



VENDOR REGULATIONS

Revised January 2025

About the Haney Farmers Market

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.

For 2025, the Haney Farmers Market season will run every Saturday morning from April 26th to October 25th in Memorial Peace Park from 9am to 2pm.

Additional Haney Market Dates:

- Saturday April 26th – Earth Day from 10am to 2pm
- Tuesday July 1st - Canada Day from 12pm to 6pm (times subject to change)

About the Pitt Meadows Farmers Market

The Pitt Meadows Farmers Market is located at 11985 Harris Rd in Pitt Meadows Spirit Square by City Hall.

For 2025 the Pitt Meadows Farmers Market season will run every Tuesday afternoon from June 10th to August 26th from 3pm to 7pm, and September 2nd to 23rd from 2pm-6pm.

- Tuesday July 1st – There will be no market for Canada Day.

About the Port Coquitlam Farmers Market

The Port Coquitlam Farmers Market location is located at Leigh Square, off Shaughnessy Street.

For 2025, the Port Coquitlam Farmers Market season will run every Thursday afternoon from June 5th to September 25th from 3pm to 7pm.

Additional Special Events Days: TBA

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A. General Information

Membership

1. Membership in the Fraser North Farmers Market Society: Vendors are automatically voting members. Friends of the Market membership is non-voting.
2. The Fraser North Farmers Market Society (FNFMS) shall make regulations for the operation of the Haney Farmers Market, the Pitt Meadows Farmers Market, and the Port Coquitlam Farmers Market and shall amend, add, or delete such regulations at their sole discretion.
3. The Executive Director shall represent the FNFMS in all matters relating to the operation of Haney, Pitt Meadows, and Port Coquitlam. Additionally, a Market Manager shall represent the Fraser North Farmers Market Society in all matters relating to the day-to-day operations of each of the Farmers Markets.
4. The Fraser North Farmers Market Society 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 Fraser North Farmers Market Society.
5. We are striving to be a green market and encourage the use of recyclable takeout materials, when possible. Please see the guidelines below as to what is acceptable. If your food products create waste, you MUST provide a waste bin! As a food vendor, it is your responsibility to dispose of recyclables and waste materials. City bins at market sites are not to be used for vendor product disposals.

Please see Government of BC plastics Ban information page for details:

[Single-Use and Plastic Waste Prevention Regulation - Province of British Columbia](#)

We encourage you to offer incentives for people to bring their own mugs/containers.

- 5A. Balloons of any kind are not to be sold, used as giveaway items, or used in displays.
6. We believe in supporting Buy Local and BC products. Applicants promoting BC products will be given priority. All farmers, wine, spirits, and beer vendors are required to have only BC grown, raised or manufactured products for sale. Priority will be given to farmers who are utilizing sustainable farming practices, including diversified crops, no spray/integrated pest management, and small-lot farming to encourage green practices.

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Other vendors selling ready to eat foods, baking, preserves, dry mixed baking packages, dried teas, herbs, spices, or coffees must show the percentage of local BC products used in their items. Body Care soaps/lotions and Aromatherapy oils must show the percentage of local BC ingredients, itemizing separately those items grown by the vendor that are incorporated in their products.

7. Vendors shall not have exclusivity on any product(s). Fraser North Farmers Market Society works with vendors to provide a quality marketplace with variety and diversity.
8. The Fraser North Farmers Market Society is not responsible for lost, stolen, damaged articles or money.
9. Smoking, including vaping, are not allowed by vendors and their staff within the confines of any of our farmers' markets.
10. Animals must be always leashed, restricted to the vendor's own space, and pose no threat to the public. When securing your pet, please do not tie the leash to your tent. Water, shade, and reasonable protection from any harassment should be provided for any animal brought to the market by a vendor. Please keep your dog from barking. If this becomes a recurring problem, we will have to ask you to refrain from bringing your dog to the market.
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 is encouraged and 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 Fraser North Farmers Market Society.***

B. Application, Insurance, Jury Process and Approval

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

1. Please be sure to complete the entire application. Incomplete applications or applications without an application fee payment will not be considered. A \$25 non-refundable application fee will be collected at the time of submitting your application. If you are approved as a vendor, this application fee will be credited towards your \$25.00 vendor membership fee.
2. Each year, prospective vendors will submit the application form and required documentation for their category; for example, Fraser Health Approval to Operate permit, Food Safe or Market Safe, insurance certification, etc.

