



Royal City Farmers Market (RCFM) Guidelines 2009

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.

There are three kinds of vendors: farm, prepared food 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.

Farm Vendors:

- A farm vendor is a person who produces agricultural products from land which they own or control, or have a license to harvest from (such as wild foragers or fishers). Examples include produce, eggs, dairy, meat, fish and nursery products.
- A farm vendor may sell value-added products made from their own farm product. Farm vendors selling value-added food products or eggs, honey, dairy, meat and fish must also follow the prepared food vendor guidelines.

Prepared Food Vendors:

Two categories

- 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 are juried annually. All prepared food vendors must comply with the Fraser Health Authority 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.

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, 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 one table available at each market for Not-For-Profit groups. There will be no charge for this table, but to ensure we have a commitment to the space, we are requesting a deposit of \$35, which will be returned once the group participates 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.

All Vendors must:

- Arrive not more than 2 hours, and at least 45 minutes before the market begins.
- 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 requiring the power or refrigeration their vehicle provides.
- 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.
- 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.
- 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. 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.
- 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.
- 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 tent and table can 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.
- 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 about the Royal City Farmers Market

- Stall sizes and fees are:
 - 6 feet by 6 feet - \$20 per week
 - 10 feet by 10 feet - \$35 per week
 - 10 feet by 17 feet - \$50 per week
- The 2009 market season will be every Thursday, 3-7pm, from June 25th to October 8th.
- 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.

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. Describe the products you are selling, in detail, and indicate which market dates you are interested in.
- Return the completed form along with the application fee (\$10) by March 15, 2009. This does not guarantee a space at the market.
- Prepared foods and artisan/craft vendors will 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, become a member of the Royal City Farmers Market Association, sign and return the RCFM Agreement, and either pay the stall fees in full or provide the Royal City Farmers Market Association with post-dated cheques dated two weeks before the market to which they apply.