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# HANEY FARMERS MARKET SOCIETY

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## MARKET GUIDELINES 2019

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### **HANEY FARMERS MARKET SOCIETY**

[haneyfarmersmarket.org](http://haneyfarmersmarket.org)

11925 Haney Place,

Maple Ridge, BC, V2X 6G2

[hfminfo@haneyfarmersmarket.org](mailto:hfminfo@haneyfarmersmarket.org)



[vendorinfo@haneyfarmersmarket.org](mailto:vendorinfo@haneyfarmersmarket.org)



[info@portcoquitlamfarmersmarket.org](mailto:info@portcoquitlamfarmersmarket.org)

## THE HANEY FARMERS MARKET SOCIETY

Our markets are community treasures, bringing together local farmers and artisans with local citizens and visitors, where visitors can meet their neighbors and their local farmers.

Operating successful farmers markets takes know-how, commitment, and cooperation from organizers, board members and volunteers to keep our markets sustainable and strong.

The Haney Farmers Market Society is a non-profit organization which manages two farmers' markets funded by vendor fees, grants and fundraisers and is supported by an enthusiastic group of volunteers, representatives from the Cities of Maple Ridge and Port Coquitlam and an active, volunteer Board of Directors.

We want to create and foster a vibrant network of farmers and artisans' and connect them directly with consumers and their communities. And to support local agriculture and healthy communities by strengthening and promoting Farmers Markets.

We want to provide the public with direct access to food producers, to stimulate and support the local economy, to provide opportunities to inform and entertain and to support and strongly encourage environmental sustainability.

## OUR VALUES

**Locally Grown or Produced Products** – We believe in supporting local growers and producers and those who engage in environmentally sound farming practices.

**Education** - We believe in educating the community about food choices and farming including locally grown options, nutrition, seasonal eating, organic growing, use of agricultural lands and the historical roots of farming in our community.

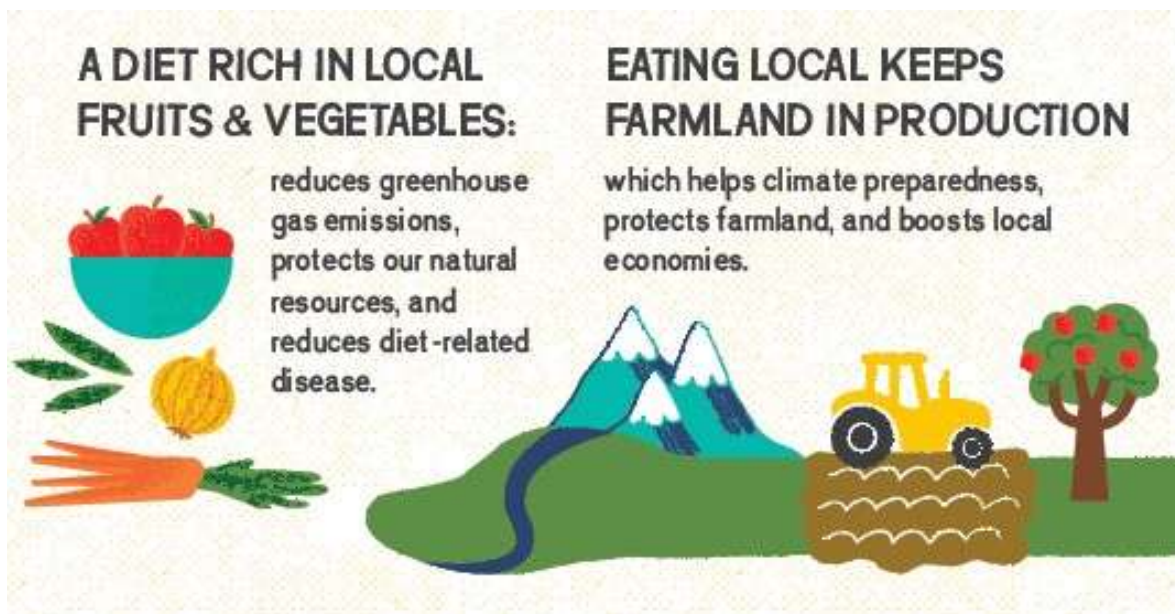
**Sense of Community** – We believe in building connections that create a sense of community through partnerships, collaborations and building relationships with the community at large.

**Opportunities** – We believe in creating a supportive environment that encourages the growth and development of community members and businesses.

**Inclusiveness / Diversity** – We believe in promoting and encouraging inclusiveness and diversity by respecting, honoring and celebrating uniqueness.

**Ambience** – We believe in creating an atmosphere that reflects a community that is welcoming, nurturing and provides opportunities for community to participate and celebrate.