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3. For Food Producers intending to serve food, including samples on site, your temporary food permit must be sent in within 15 days after approval to the markets and must be received prior to the first approved market date. A detailed itemized list of all items intended for sale must be provided. All additional or new items added during the season **MUST** Be approved by the Market Manager prior to bringing said product to the market.

4. We are striving to be cleaner farmers markets. With this commitment, Farmers, growers, ranchers, fishers, and foragers following greener practices will be given priority. It is a requirement to fill out a Declaration of Farming Practices each year that outlines your farming practices and specific use around soil. We also ask you to list all products which will be offered for sale at our markets.

5. Processed or value-added food items must provide a current copy of a letter of approval to operate from Provincial health authorities (Fraser Health, etc.) and a valid Food Safe certificate.

Note on the application which ingredients are of BC origin. All ingredients MUST be listed on the product label.

6. Vendors with creams and lotions must provide products that can be opened and tested.

Note on the application which ingredients are 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.

7. 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.

8. Artisans: all crafts must be made by the applicant. Craft 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.

Items made by an artisan will be classified as at least one of the following:

Handmade items: Items created entirely by hand from raw materials.

- Ex. A cutting board cut and sanded from a piece of wood.

Hand Modified items: Items altered by a maker using a craft or skill.

- Ex. Sewing unique embroidery onto a tote bag, hand painting pots/planters, hand painting acrylic nails to make a unique set.

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Technologically made items: Physical items created using technology or tech programs, like a 3D printer, laser printer, laser engravers, CNC. Items can be made from either a templated or original design.

- Ex. A 3D printed dragon made from a templated design, templated designs printed from a Cricut heat-sealed onto a mug, wooden laser-engraved holiday ornaments with a quote.

Hand Assembled items: Commercially available supplies or components where one of more components has been created, altered or designed to some degree, where an artisan attaches, fuses, or combines multiple elements together by hand to create a unique end-product.

- Ex. Using tools to attach a unique/designed charm to a chain creating a necklace.

Note the materials used of BC origin on the application. Artists may sell reproductions of their own original creation.

9. "Food Service Vendors" includes Eat-On-Site & Food Truck Vendors

(FSV): All food truck vendors must have a current Mobile Food Service Vendor

Permit.

Food truck vendors at the Farmers Market will be asked to provide and display a copy of a city business license, if required by the city. A mobile business license is required for vendors at Pitt Meadows.

All Eat-on-Site Vendors must have a copy of their 14-day Temporary Food Permit that authorizes selling at farmers markets. A copy of the permit must be submitted no later than 15 days after you are approved in the market and must be received prior to the approved market date.

Food Truck vendors must provide their own power after approval is determined by the market manager. Approval will be pending on the location/Noise/Type of generator. Some power is available on site for Eat-on-Site vendor. If power is required, please request this in your application for approval. The request for power supplied on site will not be guaranteed and will be confirmed prior to the market date.

Product uniqueness and use of local food ingredients are encouraged and supported by the Fraser North Farmers Market Society. We encourage advertising of the use of local food ingredients whenever possible, particularly cross marketing with our farmer vendors.

We require all food vendors to clearly display all ingredients and prices for all items offered for sale.

We encourage FSVs to provide alternatives for those with dietary restrictions (i.e. Gluten free, vegetarian, vegan). We also encourage those FSVs participating in the morning market to provide breakfast options.

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Drink options offered by a FSV must be made by the vendor and not pre-packaged i.e. no bottled water, pop, juice, energy drinks.

It is required that all FSVs must have an *appropriate, inspected, functional fire safety system in their space always.

*Appropriate: Could mean different fire extinguishers depending on products prepared at the market as well as fire retardant tents.

Failure to meet these standards will result in being asked to pack up for the day. FSV will not be allowed to return without first providing proof of a working fire suppression system. The Market Manager will check regularly.

