must remove vehicles from the site at least **15** minutes before the market opens at 3:00pm. For pedestrian safety, vendors are NOT permitted to bring vehicles back into the market site before **7:10pm**.
3. Vendors must 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 and in their stalls, at the start of the market at 3:00pm.
4. Vendors must call the Market Manager if running late. If a vendor is not present by 2:45pm, their stall may be given to another vendor. Vehicles will be prohibited from entering the market site from 2:30pm onwards.
5. Vendors must follow the Market Manager's instructions for stall assignments and vendor parking.
6. Vendors must provide their own equipment – tables, chairs, tents, signs, power, refrigeration, hand washing station, cleaning supplies, etc
7. Vendors must 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.
8. Vendors must commence selling at the opening bell at 3:00pm, and stop selling at 7:00pm. **Sales prior to the opening bell are not permitted.**
9. Vendors may only sell products approved by the RCFM Association through the application process and/or jury process. Items not approved will be ordered removed. **Reselling is restricted and is upon approval only.** If reselling is approved, a sign indicating the BC source must be displayed.
10. Vendors wanting to sell products as "Organic", "Biodynamic" or first, second, or third year "Transitional" need to submit the proper certification documents in their application and are encouraged to display signs at the market. Farmers wanting to sell their products as "Naturally Grown" need to include notarized affidavit in their application stating that "at no time during the growing season or post-harvest handling of this commodity have any synthetic pesticides, fungicides, herbicides, or fertilizers, been used." In the case of animals, it should read "at no time during the life of the animal have synthetic growth enhancers or medications been used." Signage naming products as "Naturally Grown" must prominently display a copy of the notarized affidavit supporting these statements.
11. Farms and products that are not Certified Organic, should not display signage or indicate on labels the phrase "organic" or "organically grown" and "non-certified organic". All such statements should have certification to back up claims. The term "no sprays" is misleading and should not be used on signage or when speaking to shoppers about growing methods.
12. Farmers note that GMO produce is not allowed to be sold at our market.
13. Vendors must be in compliance with all Summer Market Guidelines 2014 and Fraser Health Authority regulations.
14. Vendors should bring any conflicts or concerns they have to the Market Manager.
15. Vendors should keep their stall clean, attractive and within the stall boundaries.
16. Vendors should 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 should be well versed in the business/production methods. Vendors are responsible for ensuring that their staff members are in compliance with the Summer Market Guidelines 2014 and all health and safety requirements. Vendors are responsible for ensuring their staff person has the RCFM Market Manager's contact information and is reachable on market days.
17. Vendors must have clear pricing posted for all products. "Clearance" products can make up no more than 20% of total products offered for sale.
18. Vendors must 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 displayed, but the table should not be removed until the end of the market.
19. Vendors are not allowed to bring pets, drink alcohol or smoke at the market, or on the property of the market site.
20. Vendors must remove all garbage, sweep their stall of debris and remove all visible signs of their stall within one hour of market closing. Vendors must place recycling in the appropriate place as instructed by RCFM staff. Cardboard boxes should be removed from the site and not put into recycling bin.
21. 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.

22. Verbal, then written warnings will be given for violations of the Summer Market Guidelines 2015.

## SECTION 5: GREEN INITIATIVES

**Plastics:** As a part of our commitment to reducing our carbon footprint, the RCFM encourages vendors to seek alternatives to disposable plastics, and suggests that all vendors use compostable and biodegradable or paper bags.

**Bottled Water:** Vendors may not sell bottled water in the market. Free drinking water is available at the info table.

**Waste:** Vendors must separate waste produced at the market into compostable items, recycling, and trash and place them in appropriate receptacles or remove it from the site when they leave.

**GE Free:** The RCFM is a Genetically Engineered (GE) Free Zone. Produce vendors should be prepared to produce documentation that indicates the produce they are selling is not from genetically modified stock.

## SECTION 6: HOW TO BECOME A VENDOR

- Carefully review the Summer Market Guidelines 2015.
- Complete the [online application](#) form for the appropriate category.
- Email copies of relevant paperwork such as business licenses, confirmation letters, Food Safe Level 1 and organic/biodynamic/transitional certifications to the [Market Manager](#).
- Describe the products you are selling, in detail, and indicate which market dates you are interested in. The more information you can provide us, the better.
- Artisan vendors and Prepared Food vendors may need to go through a panel process and auditions. Other vendors may be contacted for additional information or documentation.
- Vendors who are approved for a space at the RCFM will be contacted, by email, with the approved dates and an invoice for the stall fees.
- To secure the dates, you must be or become a member of the RCFM.
- At least one market stall fee must be paid in full at least two weeks prior to the vendor's first market appearance. Vendors wishing to pay cash at each market must seek permission from the [Market Manager](#) prior to their first market appearance, and must still submit at least one market stall payment two weeks in advance of their first market. A discount of 10% is available for vendors who sign up for 10 or more markets and submit payment for their entire season before April 18<sup>th</sup>, 2015.
- Cheques should be made payable to Royal City Farmers Market. Receipts will be provided only if requested.