

**HANEY FARMERS MARKET
PORT COQUITLAM FARMERS MARKET
General Information for Vendors 2010**

The Haney Farmers Market encourages a healthy community by providing the public with direct access to food producers. The Market serves to stimulate and support the local economy, to provide opportunities to inform and entertain and to support and strongly encourage environmental sustainability. The Port Coquitlam Farmers Market is a project of the Haney Farmers Market Society and, as such, abides by all the regulations and guidelines of the HFMS.

The **Haney Farmers Market** is located in Memorial Peace Park on 224 Street in the heart of Maple Ridge. There is ample parking for both vendors and customers, and the park itself is the focus of many special events in which the market is pleased to participate.

For 2010, the **Haney Farmers Market** season will run every Saturday from May 8 to October 9. Hours are from 9a.m. until 2p.m. In addition, we will hold a pre-season market on April 24 from 10 a.m. - 2 p.m. in Memorial Peace Park to celebrate Earth Day and indoor/outdoor Autumn markets on October 16, 23, 30 and November 6 as well as an indoor/outdoor Winter Market on December 4 all at St. Andrew's Haney United Church on Dewdney Trunk Road at 222nd Street in downtown Maple Ridge. The hours of the indoor/outdoor markets are from 10 a.m. to 3 p.m.

The **Port Coquitlam Farmers Market** is located in downtown Port Coquitlam at the Leigh Square Community Arts Village, 2253 Leigh Square, off Shaughnessy Street between McAllister and Wilson Avenues.

For 2010, the **Port Coquitlam Farmers Market** season will run every Thursday from May 20 to September 16, from 3 - 7 p.m. Except for Canada Day.

The aim of the Haney Farmers Market/Port Coquitlam Farmers Market is to make each market day a celebration. To that end there are many special events and theme days planned which encourage visitors. We appreciate vendors supporting these events by decorating their booths, wearing costumes, etc.

Vendor Regulations

A. General

1. The Haney Farmers Market Society (HFMS) shall make regulations for the operation of both the HFM and the Port Coquitlam Farmers Market (PCFM) and shall amend, add or delete such regulations at their sole discretion.
2. A Market Manager shall represent the HFMS in all matters relating to the operation of both markets.
3. The HFMS reserves the right to limit or prohibit the sale or distribution of any commodity, literature, material or article deemed not to be in the best interests of the markets.
4. The HFMS, at its sole discretion, may eject persons from the market areas.
5. The HFMS is not responsible for lost, stolen or damaged articles or money.
6. The HFMS recommends that vendors have liability insurance for their own protection.

B. Application and Approval

The Haney Farmers Market and the Port Coquitlam Farmers Market are very popular markets and, as such, have returning vendors who come year after year. Consideration will be given to those vendors who participated for more than eight markets during the previous season. Highest priority will be given to farmers, growers and producers. In fairness to all, we will strive for a diversity of products, encourage a variety of dates, and endeavour to share our space democratically.

1. All prospective vendors must submit a completed application form, \$10 non-refundable registration fee, together with photocopies of all other documentation required for their category. Be very clear about what you plan to sell and list ALL items. Application forms must be received **no later than March 15, 2010** to allow for preference of dates.
2. Applications received after this date will be considered on a first come first served basis in regard to choice of dates and based on the number of similar vendors in their category.

3. The HFMS/PCFM reserves the right to schedule vendors according to the demand for their product/number of vendors selling same product/number of spaces available; picking from the vendor's chosen dates as required.
4. Once you have been accepted as a vendor you will receive a letter stating the dates for which you have been approved. Payment is required within 15 days of receipt of this letter to guarantee your space. **See page 6, Appendix B for preferred methods of payment.**
5. **All vendors in the craft and prepared foods categories must participate in a jury process.** Once your application, registration fee and documents have been received, you will be contacted with a jury date.
6. Only those items approved by the jury may be sold at the market. This is particularly important. To be fair to all vendors, we need to know *exactly* what you are selling. New items may not be introduced without approval and further jurying by the HFMS.
7. The HFMS reserves the right to visit the production location of any vendor in order to check the methods and raw materials used in products offered for sale.
8. The decision of the Board of the HFMS is final. The HFMS reserves the right to withhold approval without explanation.