FSVs are responsible for having an appropriate hand washing station, as per the recommendations provided to them in their Approval to Operate submission to Fraser Health. This could potentially be a jug of water, wipes, or a full hot/ cold water station. Market Managers will be confirming.

10. Freeze Dried foods vendors must provide documentation of pH Testing for each product. This does not apply to freeze dried candy.

Jury Process:

1. All vendors will be reviewed based on originality, design, workmanship, saleability, and balance. While we do follow a "Make, Bake, Grow" model, we do consider items designed by a vendor but not necessarily manufactured by them. We will always prioritize BC/Canadian-sourced products or ingredients.
2. Once your application and relevant documents have been received, you will be contacted with a jury date.
3. Only those items approved by the jury may be sold at the market.
4. New items may not be introduced without prior approval.

Approval:

1. Once you have been accepted as a vendor, you will receive an email stating the dates for which you have been approved.
2. Please note: you may not receive all requested dates so upon approval, please note your approved dates in your calendar.

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3. You will be able to log into your MyMarket Portal account at any time during the season to check your approved dates and potentially request additional dates.
4. Payment of a minimum of the first market is required within 15 days of receipt of this acceptance letter to our markets.
5. Fraser North Farmers Market Society reserves the right to visit the farm/production location of any vendor to verify the methods and raw materials used in products offered for sale.
6. The decision of the Jury, Market Management and Board of FNFMS is final.

Vendor Liability Insurance:

1. ALL VENDORS must have two million dollars liability insurance to cover their tent and contents.
2. Fraser North Farmers Market Society requires a certificate of insurance at least 72 hours BEFORE market attendance or you will not be allowed to attend.
3. It is the vendor's responsibility to ensure you have proper coverage.

C. Sale of Goods:

1. All vendors must live and produce their product within the province of British Columbia.
2. No resale of products is permitted.
3. 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 original food producer purchases a vendor membership to FNFMS.
 - c. The product is in the approved farm or prepared food category only.
 - d. The product is not more than 20% of the total of the vendor/agent's items offered for sale.
 - e. The vendor/agent has full and complete knowledge of the product and its production.
 - f. Any item not grown/raised by YOU must show the name of the grower/rancher.
 - g. A sign MUST be posted clearly identifying the name of the food producer and the source of the product being sold. If you do not have signage, you will be asked to put the item away until you do have a sign representing the vendor who made it.
 - h. 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).

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- i. 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 always displayed.
4. As per the FNFMS Board, all products will be approved on a case-by-case basis and ONLY if there is a gap in the market. Vendors may NOT accept products from any other sources to sell if there is already a vendor selling the same or similar product which they have made, baked or grown themselves.
5. All vendors selling prepared foods, meat, poultry, fish, and shell eggs are required to have Food Safe Level 1 certification and written approval from Fraser Health. These documents must be available at all markets attended and copies in the FNFMS files. See health guidelines in Section H.
6. 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.
 - A sign must be displayed indicating if the produce for sale has been sprayed with synthetic chemicals.
7. Where a product is sold by weight, scales must be certified 'legal for trade' or the product must be prepackaged.
8. All items for sale must be clearly priced or on a price list posted at the individual booth.
9. Health authorities state that boxes and cartons must be kept at least six inches off the grass or other ground surface to prevent contamination. Placed on a tarp or ground sheet is acceptable. As our markets are dog friendly, it is the vendor's responsibility to keep their product out of the dog's reach.
10. Vendors are not permitted to 'hawk' their products or harass customers and other vendors in any way.
11. 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.
12. Vendors are asked to show customers the amount charged when using electronic payments.
13. FNFMS tracks market day sales to analyze the economic impact of the farmers markets and communicate 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 it in to the market manager.



