

## Haney Farmers Market 2008 NON-PROFIT GROUP APPLICATION

The Haney Farmers Market offers information spaces at each of our Saturday markets. A non-profit group may attend one market per month as an information booth at no charge.

If your non-profit group would like to fund raise as well you must receive prior approval to do so. A non-profit group may fund raise one time during the market season at no charge for stall space. If a Non-Profit group would like additional fund raising dates a fee of \$20 will be charged for each additional market date.

To be covered under our insurance all vendors must be members of the Haney Farmers Market. Membership is \$15 per year. If your group has its own insurance please send a copy or a letter stating your coverage with your application and the membership charge will be waived.

The Haney Farmers Market opens from 9 – 2 pm. every Saturday during our regular market season from approximately May until October.

For safety reasons we ask that all vendors and non-profit groups have their vehicles removed from the park area by 8:30 am. Do not park in the lot behind Rogers Video adjacent to Jim's Pizza. This lot is patrolled and you will be towed if you park there all day.

Set up starts at 7 am. All vendors and groups must remain set up on site until 2 pm. This is an outdoor market which will run rain or shine. You will be given a space to set up, but you must provide your own table, chairs, display stands and rain / sun coverage (tent). If needed there is electricity available in the park, please bring a long 3-prong outdoor extension cord.

Please fill out this form and return it to the address below at least 2 weeks prior to the first market you wish to attend.  
We will confirm the date(s) with your contact person.

Name of non-profit group \_\_\_\_\_

Name of contact person \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Cell # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Address of non-profit group \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

Please tell us what your group does \_\_\_\_\_

Please note which date (if any) you would like to fund raise and what you propose to sell: Date \_\_\_\_\_

Selling \* \_\_\_\_\_

\*Prior approval must be obtained from Haney Farmers Market Society

### Please check the dates you would like to come to the market

Apr 26 <input type="checkbox"/> *(Earth Day Market)	July 1 <input type="checkbox"/> *(Canada Day Market -Tuesday)	Sept 6 <input type="checkbox"/>
May 10 <input type="checkbox"/>	July 5 <input type="checkbox"/>	Sept 13 <input type="checkbox"/>
May 17 <input type="checkbox"/>	July 12 <input type="checkbox"/>	Sept 20 <input type="checkbox"/>
May 24 <input type="checkbox"/>	July 19 <input type="checkbox"/>	Sept 27 <input type="checkbox"/>
May 31 <input type="checkbox"/>	July 26 <input type="checkbox"/>	Oct 4 <input type="checkbox"/>
June 7 <input type="checkbox"/>	Aug 2 <input type="checkbox"/>	Oct 11 <input type="checkbox"/>
June 14 <input type="checkbox"/>	Aug 9 <input type="checkbox"/> *(At the Farm)	
June 21 <input type="checkbox"/>	Aug 16 <input type="checkbox"/>	
June 28 <input type="checkbox"/>	Aug 23 <input type="checkbox"/>	Nov 15 <input type="checkbox"/> *(Autumn Market)
	Aug 30 <input type="checkbox"/>	Dec 6 <input type="checkbox"/> *(Winter Market)

*Dates with an (\*) are "Open markets in which the number of each category of vendor is relaxed"*

**Please return this application form to:**

**Haney Farmers Market Society 11995 Haney Place Maple Ridge, BC V2X 6A9**  
 For more information please: E-mail- [haneyfarmmarket@hotmail.com](mailto:haneyfarmmarket@hotmail.com) Phone – 604-467-7433  
 Please circle your answers: May we share your contact information in our Market Directory / On our web site ?  
 Your phone number? **Yes / No** Your E-mail? **Yes / No** Your Web site? **Yes / No**

Do not write in this box

Membership Paid (\$15.00) Cash  Cheque# \_\_\_\_\_ Receipt# \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / 200\_\_\_\_\_ Membership # \_\_\_\_\_

Friend of the market  Vendor  Approved by \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / 200\_\_\_\_\_

Food Safe  Health Cert.  Organic Cert.  Juried  Pre-paid  Receipt# \_\_\_\_\_ Ledger  Letter

## HANEY FARMERS MARKET VENDOR GUIDELINES 2008

The Haney Farmers Market has been created to encourage a healthy community. In doing so, we strive to offer a safe, relaxing and enjoyable place for people to come together. The market will serve to stimulate and support local economic initiatives, to provide an opportunity for community groups and individuals to inform and entertain their neighbours, and to support and strongly encourage practices which work towards ecological and community health.