**Sustainable Food (grown all year) Fresh (picked within a couple of days)  
Local (sourced from within 100 miles)**



**FRIENDS OF THE MARKET MONEY SUPPORTS**

- Our special events and programs
- Education
- Growth and Development
- Opportunities for home based businesses
- Young entrepreneurs

As a vendor in our Markets, you are part of a community of people – producers, staff, volunteers and patrons – who strive to strengthen the Haney and Port Coquitlam Farmers Markets to create a healthy, local food system.

Are you thinking about selling your produce or products at the Farmers’ Market?  
 It’s easy, with just a few guidelines to meet. ....

- Do you align with our markets’ mission?
- Are you focused on customer service?
- Do you see the success of our market as a whole as the key to your own personal business success?
- Do you work collaboratively?
- Do you use professional displays, merchandising and presentation skills?
- Do you use environmentally sound packaging and take home your own waste?
- Do you offer a good selection of product with ample supply?
- Are your prices and quality consistent with each other?
- Do you see farmers’ markets as part of your lifestyle, not just a financial venue?
- And are you helpful, cooperative, community minded, attend market and fundraising events, and invest in our markets’ success?

## HFMS Regulations and Guidelines for 2019

The Haney Farmers Market is located at 11925 Haney Place 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 2019, Haney Farmers Market season will run every Saturday morning from May 11 to November 9 in Memorial Peace Park from 9 a.m. to 2 p.m. In addition, we will hold a pre-season market on April 13 from 10 a.m. - 2 p.m. to celebrate Earth Day in Memorial Peace Park. Canada Day is on Monday this year and the Market will run from noon to 6 p.m.

. Questions? Contact the Market Manager: Call/text 604-839-6464 or email: [vendorinfo@haneyfarmersmarket.org](mailto:vendorinfo@haneyfarmersmarket.org)

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

For 2019, Port Coquitlam Farmers Market season will run every Thursday afternoon from June 6 to October 10 in Leigh Square from 3 p.m. - 7 p.m.

Questions? Contact the Market Manager: Call/text ? or email: [info@portcoquitlamfarmersmarket.org](mailto:info@portcoquitlamfarmersmarket.org)

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## A. General Information

1. **Membership** in the Haney Farmers Market Society: Voting membership is open to all who reside within Maple Ridge, Pitt Meadows and Port Coquitlam. Vendors are automatically voting members. Friends of the Market membership is nonvoting.
2. The Haney Farmers Market Society (HFMS) shall make regulations for the operation of the Haney Farmers Market (HFM) and the Port Coquitlam Farmers Market (PCFM) and shall amend, add or delete such regulations at their sole discretion.
3. A Market Manager shall represent the HFMS in all matters relating to the operation of the Haney Farmers Market. A Market Manager shall represent the PCFM in all matters relating to the operation of the Port Coquitlam Farmers Market.
4. The HFMS reserves the right to limit or prohibit the sale or distribution of any commodity, literature, material or article deemed not to be within the guiding principles of the HFMS.
5. We are striving to be a green market. No bottled beverages or commercially prepackaged foods are allowed. HFMS encourages the use of recyclable, earth-friendly take out containers. If your food products create waste that is not recyclable (ie. foil, soft plastics), you must provide a waste bin at your stall. No Styrofoam please. We encourage you to offer incentives for people to bring their own mugs/containers.
6. We believe in supporting Buy Local and BC products. *Applicants promoting BC products will be given priority.* All our farmers, food producers, wine, spirits and beer vendors are required to have only BC *grown, raised or manufactured* products for sale. Other vendors selling ready to eat foods, baking, preserves, dry mixed baking packages, dried teas, herbs, spices, coffees, must show the percentage of local BC products used in their items. Body Care soaps/lotions and Aroma Therapy oils, must show a percentage use of local BC ingredients itemizing separately those items grown by the vendor incorporated in their product.
7. Vendors shall not have exclusivity on any product(s). HFMS works with vendors to provide a quality marketplace with variety and diversity
8. The HFMS is not responsible for lost, stolen, damaged articles or money.
9. There is no smoking of any kind within the confines of the marketplace.
10. 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. Please keep your dog from barking.
11. As part of our marketing strategy, the Markets work toward making market days a celebration with special events arranged to encourage visitors. Your participation in these events will strengthen the collective marketing strategy.
12. Any failure to comply with the vendor regulations may result in removal from the market and/or suspension of membership in HFMS. Refer to Item F, page 9.

## B. Application, Insurance, Jury process and Approval

Highest priority will be given to farmers, growers, ranchers, fishers, food producers and makers of prepared foods. Other returning vendors will be given consideration by seniority, vendor loyalty, previous attendance record and support of local and BC products. We work with each vendor to best accommodate dates and space.

