

*Growing the heart of the community  
through the Pemberton Farmers' Market*

**Pemberton Farmers' Market Association**

*Artisan/ Service Vendor Application*

June 1<sup>st</sup> – October 26<sup>th</sup>, 2018

Fridays, 3:00 – 6:30 PM

Community Barn, 7437 Frontier St., Pemberton



*The Pemberton Farmers' Market strives to cultivate a vibrant market  
for local growers and makers, welcoming consumers to gather and connect with  
producers of a diverse selection of quality products from our region.*

As a non-profit organization, we continue to strive towards financial self-sustainability through the operation of the social enterprise. **PFM Member participation and support** in the annual AGM, fundraising activities and market events and activities contributes to the health and financial stability of the organization.

Please initial here to indicate you have understood our request for your participation in PFM fundraising activities whether through product donation, ticket sales and/or event promotion.

Business Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

<b>List all the products/services below that you plan to sell at the market, or attach the list to this application if more space is required.</b>			
Product Name (list info for each individual product)	Description	Price Point	
Do you intend to sell products that were not produced by yourself?		YES	NO
<i>If so, please refer to our <b>Vendor Rules &amp; Regulations on Partner/Collective Vendor arrangements.</b> Signage of each Partner Vendor should be clearly displayed at the stall.</i>			
If you have a Partner/Collective arrangement to sell products other than your own, please list each product below and provide the partner vendor they would come from:			
<b>PARTNER NAME</b>	<b>PRODUCT</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Do you have liability insurance?		YES	NO
If no, please sign here to waive PFMA, its employees, contractors, and directors and the Village of Pemberton of any and all responsibility for damages and claims arising from your attendance and sales at the Pemberton Farmers' Market.			
Signature:			
Date:			
Do you require electrical power at your stall?		YES	NO
Please describe the appliances(s) that require power:			
Please describe other special requirements you have (ie tent, site specifications, shade):			
Have you previously been a vendor at this market?		YES	NO
Which years:			
Does your business have a retail/commercial outlet?		YES	NO

Would you support a transition to an online vendor application and management system for the PFMA in the future?	YES	NO
We may be available to volunteer at PFM events and workshops:	YES	NO
We may be able to donate product towards fundraising events:	YES	NO
We may be available to support the PFM team with fundraising events:	YES	NO
We may be available to participate in committee work for the PFM:	YES	NO
We may be able to provide photos, logos, product information, recipes, bios, social media links etc. to support PFMA social media campaigns:	YES	NO

<b>ALL APPLICATIONS ARE REVIEWED IN CONSIDERATION OF THE FOLLOWING CRITERIA:</b>		
Is your product or service produced in the <b>Sea-to-Sky Corridor</b> ?	YES	NO
If not, please indicate where your product or service is produced:		FOR OFFICE USE ONLY
Are you a returning vendor? If so, for how many years?		
Our products or service is <b>100% Made, Baked or Grown</b> by the applicant.	YES	NO
Please provide details of cooperative/collective vendor arrangements if necessary:		
How is your product unique?		
Please describe your <b>Value to the Market Experience</b> :		

<b>2018 MARKET DATES</b>					
<b>Please circle all the dates you are applying for:</b>					
JUNE	1	8	15	22	29
JULY	6	13	20	27	
AUGUST	3	10	17	24	31
SEPTEMBER	7	14	21	28	
OCTOBER	5	12	19	26	
<b>Full 2018 Season (22 weeks)</b>					

All vendors must pay \$35 for their 2018 PFMA Membership Fee and prepay Table Fees (\$20/market day) for all dates they wish to reserve. A discount has been provided for booking the whole season. The \$20 Table Fee covers one Standard Stall Space (see Space and Layout below) and vendors must provide their own table(s). Additional market dates may be added after the application date but may be subject to Drop-In Rates (\$25/day).

Please submit applications by email: [info@pembertonfarmersmarket.com](mailto:info@pembertonfarmersmarket.com) by mail: Pemberton Farmers' Market, PO Box 994, Pemberton BC V0N 2L0. Or arrange pick up or drop off with Market Manager, Mollie Reynolds by email: [info@pembertonfarmersmarket.com](mailto:info@pembertonfarmersmarket.com) or cell: 604-966-4422. **All payments to be made out to the Pemberton Farmers' Market Association. Do not mail cash.** In order to have your application considered and accepted for this market season, please ensure that applications (Pages 1-4) and payment along with all necessary documents are received by May 1<sup>st</sup>, 2018.