D. Cost and Payment:

1. All Vendors, with the exception of non-profit community groups, are required to be members of the Fraser North Farmers Market Society by purchasing a current year membership for \$25 which covers their activities at all three markets: the Haney Farmers Market, the Pitt Meadows Farmers Market, and the Port Coquitlam Farmers Market. This fee will be collected when you submit the application.
2. The non-refundable stall fee per regular market day in 2025 is \$50.00+GST (\$52.50) (Youth Vendors \$20.00+GST (\$21.00)). If paid prior to 72 hours before market day, we offer a discounted rate of \$45+GST (\$47.25). FNFMS is required to collect GST which is included in the stall fees.
3. The non-refundable stall fee per regular market day for adding an additional stall of \$30+ GST.
4. Vendors who do not pay in advance or provide post-dated cheques will pay \$50+GST per market day.
5. Vendors choosing to pay their season in advance will receive a detailed vendor profile, promoted on our social media and newsletter.
6. Special event markets may require different stall fees and will be communicated, when applicable.
7. Vendors are responsible for checking their invoices. Issues must be brought to the attention of the administrator within 30 days of receiving the invoice.
8. If the past due amount is past the equivalent of two market day fees, or \$100, payment will be required before attending any other markets.

Approved methods of payment:

Refunds will not be processed during the market season. For cancellations of a prepaid date, a credit will be applied towards a future date. At the end of the market season, credit balances over \$100 will be refunded and credit balances of \$100 or less will be carried over to the next market season.

1. Preferred payment method:

Upon receipt of the acceptance correspondence, pay online using credit card or e-transfer to fees@farmersandmore.org either for the season in full or at least 72 hours prior to each market date. Special event markets may require different stall fees.

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For e-transfers, please include your Business Name in the comments/description to ensure we can match your payment with the correct account.

2. Other accepted payment method:

Post dated cheque(s) presented to the Market Manager in advance of the beginning of each month/quarter for \$45+GST per regular market date.

Refunds:

Vendors are required to give 72 hours' notice if they miss a market. Prepaid fee of the 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. If cancelling the day of the market, please text or phone the Market Manager so they know you are not coming. Emails do not get checked on market days.

Membership fees are not refunded under any circumstances.

If you have prepaid for a market and cancel within 72 hours of the market, you will pay the higher rate for that stall. This means if you have prepaid \$47.25 for your stall and cancel within 72 hours, you will be billed an additional \$5.25 (which is a total of \$52.50 the full regular stall fee).

Cancellations:

1. We are a rain or shine market; therefore, inclement weather is not accepted as a reason for cancelling. If you need to cancel, please provide 72 hours' notice of cancellation. The prepaid fee of the missed day will be paid forward to your next market date if 72-hour notice is provided. Membership fees are not refunded under any circumstances.

2. The Extreme Weather policy can be found on our website. We will monitor extreme weather events and make decisions to cancel, if necessary, as per our policy guidelines.

3. If you are sick, we expect you to cancel or we may ask you to go home to prevent the spread of infectious diseases to customers, staff, and other vendors.



E. Attendance, Stalls, Weights, Signage, Electrical, and Parking:

Attendance:

Vendors should arrive no more than 2 hours and no less than 45 minutes prior to the opening of the market. The Market Manager can be reached by cell phone in case of an unforeseen delay. Vendors who require power may be asked to show up early, depending on location and ability to maneuver into the designated power spots. If you have been requested to come early and arrive too late to maneuver into the power spots, you will be asked to leave and will not receive a refund.

Port Coquitlam and Pitt Meadows – For the safety of vendors, staff, and the public, vehicles will not be allowed to enter the market area after 2:15pm. If this occurs, you will be asked to park off-site and walk your items in. Vendors must be set up no later than 2:45pm.

Haney - Stall numbers may not be set up until 7:30am. If you do not know your spot, arrive at 7:30am and no later than 8:15am. Vendors must be set up no later than 8:45am. NOTE: Haney Ring Road closes at 9am. You must have your vehicle off the Ring Road before 9am.

The Market Manager may allow a few vendors to arrive outside these limits if it is pre-approved and the vendor is able to set up quickly and will provide prior notice.

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 assignments are based on available space.

Vendor tents must not exceed the space provided (10' x 10'). Weather protection, ground cover for muddy grass, and display materials are the sole responsibility of the vendor. Tents and awnings must be well-maintained and securely weighed down. (Spikes are NOT permitted. Weights only!)