### 1. **Application:** Please be sure to complete the entire application. Incomplete applications will not be considered.

Each year prospective vendors will submit a completed application form which will include:

- All documentation required for their category, ie. Health approval, Food Safe or Market Safe, insurance certification, etc.
  - A detailed itemized list of all items intended for sale.
  - Farmers, growers, ranchers, fishers, foragers are requested to fill out a Declaration of Farming Practices each year and list all products which will be offered for sale at our markets.
  - Returning vendors have until the 30<sup>th</sup> of March to register. Dates may be amended, the Selection Committee would just like to know that you plan to attend to allow future space.
  - After this date new applicants will be considered by the Selection Committee according to the demand for their product; number of vendors selling the same product and number of spaces available.
2. **Insurance:** ALL VENDORS must have liability insurance to cover their tent and contents. Please have the City of Maple Ridge, City of Port Coquitlam and Haney Farmers Market Society added as additional insured. Prepared food, concessions and ready to eat vendors should include food poisoning coverage. Massage Therapists please include a copy of License to Practice. HFMS requires a copy of the front page of your policy to be included in your application documents. It is the vendor's responsibility to ensure they have proper coverage. Insurance should cover transportation, breakage, accidents at the market, etc. Suggested insurer: <http://www.bcfarmersmarket.org/vendors/vendor-insurance-program>  
\*Unfortunately, vendors selling bars of soap (as a single product or as one of multiple products) are not eligible for the BCAFM Vendor Insurance Program.
3. **Jury:** \*Returning vendors do not need to be re-juried if all items remain the same.\*  
Please be sure to provide as much information on your application as possible. Items will be judged based on originality, design, workmanship, sale ability and balance. Only vendors in the prepared food, food service, concession and craft categories will be juried. Once your application and documents have been received, you will be contacted with a jury date. The Jury Committee is comprised of crafts people, prepared food people and experienced vendors.

**\*\*Only those items approved by the jury may be sold at the market.\*\***

New items may not be introduced without approval and further jurying by the Committee

- a. All vendors selling food items must provide a current copy of a license/letter of approval from Provincial health authorities and a Market Safe or Food Safe certificate. Note on the application ingredients used of BC origin. A random sampling of prepared food items will be juried. All ingredients must be listed on the product label.
- b. Vendors with creams and lotions must provide product that can be opened and tested. Note on the application ingredients used of BC origin. All ingredients must be listed on the product label. All products must be approved by Health Canada. We require the submission number showing the cosmetic documentation was filed.
- c. Wine, Spirits and Beer vendors must first apply to the BC Liquor Control and Licensing Branch re Policy Directive No 14-11 for permission. A copy of this authorization must accompany their application. All alcohol must be of BC origin and bottled in BC.
- d. Crafters note that all crafts must be hand made by the applicant. Crafts items considered will have been created, sewn, constructed or otherwise fashioned from materials that have been significantly altered in some way that makes the item unique. No kit crafts, imported crafts or item crafted by someone other than the applicant will be accepted. Note on the application materials used of BC origin. Artists may sell reproductions of their own original creation.

- e. Food Service Vendors includes food trucks (FSV) and Temporary Food Concessions. (TFP)
  - i. All FSVs must have a current Mobile Food Service Vendor Permit and Temporary Food Concessions must have a copy of their 14 day permit that authorizes selling at farmers markets. A copy of the permit must be submitted with your application.
  - ii. All food handlers are encouraged to receive Hepatitis A & B vaccinations.
  - iii. FSV must carry a minimum of \$1 million liability insurance. City of Maple Ridge, City of Port Coquitlam and Haney Farmers Market Society must be included as additional insured. Submit proof of insurance prior to your first market date.
  - iv. FSVs must provide their own power.
  - v. Product uniqueness, use of local food ingredients are encouraged and supported by HFMS, HFM and PCFM.
  - vi. We encourage advertising of the use of local food ingredients whenever possible, particularly cross marketing with our farmer vendors. Clearly display on menus ingredients and prices for all items offered for sale.
  - vii. We encourage FSVs / TFPs to provide alternatives for those with dietary restrictions (ie. Gluten free, vegetarian, vegan). We also encourage those FSVs participating in the morning market to provide a breakfast option.
  - viii. FSVs and TFPs may provide one drink option to complement their menu *when no other drink vendors are at a market*. Drinks must be made by the vendor and not pre-packaged.
  - ix. FSV and TFP must have an appropriate, inspected, functional fire safety system in their space at all times. Failure to meet this standard will result in being asked to pack up for the day. FSV vendors will not be allowed to return without first providing proof of a working fire suppression system. Market Manager will check regularly.
4. **Approval:** 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 11, Appendix A for preferred methods of payment.
5. HFMS reserves the right to visit the farm/production location of any vendor in order to verify the methods and raw materials used in products offered for sale.
6. The decision of the Jury, Market Management and Board of HFMS is final.