C. Cost and Payment

For 2010 there is a **non-refundable** application/registration fee of \$10 which must be sent in with the initial application and covers application processing but does not guarantee an opportunity to be a vendor. There is no application/registration fee for Youth Vendors (a youth vendor is a young person up to and including 16 years of age).

All Vendors are required to be members of the HFMS or PCFM purchasing a 2010 membership for \$20 (\$25 for PCFM) which covers their activities at the HFMS/PCFM markets. Membership for Youth Vendors is \$5.

A Vendor with a current HFMS membership may pay an additional \$10 to become a member in the PCFM. A Vendor with a current PCFM membership may pay an additional \$5 to become a member in the HFMS.

Note: Receipts for application/registration fee and membership fee will be given at time of payment. A receipt for market day fees will be issued at the end of the year.

1. The stall cost per regular market day in 2010 will be \$25, \$3 for youth vendors. **Pre-payment is required to book space for all market days.** See page 6, Appendix B for preferred methods of payment
2. Three days notice of cancellation is required for a refund of market fees. Registration and membership fees are not refunded under any circumstances; however the registration fee may be carried over to the following year if no markets were attended in the registered year.
3. **Vendors who attend a market without pre-payment will pay \$30 per market day.** Space cannot be guaranteed. Availability of space will be dependent on a number of factors including, but not limited to, the number of booked vendors selling similar products.
4. A non refundable fee of \$30, \$5 for Youth, will be charged for each of the five HFMS indoor/outdoor Autumn and Winter markets, which must be booked well in advance. Refunds will be granted if the space can be filled from your category on the waiting list.

Please make all cheques payable to: Haney Farmers Market Society
and send to: 11995 Haney Place
Maple Ridge, B.C., V2X 6A9

For more information please Email: vendorinfo@haneyfarmersmarket.org
or leave a message at Phone: 604-467-7433

D. Sale of Goods

For clarification: ‘vendors’ means all vendors including youth vendors.

1. All vendors must live and produce their product within the province of British Columbia.
2. All products must be made, baked, grown, raised, caught or wild harvested by the vendor or an approved designate. However, to assist other producers who may be unable to attend the market on a regular basis, a vendor may act as an agent for the producer provided that:-
 - a. The original producer meets the residence, health and local production requirements.
 - b. The product is in an approved farm or prepared food category.
 - c. The product is not more than 30% of the total of the vendor/agent’s items offered for sale.
 - d. The vendor/agent has full and complete knowledge of the product and its production.
 - e. A sign is posted clearly identifying the name of the producer and the source of the product being sold. As well, the producer’s health approvals will be submitted if required for the sale of that product (i.e. meat, poultry, fish or shell eggs).
 - f. If a product from a farm, other than the vendor’s, is being sold as organic, the certification from the farm of origin must be displayed at all times.
3. All vendors selling prepared foods, meat, poultry, fish and shell eggs are required to have Foodsafe Level 1 certification and written approval from Fraser Health. These documents must be available at all markets attended and copies in the HFMS files. *See attached health guidelines, Appendix A.*
4. Vendors of organic products must have their original certification clearly displayed at their booth. The word ‘organic’ may not be used in advertising unless certification is provided.
5. Where product is sold by weight, scales must be certified ‘legal for trade’ or product must be pre-packaged.
6. All items for sale must be clearly priced.
7. Vendors are not permitted to ‘hawk’ their products or harass customers and other vendors in any way.
8. Prices of products must remain consistent throughout the day. No ‘dumping’ of produce is permitted. The number of ‘clearance’ items may not be more than 20% of the items offered for sale.
7. The HFMS tracks sales in an effort to facilitate responding to enquiries from prospective vendors and preparing for grant applications. In this regard, at the close of each weekly market, vendors will be asked to estimate their total sales, under the appropriate category of farm/prepared foods/crafts, and hand in to the market manager. This is a strictly anonymous form and is completely voluntary.