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 is 10 minutes. **Vendors who arrive late have not completed setup before the market begins, pack up, or leave before the closure of the market may be subject to a \$20 fine at the discretion of the Market Manager. Repeated violations will result in a review of good standing as a FNFMS Member, which may include removal as an approved vendor.**

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Vendors may tidy their space before the market ends and should be ready for sales up until the last minute. If you have sold out, it is expected that your tent, signage, and table will remain set up until the end of the market. If you take down early, you will be asked to put items back up.

Management reserves the right to allot space and make changes when necessary to adjust the flow of traffic or customer lineups. Vendors who are attending all or most of the season may be granted the same stall, based on space availability.

Sales are not permitted before the market opens or after the market closes to discourage customers from attending outside of market hours and ensuring their safety. Vendors who make sales outside of market hours at the market location may be subject to a \$20 fine at the discretion of the Market Manager.

Tent Weights:

Weights are mandatory. Due to underground watering systems, all anchors must be above ground, such as poles tied to a large stone or sand/water filled milk jugs. Weights must be **at least 20 lb. per tent leg**. NO SPIKES. Vendors who do not have tent weights may be subject to a \$20 fine at the discretion of the Market Manager.

As of 2025 - Weights will be weighed if they are not marked.

The market has some weights that can be rented if the vendor does not have enough. If we have none for rental and you do not have weights that are 20 lb. per leg, you will have to get some or take the tent down for the day. Weights can be rented at \$15 per leg.

Haney Farmers Market: 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.

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, legible, and of a reasonable size. Signs should meet market standards. Vendors are encouraged to provide business cards for their customers.

Electrical:

Electricity requirements for appliances must be pre-approved. NO ELECTRIC HEATERS, propane only. All electric cords must be at least a fifty' – 12-gauge three prong outdoor type.

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Parking:

All vehicles must be removed from the market site at least 30 minutes before the market opens and are not to be returned to the loading zones until the vendor is packed up and ready to load. Loading zones will not be opened until at LEAST 10 minutes after the market closes. DO NOT form a line of vehicles, you will be asked to drive around the block until it is time to come into the loading area. Be respectful of those that need to get around the area. If we find vendors repeatedly in line early, we will ask them to wait until others have gone. There is ample parking in the underground parking lot in Maple Ridge (\$4.00/day), around Spirit Square in Pitt Meadows, and at the Recreation Centre in Port Coquitlam.

Clean up:

Vendors are responsible for the care and clean-up of their stall area.

All trash must be removed and taken home at the end of the day. Vendors' use of the on-site garbage containers is not permitted. Please provide garbage, recycling, and/or green waste containers for use by your customers if they provide samples or products that include disposables.

For grey water disposal, contact the Market Manager who will accompany you to the designated disposal area.

Weather Conditions:

While we run our markets in rain or snow, we do have exceptions when it comes to more extreme weather conditions/higher temperatures. For extreme weather conditions, customer and vendor safety will always take priority. Cancellations should always be expected for weather conditions such as Blizzards, atmospheric rivers (extreme rain) and heat domes.

In the event there is an extreme weather warning issued for BC, expect the market may be cancelled with little notice. While we will always aim to communicate as soon as possible, it can depend on how quickly the weather changes. We will always monitor the change in weather and make the decision quickly to allow as much time to communicate with vendors.

We will always communicate via our weekly vendor emails from the market managers should a cancellation occur. You can also contact the market manager directly via cell if you have any uncertainty or require further clarification.

For any prepaid payments for a cancelled market, the stall fee will be credited towards your current season and be reflected on the invoice. If you have not yet paid for the stall, the charge will be removed from your invoice.



F. Conduct at the Market:

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. Harassment of any kind will not be tolerated. FNFMS is committed to providing and maintaining a collegial working environment that is free from harassment where all individuals are treated with respect and dignity. Every shopper, employee, volunteer, and vendor have the fundamental right to work, shop and sell in an environment free of harassment, therefore, it is expected that all contact between co-workers, the public, and others be respectful, professional, and courteous at all times. These policies apply at any time and at any location where FNFMS business is carried out, work related functions, and include any other location where such behavior may have an impact on the work relationship, environment or performance.
3. If you are sick, we ask you to stay home. If you come to the market clearly sick, we will ask you to go home. Please contact the Market Manager by phone if you are sick.
4. Respect your fellow vendor's space. Do not take pictures of other vendors items without pre- approval. Do not attempt to copy their designs or creations. Do not speak to customers while in your neighbour's booth; allow the time they need to shop at that booth and when they leave, you can attempt to engage them.