### C. Sale of Goods

- 1. All vendors must live and produce their product within the province of British Columbia.
- 2. All products must be made, baked, grown, harvested, raised, caught or wild harvested by the vendor or an approved designate. However, to assist other food producers who may be unable to attend the market on a regular basis, a vendor may act as an agent for the food producer provided that:-
  - a. The original food producer meets the residence, health and local production requirements.
  - b. The product is in the approved farm or prepared food category only.
  - 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. Any item not grown/raised by YOU, must show the name of the grower/rancher. A sign should be posted clearly identifying the name of the food producer and the source of the product being sold. As well, the food 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 Market Safe or Food Safe 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, page 12, Appendix B.*

**Do you want to take the Market Safe course? Please check out <http://www.foodsafe.ca/marketsafe>**

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 or on a price list posted at the individual booth.

7. Health authorities state that boxes and cartons must be kept at least 6" off the grass or other ground surface to prevent contamination. Placed on a tarp or ground sheet is acceptable. As we are a dog friendly market, it is the vendor's responsibility to keep their product out of the dog's reach.

8. Vendors are not permitted to 'hawk' their products or harass customers and other vendors in any way.

9. Prices of products must remain consistent throughout the day. Vendors are encouraged to price competitively and be reflective of its unique value. No 'dumping' of produce is permitted.

10. HFMS tracks sales to prepare for grant applications, and for the purpose of analyzing and communicating market sales. Therefore, at the close of each market, vendors will be asked to estimate their total sales, complete an anonymous form under their category and hand in to the market manager.

11. General Store sales: At the discretion of the Board, Executive Director, Selection Committee and Market Managers, if there is a product that is not represented at the Market and which possibly would make for more diversification at the Market and when that vendor cannot come at all, the product may be purchased, at cost, and sold at The General Store for a profit, the money of which would go to the work of the Market.

#### **D. Cost and Payment**

All Vendors are required to be members of the HFMS purchasing a current year membership for \$25 which covers their activities at **both** the Haney Farmers Market and the Port Coquitlam Farmers Market. Membership for Youth Vendors is \$5.

Note: Receipts for the membership fee will be given at time of payment.  
A statement for market day fees will be issued at the end of the year.

1. The non refundable stall cost per regular market day in **2019 is \$40** and includes GST, \$5 for youth vendors.  
**Pre-payment is required to book space for all market days.** *See page 11, Appendix A for preferred methods of payment*

#### **Cancellations:**

2. We are a rain or shine market, inclement weather is not accepted as a reason for cancelling. If you need to cancel due to other reasons, please provide two days notice of cancellation. Prepaid fee of day missed will be paid forward to your next market date. Membership fees are not refunded under any circumstances. See E item 2

**3. Vendors who attend a market without pre-payment will pay \$50 per market day.** Space cannot be guaranteed

Please make all cheques payable to Haney Farmers Market Society  
and send to: 11925 Haney Place, Maple Ridge, B.C., V2X 6G2

For more information please call, text or email the Market Managers :  
HFM = call/text 604-839-6464 or [vendorshaneymarket@hotmail.com](mailto:vendorshaneymarket@hotmail.com)  
or leave a message at 604-467-7433, Ext 2  
PCFM = call/text ? or [info@portcoquitlamfarmersmarket.org](mailto:info@portcoquitlamfarmersmarket.org)  
or leave a message at 604-467-7433, Ext 2