The Haney Farmers Market wishes to encourage the availability of a variety of products. We wish to give local farmers, crafters and prepared food vendors an opportunity to sell their own locally made, baked or grown goods; thus re-sale of items is strictly prohibited except as noted below.

### **Market Hours:**

For the year 2008, the market will be held every Saturday, May to October from 9:00 AM to 2:00 PM in Memorial Peace Park on 224<sup>th</sup> Street, in front of the bandstand. The Haney Farmers Market will also hold several markets throughout the year as scheduled on our application forms and noted with an (\*). The rules are relaxed at these markets to allow more than the normal limit of vendors. However, all vendors must still conform to the make/bake/grow requirements. Vendors must be set up by 8.30 AM and must remain set up until the Market closes (2:00 PM) even if the vendor has sold out of goods. For the safety of vendors, market volunteers and our customers, **vehicles are prohibited in the market area after 8:30 AM.**

## GENERAL GUIDELINES 2008

### Cost and Payment:

1. For 2008 there is a vendor registration fee of \$15.00 which includes membership of the Haney Farmers Market Society. Youth vendor registration fee is \$5.00.
  - A) All vendor stalls will cost \$20.00 per market. Youth vendor fees are \$2 per market.
  - B) Cheques should be made payable to the Haney Farmers Market Society.
2. A receipt will be issued at the end of the year covering all payments received.
3. If you have booked for a market and are unable to attend, forty-eight hours' notice would be appreciated to allow for site planning.
4. The Haney Farmers Market will provide vendors with a contact number for questions and concerns that need to be addressed.

### Stalls, Signage and Parking:

1. Stall sizes are 10 X 10 ft. We also have 3 drive - in stalls available for farm vendors selling from their vehicles. *Please indicate on your application if you need a drive- in stall.* The cost for a stall space for each market day is \$20.00.
2. 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.
3. Vendors must display a sign identifying their business name. The sign must not exceed or be placed outside the area of the vendor's stall. The sign must be visible and clearly legible and of a reasonable size at the discretion of the coordinator.
4. It is the responsibility of the vendor to display other signage pertinent to their business, for example, but not limited to, organic certification. All items for sale must be clearly priced.
5. Parking is permitted in the underground parking lot. First hour is free additional hours are available at a rate of .50/hour.

### Health and Safety Regulations

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. Prepared food vendors must comply with producing only low risk foods. The Haney Farmers Market Society is required to have a **\*Level 1 Food Safe Certificate** on file for all prepared food vendors. Please include this certificate or a photocopy with your application and note that your application will be incomplete and declined if it is missing. You will also need to complete an **\*Application-Sale Of Home Prepared, Non-Potentially Hazardous Food At Temporary Food Markets** form and send this in to the Fraser Health at least 14 days prior to the market. The Market Society recommends that vendors have original certification(s) at all markets attended.

**PLEASE NOTE: If you have filled out the** (Application Sale of Home Prepared, Non-Potentially Hazardous Food At Temporary Food Markets) **in a previous season and you are preparing EXACTLY THE SAME food items then you do not have to re-send the form, BUT YOU MUST E-MAIL US AT - haneyfarmmarket@hotmail.com WITH "ATTENTION EILEEN" IN THE SUBJECT LINE TO TELL US THAT ALL PRODUCTS ARE THE SAME.**

**\*Fraser Health Office  
400 - 22470 Dewdney Trunk Rd.  
Maple Ridge  
Email - feedback@fraserhealth.ca  
Phone - 604-476-7000 or toll free - 1-877-935-5669**

**\*\* Please note that all food items for sale must be labeled with a complete list of ingredients and the name of the producer.**  
Other guidelines may apply - contact - feedback@fraserhealth.ca

2. In accordance with the Fraser Health Authority regulations there is no smoking permitted around the sale of food in the market area. All vendors not involved in the sale of food must be considerate of other vendors and customers and use discretion while smoking.
4. In accordance with Fraser Health Authority regulations all vendors involved in the sale of food products are required to keep accurate and detailed records of what will be sold at each market.