5. 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 public.

When it may be inappropriate for vendor children to actively participate in the Market, they must remain within the confines of the vendor parents' booth and always be supervised.

Where vendor children are identified as a hindrance to the business of the market, the vendor will be required to arrange for their children to be removed. Hindrance is 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 are involving children against their will. Should anyone come to you and advise that their child is

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missing, please advise the following people as well as reporting concerns to the Market Information Tent: Market Manager, Education Coordinator, or any of the market volunteers. They will then proceed with the Missing Child Alert Procedure.

G. Community Development:

Non-Profits:

1. All non-profit applications require prior Board/Selection Committee approval. Community groups are encouraged to purchase a \$25 Vendor Membership to support the FNFMS; however, this is optional.
2. A non-profit education or community group may set up an information-only display at the market and may sell/fundraise on a regular market day at no charge for a maximum of four market days per season at the discretion of the Market Manager and the FNFMS Board. Exceptions to this limit may be made with the approval of the FNFMS Board. Product sales for fundraising are subject to the same restrictions as any other vendor at the market (see Section B), including prior approval by the Market Manager.
3. FNFMS reserves the right to limit the number of non-profit groups permitted to attend on any given market day.
4. If a Non-Profit group would like additional market dates, a fee of \$45+GST may be charged for each additional market date.
5. Groups promoting one political party or religious perspective are not considered education/community groups.

If planning on raffles for fundraising, your business will need to apply for a gambling event license fundraising with BC Gaming. <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>

Collectives / Shared Booths:

1. Artisan craft vendor collectives are allowed up to two crafts people. Vendors selling related craft items can, as a collective, have their products displayed together in one booth. To participate, each member of the collective must undergo individual application and approval processes, including jurying. Additionally, every vendor within the collective is required to pay the FNFMS membership fee.

Collective booths must exhibit signs representing all participating vendors for the day, and table signs must be used to clearly indicate each individual vendor's products. The purpose of this is to assist craft vendors who may be unable to attend the market on a regular basis.

2. Please indicate on your vendor application if you are considering a shared booth with

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another vendor. A signed and dated written agreement between both parties must be provided to FNFMS. This agreement must include the acknowledgement to split the cost and both parties must agree to the rules/guidelines set by FNFMS.

3. Separate insurance coverage is required for each individual business and must be submitted ahead of the first market date. Both parties must follow our insurance guidelines in Section I.
4. Payment - Upon agreement between the two parties, one vendor will take on the responsibility of paying the stall fee required. A single payment is required for the market stall ahead of the market date, regardless of the agreement between vendors. It is the vendors' discretion how costs will be split.
5. The membership/application fee is required for each individual business and is not shared. It must be paid at the time of the application.
6. All products must be approved by the Market Manager ahead of the market date. No additional items are allowed to be sold at the market without prior knowledge and approval for both parties.
7. You must provide your own tent and table unless prior arrangements have been made with the Market Manager. Rentals are available upon request and based on availability.
8. If one vendor is absent or must cancel and the other is still attending, no refund will be given from the market. The vendor who paid the market stall will need to reimburse the other party.

Youth Vendors:

Youth Vendors (15 years of age or younger) are subject to approval and any date requested will be subject to availability. The FNFMS limits the number of youth vendors in attendance at the market. The cost of booth space for a Youth Vendor is \$20.00+GST per market date. A tent may be provided, subject to availability. A youth who has benefited from the discounted rate in one market season must apply as a regular vendor in subsequent market seasons, even if they still qualify based on their age. A youth who is applying to the market must provide a statement of support from a parent or guardian who agrees to attend the market to supervise the youth upon confirmation of age.