## E. Attendance, stalls, weights, signage, electrical, and parking

1. **Attendance:** 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. Market Cell Number is HFM = 604-839-6464 PCFM = ? CALL OR TEXT.
  - a. Vendors are required to give 48 hours notice (2 days) if they will miss a market. Prepaid fee of day missed will be paid forward to your next market date. Two cancellations without notice ('no-shows') can mean a forfeiture of future market dates. Membership fees are not refunded under any circumstances.
2. **Stalls:** Prepaid stalls will be guaranteed up to 15 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!* Stall assignment is based on available space. Vendor's tents must not exceed the space provided of 10x10. Weather protection and display materials are the sole responsibility of the vendor. Tents and awnings must be well-maintained and securely anchored.
  - a. Set-up must be completed at least 15 minutes before the market begins. Take-down may **not** commence before the close of market or at the discretion of the Market Manager. Unloading time limit of 10 minutes.
  - b. Management reserves the right to allot space and make changes when necessary to adjust the flow of traffic or customer lineups.
3. **Weights are mandatory.** 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; weights **at least 20 lb** per tent leg. **NO SPIKES.**
  - a. Please note: for HFM, due to wet ground conditions in Memorial Peace Park, suitable ground cover is required to protect your feet and the grass. It is your responsibility to protect yourself and your customers in your tent area.
4. **Signage:** Vendors must display a sign identifying their business name. The banner sign must not exceed nine feet (9') in length. A-frame signage may not be placed outside the area of the vendor's space. The sign must be clearly visible and legible and of a reasonable size. Signs should meet market standards. Vendors are encouraged to provide business cards for their customers. *See Vendor Tips brochure for more ideas.*
5. **Electrical:** Electricity requirements for appliances must be preapproved. **NO ELECTRIC HEATERS, propane only.** All electric cords must be at least a 50' – 12 gauge 3 prong outdoor type.
6. **Parking:** All vehicles must be removed from the market site at least 30 minutes before the market opens. There is ample parking in the underground parking lot in Maple Ridge (one hour free, \$3 /day) (see free parking sites on last page) and around the park at Leigh Square.
7. Vendors are responsible for the care and clean-up of their stall area.
  - a. All trash must be removed and taken home at the end of the day.
  - b. Vendors use of the host garbage containers is not permitted.
  - c. Grey water disposal. Contact Market Manager who will accompany you to the spot
8. For the convenience of new vendors, there are a few 10x10 tents available for rent (\$15 per market) as well as 6' tables (\$5 per market). Side panels (\$3 per mkt) Booking must be made well ahead as there are only a few of each.

## F. Vendor conduct, conflicts, complaints, challenges and appeals:

It is the policy of the HFMS not to disclose the name of the complainant or challenger.

1. **Conduct:** The Markets are a place of business and a public forum. Polite professional behavior as well as honest business practices is expected. Calling out (hawking) items for sale or other aggressive behavior is not permitted.
2. **Conflict** – vendors experiencing any difficulty with customers, health officials, market volunteers or another vendor should refer the matter promptly to the Vendor Representative or Market Manager.
3. **Complaints, by a vendor or a customer,** about vendors, their products, pricing issues or the operation of the market are to be given, *in writing*, to the Market Manager. Public airing of these concerns at the market is not permitted. *Complaint forms are available from the Vendor Representative or Market Manager.*

3a. If any disciplinary action needs to be taken, the process will be:

- i. First offence: Verbal warning
- ii. Second offence: Written warning
- iii. Third offence: Expulsion from the market for that day, documented in writing for the Board via the Market Manager's weekly report.
- iv. Final offence: Expulsion from the market for the remainder of the season, documented in writing for the Board via the Executive Director's monthly report.

4. **Challenges** may be made for suspected misrepresentation of product by a vendor. *A challenge must be submitted in writing along with a \$25 fee before any action will be taken.* Physical and/or verbal evidence must be supplied along with names of witnesses. This challenge must be made on the day, or within two days, that the violation is observed. The vendor of the challenged product will receive a written notice from the Board and will be asked to respond, in writing, by the next market day. A committee comprising the Executive Director, Market Manager, Vendor Representative and two members of the Board of Directors will be responsible for ruling on the challenge in a timely manner. Challenge forms are available from the Market Manager or Vendor Representative.

5. If the ruling is negative to the vendor the vendor may appeal. Appeals must be made in writing and include a clear and specific description of the complaint challenge and sent to the Executive Director, Market Manager, Vendor Representative and the Board of Directors as well as all persons involved in the matter.

A mediator could be appointed if the matter cannot be resolved in a timely manner.

## H. Community Development

### Non Profits:

1. **All non-profit applications require prior Board /Selection Committee approval.** It is required that the community group purchases a Friend of the Membership @ \$20.
2. A **non-profit education or community group** may set up an information-only display at the market *once per month* free of charge.
3. HFMS reserves the right to limit the number of non-profit groups permitted to attend on any given market day.
4. *Once per season*, a non-profit education or community group may sell/fundraise on a regular market day at no charge at the discretion of the Market Manager and the HFMS Board, providing the product meets the Market's make, bake, grow criteria.
5. If a Non-Profit group would like additional fund raising dates a fee of \$40 will be charged for each additional market date.
6. Groups promoting one political party or religious perspective are not considered education/community groups.

### Backyard Gardener:

For information on applying to attend any of the markets as a **Backyard Gardener**, please refer to the Backyard Gardener Application Form.

### Youth Vendor:

For information on applying to attend any of the markets as a **YOUTH VENDOR**, please refer to the Youth Vendor application form. Any date requested will be subject to availability. Cost of booth space is \$5. Youth tents will be located in the Kids Corner area. Tents rentals are available at a special youth rate of \$10.