*Please Note: It is the responsibility of the Market Society to enforce these regulations as required by The Fraser Health.*

### Selling of Goods

1. The Haney Farmers Market Society expects that goods sold at the market will be of high quality. It is the responsibility of the vendor to ensure that their goods are competitively priced, well displayed and attractively packaged. Prices must remain consistent throughout the day.
2. The Haney Farmers Market Society does not permit the re-sale of goods. We are relying on our vendors to adhere to this policy in "good faith", with this exception. To assist small producers who cannot come to the Haney Farmers Market due to lack of staff or other problem, the market will allow a person, other than the original producer of the product, to sell at the market, providing they are in an approved category of food products. Product must be provided by a supplier who conforms to our rule of "make/bake/grown" by the producer and the product is from BC. As the person would then be an agent of the producer, detailed knowledge of the product is required. Approval will be given on an individual basis, and after consideration by the board. Agents must display a sign detailing the source of the product and the name of its producer.

3. The Haney Farmers Market Society wishes to foster a connection between the consumer and the grower. Therefore, we strongly encourage those involved in making, baking or growing the items to be present at the market. However, you may allow a family member familiar with the methods of preparing the items for sale to attend on your behalf.
4. Customer service is very important to the Haney Farmers Market Society. We believe that vendors should be able to handle customer concerns and complaints themselves. However, if we receive any serious complaints about a vendor or their product the Market Society will investigate the issue.
5. All scales in use at the market must be certified LEGAL FOR TRADE.
6. The Haney Farmers Market will ensure that there is a reasonable limit to similar vendors. For further clarification: the market will have a limit of two Craft or Prepared Food Vendors selling similar products and will make every reasonable effort to locate similar vendors apart from each other. The Haney Farmers Market encourages an open and diverse market place.
7. The Haney Farmers Market plans to track 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 coordinator. This is a strictly anonymous form and is completely voluntary.
8. The Haney Framers Market board reserves the right to make an unannounced visit to the worksite of any vendor.

#### **Community Development:**

1. A non-profit group may set up an information stall once per month free of charge. The Haney Farmers Market will allow a maximum of one non-profit group per market day.
2. Once per month, the Haney Farmers Market will allow one non-profit group to sell/fundraise at a regular market. The non-profit group must sell their products at competitive prices to protect other vendors selling similar items.
3. Non-profit groups are permitted to sell/fundraise on a regular market day only once per year. There will be no charge for this service.
4. A non-profit group may sell at any markets marked with an (\*) at normal stall rates. Regular market rules apply regarding type of product for sale, (ie: products must have been locally made, baked or grown) and all health and safety requirements must be followed.
5. All applications require prior board approval. Proof of separate insurance is required or a market membership fee must be paid.
6. In an effort to support local small business, The Haney Farmers Market Society will offer opportunities for local small business with a storefront, to participate in the Market once per month. Regular membership and stall fees apply. All applications require prior board approval.

#### **Role of Volunteers:**

1. Volunteers are available for the relief of vendors. Please let the volunteers know when you need assistance.
2. Event volunteers are involved in the operation of the market. They are not necessarily members of the Market Society and are not able to interpret or make changes to market regulations.
3. All volunteers must consent to a criminal record check.

#### **General Rules**

1. **The Haney Farmers Market Society reserves the right to refuse any vendor.**
2. **Any failure to comply with the Vendor Guidelines may result in removal from the market.**
3. **Please remember that you are only allowed to sell the items you have listed on your application form that have been accepted by the Haney Farmers Market. If you wish to add a new item, or sell goods in another category you must re-apply and be accepted to do so.**

**Please note that the Market Society does not make the rules concerning health and safety. The Market Society is responsible for Compliance and can be shut down if rules and regulations are not met. A copy of the Fraser Health Authority Rules and Regulations can be picked up from the market coordinator. If and when a market volunteer visits your stall please keep in mind that any questions or concerns are in the interest of you the vendor, public safety and the market itself. If you have any questions or concerns, please do not hesitate to contact the Market Society or to speak with the market coordinator.**

**Thank you for participating in growing our community!**

Sincerely,

**The Haney Farmers Market Society    Phone: 604-467-7433    email: haneyfarmmarket@hotmail.com  
11995 Haney Place    Maple Ridge, BC V2X 6A**