ITEM	COST	FOR OFFICE USE ONLY
Prepaid payments for _____ (number of ) Market x \$20 or Full Season Fee (All markets, only \$400)		
Additional stall space for _____ (number of) markets x \$20		
Indicate dates additional space is required:		
Annual Pemberton Farmers' Market Association Membership Fee	\$35	
Partner vendors (\$10 per market per vendor)		
Circle payment method: CHEQUE CASH MONEY ORDER		
<b>TOTAL DUE:</b>		
I have read and understood the Rules and Regulations on the pages that follow (pages 4-8)	YES NO	

Applications received after the May 1<sup>st</sup> deadline may be considered but may be subject to Drop-In rates (\$25/market). The PFMA cannot guarantee market space and stall requirements on any late applications. Full refunds will be issued for any missed market days when appropriate notice is given as per our Cancellation Policy (see Rules and Regulations).

### Drop-Ins, Walk-Ins, and Pioneer Program

**Drop-Ins:** (non pre-paid days) are allocated on a first-come, first served basis, by reservation, pending space availability. Stall requirements (electricity, location etc.) cannot be guaranteed.  
**Walk-Ins:** are accommodated pending last-minute space availability. As above, stall requirements cannot be guaranteed.

Both Drop-In and Walk-In Vendors require current PFMA membership (\$35) and a \$25 Drop-In Table Fee will apply for ANY dates that are not reserved on initial application and prepaid.

Drop-In and Walk-In vendors must be ready to sell by 3pm on market day, adhere to market rules and must have approval of the Market Manager.

**Pioneer Program:** Local Sea-to-Sky Corridor vendors who have never previously attended the PFM are invited to try out the market free for their first time, pending space availability and approval of Market Manager. They must also complete a Vendor Application form for PFM records.

**Drop-In and Pioneer Program:** Market days must be reserved 48 hours ahead of time (Wednesday prior to market day) by email: [info@pembertonfarmersmarket.com](mailto:info@pembertonfarmersmarket.com) or by contacting the Market Manager, Molli Reynolds by phone: 604-966-4422.

<i>"Upon signing, I confirm that the information provided in my application is, to the best of knowledge, true and accurate. I agree to represent my products at the Pemberton Farmers' Market in accordance with the PFMA Rules and Regulations for the Market Season."</i>	
<b>Name:</b>	
<b>Date:</b>	
<b>Signature:</b>	

## PFM Rules & Regulations

### Payments and Applications

All required documents, payments and completed forms are due by May 1<sup>st</sup> in order for your application to be considered before the start of the season. If a vendor status is not approved, all payments will be returned. NSF payments will be charged \$40 per bounced cheque. Written receipts will be issued on the first market day of the season. All applicants will be notified of the application status by May 15<sup>th</sup>.

### Cancellation Policy

In case of illness or emergency, notice must be given to [info@pembertonfarmersmarket.com](mailto:info@pembertonfarmersmarket.com) or by calling the Market Manager no later than 48 hours before the market date in question. In that event, the full Table Fee will be refunded. These refunds will be made within 2 weeks after the last market of the season in October. Prepaid Table Fees are transferable from one market date to another date in the same season when notification is given within 48 hours in advance of the absence, pending space availability. Those who paid for the full season in advance will only be refunded after they miss the first two markets. For example, if you paid for the whole season (22 markets) and missed two, you will not be provided a refund. If you miss three, you will be provided a \$20 refund; four, a \$40 refund; etc. Vendors who do not show up for the market on days that were assigned may lose the benefit of having a space allotted to them at future markets and they will not be provided a refund if they did not provide proper notice.

### Safety and Security

Vendors are responsible for the general safety of the customer who shop at their booth and for the security of their product at the market. The PFMA will not be held responsible for any loss, theft or damage to the vendor, merchandise, display, supplies, equipment or products. **Insurance** – the PFMA asks that all vendors have their own insurance policy. The BCAFM offers vendor insurance plans at discounted rates.

### Pemberton Farmers' Market Association Membership

In order to vend at the market, all vendors are required to join the Pemberton Farmers' Market Association and be in good standing with the association. The annual membership Fee (\$35) entitles members to vote at the PFMA's annual AGM held every April the year following the market season. Membership allows participation at the weekly market from June to October. Members are expected to support and participate in annual fundraising activities and market events and activities that contribute to the health and financial stability of the organization.