### Local Small Businesses:

In an effort to support **local businesses**, HFMS will offer opportunities for local small businesses with a storefront that support healthy food choices and our make, bake, grow criteria to participate in the Market at the discretion of the Market Manager and the HFMS Board. Regular membership and stall fees apply. **All such applications require prior Board/Selection Committee approval.**

### Corporations:

To support large corporations in educating the public, space is available at \$100 per market.

**All such applications require prior Board/Selection Committee approval.**

**Services such as massage therapy** will be accepted if there is space available and on a seniority basis, dates being rotated to give our customers access to a variety of practitioners. Persons who provide services that physically manipulate the body must provide a copy of License to Practice to the Market Manager with their application showing the City of Maple Ridge, City of Port Coquitlam and Haney Farmers Market Society as additional insured.

# HANEY FARMERS MARKET SOCIETY

## APPROVED METHODS OF PAYMENT

### Appendix A

\*\* Please make all cheques payable to the Haney Farmers Market Society\*\*

**Note that there are no refunds.** For any cancellations of a prepaid date a credit will be applied towards a future date. HFMS is required to collect GST.

1. Preferred method:

Upon receipt of the acceptance letter, provide individual post dated cheques (or cash) for each market day; \$40 includes GST per market. To change market dates, the appropriate cheque or cash will be paid forward, allow a 2 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:

Post dated cheque(s), or cash for each market, \$40 includes GST per market, presented to the Market Manager at the beginning of each month/quarter.

3. **Discounts:** Upon receipt of the acceptance letter, one cheque, paying in full for :

> **HFM:** vendor will receive 15% discount for a **twenty-nine week** season : or 10% for a **twenty-five** week season.

> **PCFM:** vendor will receive 15% discount for a **nineteen week** season: or 10% for a **fifteen** week season.

Approval to change dates will be at the discretion of the Market Manager.

4. Pay-as-you-go, drop in vendors, cash or cheque, will be \$50 per market day.

5. Statements for market fees paid will be sent out at the end of the year.

6. Please make all cheques payable to:  
and send to:

Haney Farmers Market Society  
11925 Haney Place, Maple Ridge, BC, V2X 6G2

for more information email:

HFM: call/**text** 604-839-6464 or email: [vendorinfo@haneyfarmersmarket.org](mailto:vendorinfo@haneyfarmersmarket.org) or leave a message at: 604-467-7433, ext 2

PCFM: call/**text** ? or email: [info@portcoquitlamfarmersmarket.org](mailto:info@portcoquitlamfarmersmarket.org) or leave a message at: 604-467-7433, ext 2

**HANEY FARMERS MARKET SOCIETY**  
**HEALTH AND SAFETY**  
**Appendix B**

**Prepared Food, Meat, Poultry, Fish and Eggs:**

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 (Fraser Health Regulations including application). The HFMS requires a copy of the MarketSafe or Level 1 Foodsafe certificate for all prepared food, meat, poultry, fish and shell egg vendors. Foods in the low risk category can be approved by the Market Managers, please submit your product for jurying. Foods in the higher risk category must be approved by Fraser Health, please submit your application to the EHO of your area or as noted below.

**ALL higher risk prepared food, meat, poultry, fish and shell egg vendors** must complete an ‘Application – Sale of Higher Risk 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.*

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.

All food items must be protected from contamination while at the market. This may include pre-wrapping the items or providing a screen or sneeze guard which covers the items on display. Including having **all boxes at least 6” above the ground or on a ground sheet or tarp.**

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. No skin to food contact. Please provide a waste basket for used toothpicks, etc.

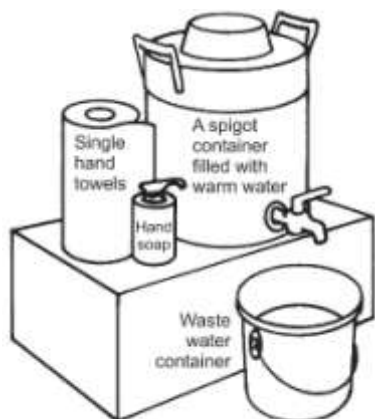
A satisfactory means of cleaning hands and utensils (when used by a vendor) should be provided as per the Health Authority guidelines and as follows:

- 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
- c. Concession vendors must comply with Fraser Health Authority guidelines and provide their own pressurized hot/cold wash station.

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.

Vendors of raw meat, poultry and fish must be familiar and have complied with Fraser Health guidelines for the “Sale of Raw Foods of Animal Origin at Temporary Food Markets” as outlined in Appendix iii of their guidelines dated June 2016. See the .pdf file on our webpage.

Vendors who use cooking equipment must provide their own appropriate, inspected and operational fire suppression equipment.



\*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

Do you want to take the Market Safe course? Please check out <http://www.foodsafe.ca/marketsafe>  
It is especially designed for farmers, food producers and processors, who make, bake or grow products to sell at local farmers' markets.  
It is now available online at Open School BC.  
<http://www.openschool.bc.ca/info/marketsafe/index.html>  
and is highly recommended by HFMS.

