

PEMBERTON FARMER'S MARKET ASSOCIATION

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

Vendor Policies, Regulations and Procedures

Contact email

info@pembertonfarmersmarket.com

Market dates

Every Friday from June 5 to October 30

Market Fees

For all vendors wishing to participate in the Pemberton Farmers Market 2020. Submit your application by April 30, 2020. A late fee of \$15 will be applied to all applications received after April 30, 2020.

All vendors (except Pioneers) must apply for and pay the \$35 PFMA annual membership fee.

2020 Market Stall Fees Reserved Spaces ONLY

\$25 per stall

\$500 per season (equivalent of 2 free markets)

\$450 per season for farmers with farm fresh produce, meats, dairy, etc. (equivalent of 4 free markets)

\$10 per stall for partner vendors (pre-approved vendors only – one partner vendor per stall)

2020 Market Stall Fees Drop-In or Walk-In Spaces ONLY

\$30 per stall

2020 Market Pioneers

\$10 for one first-time reserved market

Important Times

2:00 pm – Market Manager arrives on site

2:00 pm – 2:45 pm – Vendor set up

2:45 – 3:00 pm – All vendor vehicles must be removed from the Frontier Street parking stalls

3:00 pm – 6:30 pm – Market is open to the community



6:30 – Vendor tear down

Barn and Stall Policies

- No motorized vehicles are permitted in the barn.
- Set up must be complete before the market opens to the community.
- Vendors must remain at their stall for the duration of the market.
- Vendors must commence tear down no earlier than 6:30 pm.
- Vendors must provide their own tables.
- Stalls are available outside the barn but are limited to specialized units. Advance approval is required.
- Clean up is required. Vendors must keep and leave their stalls and surrounding areas tidy.
- Vendors who sell products that upon consumption result in waste (e.g. sample cups, saran, etc.) must install an accessible waste bin at the front of their stall.
- Powered stalls are limited at the market. Vendors must request the supply of power in advance and must be aware that power is not guaranteed.

Payments & Applications

All applications (and associated documents) are due by April 30th in order for your application to be considered before the start of the season.

All vendors (including Partner 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 AGM held in the spring of the year following the market season and allows participation at the weekly market from June to October.

Of note:

- A late submission fee of \$15 will be charged for applications received after that date. Full payment is required at or before the first market.
- Vendor application forms are assessed by the PFMA Board of Directors.
- If a vendor 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 their application status by May 15th.

Cancellations

- Cancellations happen, however as a non-profit organization that relies on table fees to provide marketing and other services, we ask that you advise of a cancellation as soon as possible. If you notify the market manager within 48 hours, you may qualify for a refund.
- If you have reserved the entire season, the PFMA has offered a discount to your season that is equal to two free days. Therefore, your first two cancellations will not be refunded.

- If you have reserved one or more days in the season, your table may be transferable to another day if you've given notice within 48 hours of your reserved day.
- No shows, who do not give notice, are at risk of losing the benefit of vending at the PFM and a refund.
- Refunds are made within 2 weeks of the last market of the season.

Vendor Rules

All vendors are expected to adhere to the 100% Grown, Raised, Harvested, Baked, and Made in BC Policy as set out by the BC Association of Farmers' Markets. Applications and allotment of stalls will be approved with the following priorities in mind:

- While any products from BC will be considered, vendors from the Sea to Sky and Squamish-Lillooet Regional District (SLRD) will be given first consideration.
- All table fees are based on one standard space. If additional space is required for a single or partner vendor, additional table fees apply. The Market Manager must approve all additional space.
- Reselling is not permitted. Vendors who have concerns about re-sale should direct concerns to the PFMA Board.
- Conventionally grown produce and Certified Organic produce will be welcome at the market.
- Certified Organic Association of BC (COABC) vendors must display their certification number and product listing at their booth, visible from a distance of 10 feet.
- Stall priority will be given to vendors who reserve all 22 markets.