### Products and Services

Only approved products and services that are **100% made, baked, grown, raised, caught or wild harvested** can be sold, displayed or advertised at the PFM. Local products (Sea-to-Sky Corridor, SLRD region) will be given priority followed by B.C. products. If an approved vendor wants to sell additional products, these products must be first juried and approved by the Board. They must also be **100% made, baked, grown, raised, caught or wild harvested** and the partner farm/food/artisan must be listed on the application form.

**Resale of products purchased from wholesalers or other commercial outlets in not allowed as per BCAFM Farmers' Market Policy and Criteria.** Mass produced goods that have been repackaged or manufactured goods that have been assembled are not allowed. The PFMA Board reserves the right to refuse any vendor or product deemed incompatible with the market.

Completed and signed applications forms that are received by the deadline will be reviewed and responded to by May 15<sup>th</sup>. Applications received after the deadline risk denial of their application. Vendor application forms are assessed by the PFMA Board of Directors.

### Farm Vendor Rules

- Farmers selling food produced in the Sea-to-Sky Corridor are prioritized at the market, followed by food produced in the Squamish Lillooet Regional District, followed by food grown province wide.
- Any food grown on a PFMA member farm is eligible to be sold, by that farmer, at the market at any time as long as health and safety requirements are met.
- Out-of-area farmers (beyond the SLRD boundaries) bringing a unique, approved product to the market will be welcome, if space is available.
- Conventionally grown produce and Certified Organic produce are viewed as separate products and both will be welcome at the market.
- Certified Organic Farmers must have COABC (Certified Organic Association of BC) certification for any produce/products that they wish to market as “organic”. **The certification number and product listing must be posted at their market booth, visible from a 10’ distance.**

### Vendor Partner/Collective Rules

The Pemberton Farmers’ Market aims to offer as many fresh produce items for as much of the year as possible, while continuing to grant exclusivity to any items grown in-season, in the local area (Sea-to-Sky primarily and the SLRD) by our PFMA members.

- Vendor selling arrangements, such as formal vendor Partners or informal vendor collectives, may be allowed to sell at the PFMA at the discretion of the PFMA board provided that:
  - a) the partner or collective is comprised of vendors who adhere to the **100% Grow, Raise, Wild Harvest, Bake, Make policy** as set out by the BCAF.
  - b) products from anywhere in BC may be permitted provided the same item is not being grown/made in the Sea-to-Sky and SLRD region and is being sold by another vendor on that market day.
  - c) The onus will be on the vendors bringing in outside products to check with the other vendors as to whether the same product will be supplied locally. If a vendor brings outside product in and it turns out that the same product (of acceptable quality) is also being offered, grown/made locally by another member vendor, then the outside product will not be allowed to be displayed or sold until such time as the local product has been sold out.
  - d) The vendor partners must clearly indicate who their members are on their application form and through display signage at the farmers’ market indicate the vendor partner name and location where each item comes from.
  - e) Organic produce must follow above mentioned signage and listing requirements.
- Each vendor partner is not required to attend the day of the farmers market.
- Upon PFM Board approval, each partner vendor must pay \$10 per market.
- Partner vendors must share the allotted “Standard Space”. If additional stall space is required, additional stall space table fees will be applied and must be approved by the Market Manager.
- Vendors who have on-going concerns about re-sale competition or communication should re-direct those concerns to the PFMA Board.

### Food (Prepared/Ready-to-Eat Food)

A letter of approval and/or a permit from Vancouver Coastal Health (VCH) is required in order to sell prepared food at the market. All food vendors must have their letter of permissions with them on hand at each market and a copy of this letter must be supplied with the application by the deadline date. Food Vendors must meet the standards required of them throughout the market season. In order to be sold at the market, each food item listed in the Food Vendor **application form must be approved by VCH and secondly accepted by the PFMA.**

### **Cosmetics and Body Care Products**

All cosmetics and body care products (including soaps) must meet the requirements of the *Food and Drugs Act* and the *Cosmetic Regulations*. A *Cosmetic Notification Form* must be submitted for all cosmetics being sold in Canada.