## CHILDREN AT THE MARKET

### Vendor Children:

Defined as children of vendors or children brought to the market by vendors who are responsible for their well being.

### Market Children:

Defined as children of customers or the general public.

Vendors may introduce their children to the Farmers Market as a place of business, learning skills that will enhance their future opportunities and to volunteer for tasks appropriate for their age, skill set and interests. Please see the Market Manager or Children's Coordinator to discuss specifics.

When it may be inappropriate for vendor children to actively participate in the Market they must remain within the confines of the vendor parent booth and be supervised at all times.

Where vendor children are identified as a hindrance to the business of the market the vendor will be required to arrange for their child/ren to be removed. Hindrance defined as activities that jeopardize the business of vendors and customers conducting business. A decision made by the Market Manager on this issue will be considered final.

The Children's Coordinator and the activities at the Children's Tent are not designed for the purpose of entertaining, babysitting or minding vendor children.

### The market has a Missing Child Alert Procedure.

Please be alert for any activity or persons that appear to be involving children against their will. Should anyone come to you and advise that their child is missing please advise the following people as well as reporting concerns to the Market Information Tent. Market Manager, Children's Coordinator, Vendor Representative or Music Coordinator or any of the market volunteers. They will then proceed with the Missing Child Alert Procedure.

## VENDOR COMMITTEE

All vendors are automatically members of the Vendor Committee with the purchase of their \$25 HFMS membership and are represented by the Vendor Representative at each market.

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

Any recommendations 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 Executive Director and/or Board of the Haney Farmers Market Society.

It is also a vehicle in which vendors can:

- address their concerns
- advise re vendor alerts
- advise on new and preferred vendors
- 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
- attend the annual Vendor and Volunteers Get Together before the first market.

Meetings, if necessary, will be held in the Memorial Peace Park Bandstand or the Port Coquitlam Gathering Place immediately after a market as and when it is decided amongst the group and the Market Managers.

Helpful links for vendors:

<http://www.facebook.com/BCArtisansCraftersAlliance?ref=hl>

<http://www.haneyfarmersmarket.org/>

<http://www.bcfarmersmarket.org/>

<http://www.wikihow.com/Become-a-Farmers-Market-Vendor>

<http://www.hobbyfarms.com/farm-marketing-and-management/8-tips-for-beginner-farmers-market-vendors.aspx>

Facebook: Makers, Bakers, Growers of BC.

**GLOSSARY:**

**Executive Director:** Responsible for overseeing all the markets throughout the season.  
**Market Manager:** Responsible for the individual market day's activities.  
**Market Coordinator:** Responsible for the market infrastructure and vendor well-being.  
**Entertainment Coordinator:** Responsible for music and entertainment.  
**Children's Coordinator:** Responsible for children's activities.  
**Market Assistant:** Assists the Manager and Coordinators.  
**Vendor Representative:** Liaison between vendors and manager/coordinator.  
**Vendor:** One who has made, baked, grown, raised, caught or wild harvested products of BC origin which have been approved to be sold at the weekly market.  
**Products and use of local ingredients:**  
 Farm products include those which are grown, harvested, raised, fished, foraged 100% in BC.  
 Processed items include ready to eat foods, preserves, baking, dry mixed baking supplies, dried teas, coffees, herbs, spices and must show the percentage of local BC products used in their items.  
 Wine, Beer and Spirits: ingredients must be of BC origin and preparing, packaging done in BC.  
 Body care creams, lotions, soaps and Aroma Therapy oils must show a percentage use of local BC ingredients itemizing separately those items grown by the vendor for use in their products.  
 Craft/Artisans: the producer has taken basic components and combined them with skill to create a whole new material, substance or unique finished item. An artist may sell reproductions of their own original creation.  
**Youth:** 15 years of age or younger  
**Food Service:** Self contained mobile food truck.  
**Concession:** Temporary food premise, with a 14 day license.  
**Agent:** *Restricted to produce and prepared food vendors only:* Approved Vendor who sells on behalf of another producer. Product is limited to 30% of total goods. Documentation must be displayed.  
**Backyard Gardener:** An individual who has grown produce in their own backyard which is to be sold at the weekly market. Backyard Gardener table may be shared with other backyard gardeners.  
**Community Table:** A 10x10 space set aside for non profit education and community groups to use to inform the public of their activities.  
**Corporation:** a large company such as: Telus, Fortis, BC Hydro, Rogers, Real Estate Brokers or companies that would like to utilize the Farmers Market as a place to promote their services by providing information and education.