E. Attendance, stalls, signage, and parking

1. Vendors should arrive no less than 45 minutes and no more than 2 hours prior to the opening of the market. Market Manager is reachable by cell phone in case of an unforeseen delay. Keep this number in your cash box so it is readily available. Saturday Cell Number is 604-505-5115. You will be given a card with this number.
2. Prepaid stalls will be guaranteed up to 45 minutes prior to the market opening. After this time, vacant spaces will be allocated on a first come, first served basis to other parties. Call if you are delayed!
3. It is appreciated if vendors would call if they must miss a market. Two cancellations without notice (‘no-shows’) will mean a forfeiture of future market dates and could jeopardize the vendor’s long-term relationship with the market.
4. Stall assignment is based on available space and the balance of products offered for sale. Stall spaces are 10 x 10 feet.

5. Set-up must be completed at least 15 minutes before the market begins. Take-down may not commence before the close of market
6. Vendors must display a sign identifying their business name. The sign must not exceed or be placed outside the area of the vendor's space. The sign must be clearly visible and legible and of a reasonable size as determined by the Market Manager. Vendors are encouraged to provide business cards for their customers. See Vendor Tips brochure for more ideas.
7. Vendors are responsible for the reasonable care and clean-up of their stall area. All trash must be removed at the end of the day.
8. Weather protection and display materials are the sole responsibility of the vendor. Tents and awnings must be well-maintained and securely anchored. Because of the underground watering systems, all anchors must be above ground such as poles tied to a large stone or sand/water filled milk jugs.
9. All vehicles must be removed from the park at least 30 minutes before the market opens. There is ample parking in the underground parking lot in Maple Ridge and around the park at Leigh Square.
10. For the convenience of new vendors, HFMS has a few 10x10 tents available for rent (\$10 per market) as well as 8' tables (\$5 per market). Booking must be made well ahead as there are only a few of each.

F. General market requirements

1. Vendors are asked not to smoke within the confines of the marketplace.
2. Animals must be leashed at all times, restricted to the vendor's own space and pose no threat to the public. Water, shade and a reasonable protection from any harassment should be provided for any animal brought to the market by a vendor.
3. The HFMS will ensure that there is a reasonable limit to similar vendors. HFMS encourages an open and diverse market place.
4. Any conflicts, complaints or other disputes must be brought to the attention of the Market Manager.
5. Any failure to comply with the vendor regulations may result in removal from the market and/or suspension of membership in the HFMS. Under these circumstances there will be no refund of paid market fees.

G. Community Development

1. A **non-profit group** may set up an information display at the market *once per month* free of charge. The HFMS reserves the right to limit the number of non-profit groups permitted to attend on any given market day.
2. *Once per season*, the HFMS will allow a non-profit group to sell/fundraise on a regular market day at no charge.
3. **All non-profit applications require prior Board approval.** If proof of insurance is provided, a HFMS membership fee is not required.
4. For information on applying to attend the HFM/PCFM Markets as a **Backyard Gardener**, please refer to the Backyard Gardener Application Form.
5. In an effort to support **local businesses**, the HFMS will offer opportunities for local small business with a storefront to participate in the Market *once a month*. Regular membership and stall fees apply.
All applications require prior Board approval.

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**HEALTH AND SAFETY
Appendix A**

Prepared Food, Meat, Poultry, Fish and Eggs:

1. It is the responsibility of the vendor to know and adhere to the Health and Safety Guidelines for Farmers Markets available through the Fraser Health Authority. See the .pdf file on our webpage (foodsaleguidelines including application). The HFMS requires a copy of the Level 1 Foodsafe certificate for all prepared food, meat, poultry, fish and shell egg vendors together with a copy of their approval letter from Fraser Health.
2. **ALL prepared food, meat, poultry, fish and shell egg vendors** must complete an ‘Application – Sale of Home-prepared, Non-Potentially Hazardous Food at Temporary Food Markets’ and submit it to the **local health authority** * for approval. *A copy of this approval **must** accompany your application form, however, a copy of previous approval letters from Fraser Health are acceptable to HFMS as long as the products listed remain the same.*
3. All vendors of prepared foods must display a sign indicating that the food has not been prepared in a kitchen inspected by the Health Authority. A further sign reading “some foods many contain nuts” will protect you and alert the public.
4. All food items must be protected from contamination while at the market. This may include pre-wrapping the items or providing a screen which covers the items on display.
5. The HFMS encourages the offering of samples to visitors. Samples intended for tasting at the market could be individually portioned and wrapped at home or handled with tongs with moist tissues available for use by the vendor and the recipient. If you are spooning sample foods onto crackers, please wear disposable gloves. Please provide a waste basket for used toothpicks, etc.
6. A satisfactory means of cleaning hands and utensils (when used by a vendor) should be provided as per the following:
 - a) the use of hand wipes is satisfactory where only prepackaged food or whole fresh fruits and vegetables are sold.
 - b) if samples/product tasting is undertaken running water, soap in a dispenser and single use paper towels should be provided. A 22.7 liter (5 gal) plastic water jug with spigot and a suitable waste holding receptacle is generally acceptable as the water source. A hand-washing station must be provided by each food vendor. Vendors operating side by side may share a washing station.
7. Shell eggs offered for sale must be sound and clean. Cartons must bear the name of the farm/producer and the date packaged. Eggs must be kept at a temperature below 4 C.
8. Vendors of raw meat, poultry and fish must be familiar and have complied with Fraser Health rules for the “Sale of Raw Foods of Animal Origin at Temporary Food Markets” as outlined in Appendix iii of their guidelines dated June 2007. See the .pdf file on our webpage.

***Address for Fraser Health, Maple Ridge: #400 - 122470 Dewdney Trunk Road, Maple Ridge V2X 5Z6
Fax: 604-476-7077, Attention Brian Wojciechowski**

***Address for Fraser Health, Port Coquitlam: #300 - 205 Newport Drive, Port Moody V3H 5C9
Fax: 604-949-7706, Attention Kevin Gorse**

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**APPROVED METHODS OF PAYMENT
Appendix B**

**** Separate payment for HFM and PCFM is required ****

1. Preferred method:

Upon receipt of the acceptance letter, provide individual post dated Cheques (or Cash, interim receipt provided) for each market (\$25 per market). For cancellations, the appropriate cheque will be destroyed/cash will be returned; to change market dates, the appropriate cheque or cash will be moved forward, allow a 3 day notice, based on whether there is space and the move is not upsetting the balance of vendors in your category.

2. Second preferred method:

Individual post dated Cheques (or Cash, interim receipt provided) for each market (\$25 per market) presented to the Market Manager at the beginning of each month.

3. Upon receipt of the acceptance letter, one Cheque, paying in full for the whole season. For cancellations, a refund cheque will be sent approximately mid season or end of season. Date changes will be allowed with 3 days notice based on whether there is space and the move is not upsetting the balance of vendors in your category.

4. Pay-as-you-go, cash or cheque, will be \$30 per market day.

5. Please note that all the HFM Autumn and HFM Winter Markets **must** be prepaid well in advance to guarantee your space. This prepaid fee of \$30 for each of the indoor/outdoor HFM Autumn and HFM Winter Markets is non refundable unless a replacement in your category is available from the waiting list.

6. Receipts for market fees paid will be sent out at the end of the year.

7. Please make all cheques payable to: Haney Farmers Market Society
and send to: 11995 Haney Place
Maple Ridge, BC, V2X 6A9

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VENDOR ADVISORY COMMITTEE

All HFMS and PCFM vendors are automatically members of the Vendor Advisory Committee

The Committee will assist in the education of vendors to develop marketing and sales skills.

Any recommendations from this group will be presented to the Market Managers.

Day to day decisions will be made by the Market Managers.

Policy decisions will be made by the Board of the HFMS.

It is also a vehicle in which vendors can:

- address their concerns
- advise re vendor alerts
- source new and preferred vendors as well as Directors
- advise on regulations, market layout and other details drawn on their experiences at other markets
- assist with cross marketing and promotional strategies
- develop jury standards for each category

Meetings would be held in the HFM Bandstand / PCFM Gathering Place Library immediately after a market as and when it is decided amongst the group and the Market Managers.