Please see the link below for regulations:

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/regulatory-information.html>

Please refer to this link for guidelines on submitting Cosmetic Notification Forms (there is no cost :

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/notification-cosmetics/guidance-document-complete-cosmetic-notification-form.html>

### **FMCNP Coupon Program**

Various FMNCP coupons provided through the BCAFM may be presented to a vendor as a form of payment in \$3 or \$5 denominations. FARM VENDORS ALONE can accept these coupons. The coupons are used to purchase fresh, BC-produced fruit, vegetables, dairy, eggs, meat, fish, nuts and fresh cut herbs ONLY. No cash reimbursements are allowed nor can money be given back as change in these transactions. Farm vendors are encouraged to prepare produce bags /bunches/baskets in denominations of \$3 (\$6, \$9, etc.) to encourage smooth and easy processing. The PFMA will provide each farm vendor with a FMCNP coupon sign at the start of each market which must be displayed at their stall. At the end of the market day the Farm vendor will calculate and record the coupon reimbursement owing and Market Manager will provide the reimbursement at the end of the market. Please do not accept other coupons such as past years' coupons as they will not be reimbursed.

### **Wild Edibles**

All wild edibles including mushrooms must have prior approval by both the Environmental Health Officer from VCH as well as the PFMA board. Failure to do so will result in the vendor not being allowed to sell their product.

### **Space and Layout**

Stall spaces may vary depending on capacity and specific location within the barn. Should we have so many vendors that maximum capacity is reached within the barn, "Standard Space" protocols will be put in place. A Standard Space at the Community Barn is approximately 8 feet by 12 feet (ie, Two vendors side by side per barn section). Vendor stall locations are based on overall product balancing, vendor needs, energy requirements, seasonal availability and customer needs. All attempts will be made to keep each vendor in a permanent and accommodating location; however, consistent and permanent stall locations are not guaranteed.

Specific requirements including tent, power, food trucks, shade etc. should be indicated on the application form and brought forward to the Market Manager.

Vendor locations will be assigned at the discretion of the Manager and shared with the membership before every market; final layout is subject to change on market day should situations arise that necessitate a shift. In determining the vendor layout, the Manager shall consider the following:

- a) The maintenance of good product mix and consumer traffic flow
- b) Benefits and disadvantages of placing select products next to each other
- c) Product and vendor needs relating to temperature, shade, health regulations and electrical access.
- d) The history of neighbouring vendors and their cooperation with each other.

Please note that the venue for the market is *inside* the Community Barn. Limited tent spaces outside the barn are also available. Should you prefer a tent space, please contact the Market manager.

### **Set Up and Tear Down**

The Market Manager will be on-site by 2:00pm of the market day. Vendors can unload from their vehicles between 2:00 – 2:45pm. ***No motorized vehicles are to be driven into the barn.*** All vendor vehicles must be cleared away from the market by 3:00pm and must be parked in the Pemberton Hotel parking lot or along the grassy field down from the barn. Some vendors with specialized units (freezers and fridges) will be permitted to park at the North end of the Barn parking lot with prior approval in advance from the Market Manager.

The parking lots adjacent to the market along Frontier Street are reserved for market customers and customers of the neighbouring businesses. Vendors who park in the designated customer parking area outside of set up and tear down times risk being ticketed or having their vehicle towed as per the municipal parking bylaws and their PFMA membership may be revoked. Arriving vendors are asked to quickly unload then park their vehicles before returning to set up their booth. Vendors must set up their stall by 2:45 pm the day of the market and be ready to sell their goods by 3pm at the start of the market. Vendors must remain at the market and maintain the set-up of their stall until 6:30pm. Tear down can take place only after 6:30pm. Vendors can park their vehicles adjacent to their stall anytime after 6:30 to load up.

### **Clean Up**

Keep your stall area clean. Vendors are expected to leave a clean and tidy area behind them when they leave the market – free from garbage, food waste and other debris. Vendors must remove their own garbage from the market premises at the end of the market. It is essential that vendors do not dispose of their waste in the Village of Pemberton garbage bins. Vendors are encouraged to offer reusable, biodegradable or recyclable packaging.

Vendors who sell products that upon consumption will result in immediate waste (ie, sample cups, saran wrap, plastic tubs etc.) must have a waste bin installed at the front of their stall. Vendors must maintain a clean and sanitary stall space and are responsible for maintaining the surrounding area.

### **Electricity**

The supply of power is limited at the market location. Vendors must request the supply of power in advance of the market and must be aware that power is not guaranteed.

### **Voluntary Submission of Sales Revenue**

The PFMA collects information on vendor revenue with discretion. This information is gathered anonymously, is not associated with the vendor's name/business and is kept confidential. These number are important metrics used in business and strategic planning.

### **Feedback**

Concerns should be addressed to [info@pembertonfarmersmarket.com](mailto:info@pembertonfarmersmarket.com) or by contacting PFMA board members directly at an appropriate time.