**MARKETS AT A GLANCE**

(Cut out and save)

Market	Location	Dates	Market Start and End Times	Setup by
Haney Farmers Market <b>604-839-6464</b>	Memorial Peace Park 224th Street Maple Ridge	Every Saturday 11 May to 9 November	9AM to 2PM	8:30 AM
Port Coquitlam Farmers Market <b>?</b>	2253 Leigh Square Port Coquitlam, off Shaughnessy Street between McAllister and Wilson Avenues	Every Thursday 6 June to 10 October	3PM to 7PM	2:30 PM

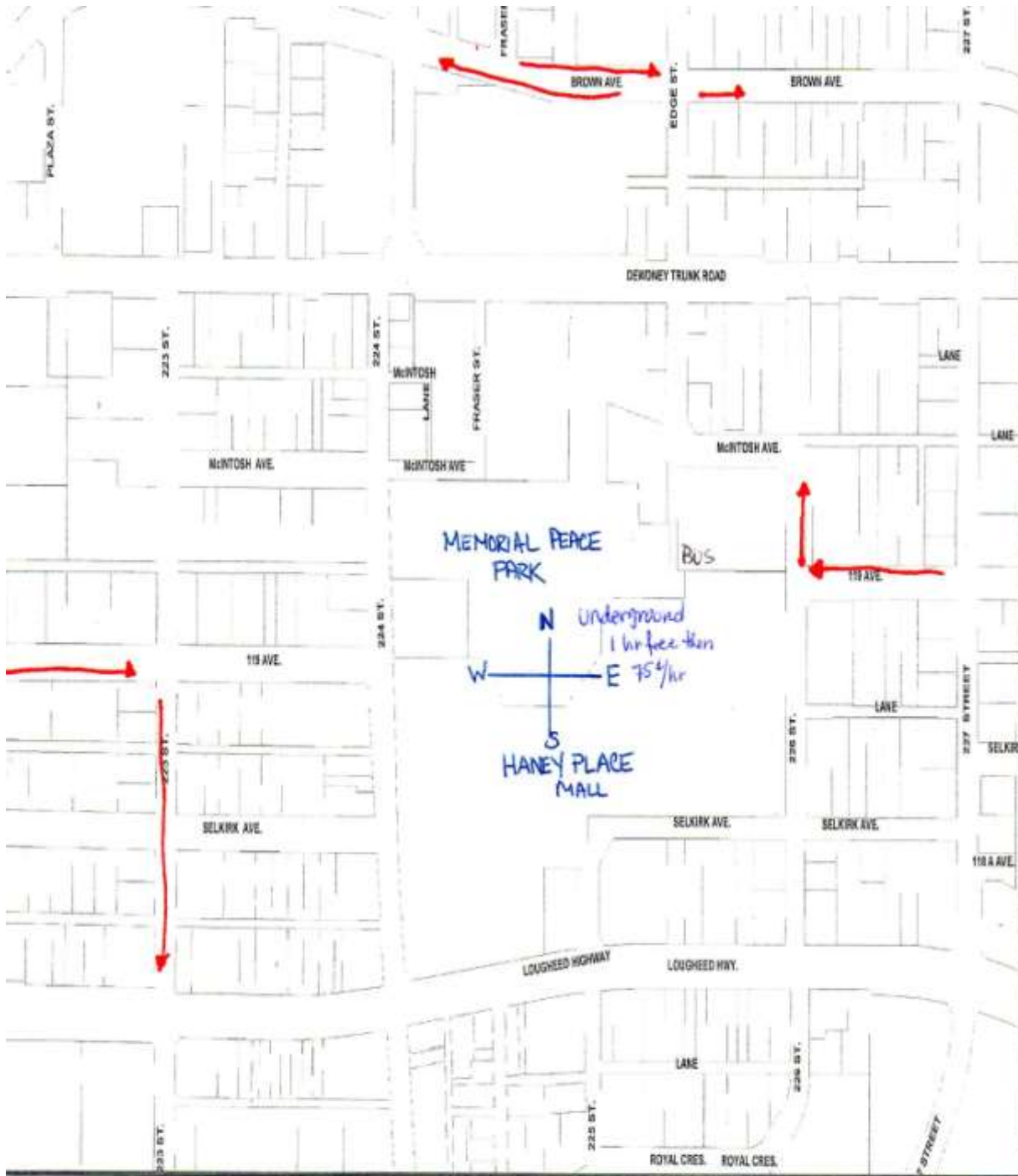
If delayed call the Market Cell Phone Number:

**HFM 604-839-6464**

**PCFM ?**

Note: Prepaid stalls will be guaranteed up to 15 minutes prior to the market opening

# Haney Farmers Market FREE PARKING ON STREETS MARKED IN RED



Free parking on streets marked in red