Partner Stalls

- Partner stalls are available on approval, however if the partner vendor operates outside of the Sea to Sky and SLRD, then local products will be given first consideration.
- Vendor or Partner Vendors from outside the Sea to Sky and SLRD may display a qualified product only once local vendors have sold out.
- Vendors under partner tables must display signage indicating the names of the vendors, location of the business and the product being sold.
- See above fee schedule for related fees.

Drop-in, Walk-in or Pioneer

We want our vendors to succeed and we are keen to fill the barn whenever possible, however it can take time to organize and approve any vendor. Therefore, we offer several opportunities to vend without committing to the whole year. Stall requirements (e.g. location, electricity) cannot be guaranteed.

Pioneer Program: Local SLRD/Sea-to-Sky Corridor vendors who have never previously attended the PFM are invited to try out the market for the first time for a \$10 fee, pending space availability and approval of Market Manager. They must also complete a Vendor Application form for PFM records but are not required to become members. Pioneer days are not permitted on

Partner Tables. Adequate application processing time is needed, so please apply a minimum of 48 hours in advance of a market.

Drop-In: Previously approved vendors can reserve days at the start of the year or request reservations within 48 hours of a vending opportunity (e.g. market or event). Reservations are made on a first come, first served basis.

Walk-in: Previously approved vendors can be accommodated on short notice pending space availability. Normal vending rules apply.

Farmers' Market Nutrition Coupon Program

As per the BC Farmers' Market Association, all farm vendors must agree to participate in this program and non-farm vendors must agree to refuse transactions. Qualifying products include fresh fruit, vegetables, dairy, eggs, meat, fish, nuts and fresh cut herbs. Vendors are encouraged to prepare produce packages in multiples of \$3/\$5 denominations to encourage smooth processing.

Of note:

- Coupons are used as a form of payment in \$3 and \$5 denominations.
- No cash reimbursements or change can be given.
- Farm vendors are required to display approved vendor coupon signs at each market.
- Coupons will be calculated at the end of each market and reimbursement to the vendor will be provided at the following market.
- Only 2020 FMNCP coupons will be reimbursed – please check dates before accepting coupons

Safety and Security

Vendors are responsible for the general safety of the customers 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. The PFMA carries general liability insurance, but individual vendors are NOT insured for their products or actions at the market under our policy. All food providers and service providers must have their own liability insurance; however, we strongly encourage ALL vendors to carry appropriate liability insurance. BCAFMA has excellent vendor insurance plans available. For more information please visit: <http://www.bcfarmersmarket.org/markets/farmers-market-insurance>.

Permitting, Licencing, Certifications

All vendors are expected to research, apply for, and have available on request all applicable letters of approval, permits, certifications and/or licenses required to sell/provide their products and services at the market. All guidelines of the federal, provincial, regional and municipal governing bodies must be followed. PFM Market Membership may be revoked should the guidelines or policies be willfully ignored. Copies of all required documentation should be provided with application or provided before first requested market date.

All food items sold at the market must be prepared in accordance with Federal and Provincial regulations and follow the guidelines of a recognized food safety course. Vendors selling prepared food products must supply approved paperwork from the Vancouver Coastal Health Authority to the market manager before selling prepared food at the market.

It is mandatory for all vendors, both members and Pioneers, who sell any value-added food products, to be certified under the BC Food Safe and/or Market Safe program prior to attending the Pemberton Farmers Market. That is:

- Any goods requiring handling for processing, canning or bottling; and
- Any goods that are processed, prepared, changed or altered.

Wild Edibles including mushrooms must have approval from the VCH Environmental Health Officer.

Cosmetics and Body Care Products must meet requirements of *Food and Drugs Act* and *Cosmetic Regulations*

Liquor Products must adhere to regulations set out by the Liquor Control and Licensing Branch.

Cannabis and Cannabis Products including health products and cosmetics are currently not allowed to be sold at farmers' markets.

Feedback

Concerns should be addressed in writing to info@pembertonfarmersmarket.com.

Declaration

By signing below I waive PFMA, its employees, contractors, Directors and the Village of Pemberton for any and all responsibility for damages and claims arising from my attendance and sales at the PFM.

Signed: _____

Name (please print): _____

Date: _____