Miscellaneous Services:

Services such as massage therapy will be accepted if there is space available. Dates will be 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, the City of Pitt Meadows, the

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City of Port Coquitlam, and Fraser North Farmers Market Society as additional insured.



H. Health and Safety:

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. FNFMS requires a copy of Food Safe Level 1 certificate for all prepared food, meat, poultry, fish, and shell egg vendors. Foods in a lower food safety risk category can be approved during the Jury process. Foods in a higher risk food safety category must be approved by Fraser Health. Please submit your application to the Environmental Health Officer in your area.

ALL higher risk prepared food, meat, poultry, fish, and shell egg vendors must complete the 'Application for 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 FNFMS if the products listed and processing methods remain the same and the approval is dated within the last 4 years.

All vendors of food prepared at home must display a sign indicating that the food has not been prepared in a kitchen inspected by a Health Authority. If your product contains a priority allergen as identified by the CFIA, an additional sign reading "some foods may contain [the applicable allergen]" 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. All boxes must be at least six inches above the ground or on a ground sheet or tarp.

The FNFMS encourages the offering of samples to visitors, as long as the Fraser Health food safety guidelines are followed.

1. A satisfactory means of cleaning hands and utensils (when used by a vendor) must be provided as per the Health Authority guidelines. The use of hand wipes is satisfactory where only prepackaged food or whole fresh fruits and vegetables are sold.
2. If samples/product tasting is undertaken, vendors will follow guidelines provided by Fraser Health in their approval to operate permit which may include, at minimum, wearing gloves and using sanitizing spray, but may include running water, soap in a dispenser, and single use paper towels. A 22.7-liter (5 gal) plastic water jug with spigot and a suitable wastewater holding receptacle is acceptable. A hand-washing station must be provided by each food vendor, and Market Managers will be confirming vendors are using what has been suggested by Fraser Health. Vendors operating side by side may share a washing station.



3. Eat on Site (concession) vendors must comply with Fraser Health Authority guidelines and provide their own pressurized hot/cold wash station.
4. Please provide a waste basket for used toothpicks, etc.
5. Vendors who use cooking equipment must provide their own appropriate, inspected, and operational fire suppression equipment.

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 4C.

Vendors of raw meat, poultry and fish must be familiar and comply 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.

I. Insurance/ required paperwork & permits:

Vendor Liability Insurance:

1. All Vendors attending Fraser North Farmers Market are required to have valid vendor liability insurance.

Paperwork **MUST** be submitted at least 72 hours before the market date.

2. Each vendor is required to carry a minimum two-million-dollar liability insurance. Prepared food, concessions and ready-to-eat vendors should include food poisoning coverage.

3. The insurance certificate should include the following as additional insured:

- Fraser North Farmers Market Society
- City of Maple Ridge, if attending Haney Farmers Market
- City of Pitt Meadows, if attending Pitt Meadows Farmers Market
- City of Port Coquitlam, if attending Port Coquitlam Farmers Market

Suggested Insurance providers:

DUUO Vendor Insurance:

<https://duuo.ca/vendor-insurance/> offers single-day policies for farmers' market vendors.

BCAFM members can access discounted pricing with Duuo. Apply here: [BCAFM Members - Duuo](#)

To find out more or to apply for a BCAFm annual membership follow this link:

<https://bcfarmersmarket.org/vendor-insurance-duuo/>

Note, vendors selling bars of soap (as a single product or as one of multiple products) are not eligible for the BCAFm Vendor Insurance Program.

Whistler Insurance Shop:

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<https://offices.insurebc.ca/whistler/whistler-insurance/> offers commercial insurance.

More insurance companies:

- Western Financial Group
Cooperators
- CSIO
- PAL Insurance brokers
- Reliance Insurance
Agencies Ltd. Economical
Insurance
- CapriCMW Insurance Services Ltd.
- InsureBC (Meadowtown) Insurance Services
Ltd. Acera Insurance Services Ltd.

Required Paperwork by Category:

Farmers / Fishers / Ranchers:

- A copy of declaration of Farming practices (describing farming practices in detail).
- A copy of vendor liability Insurance.

Prepared Foods:

- Permit to operate at a temporary food market - You must contact your local Environmental Health Officer to secure your permit. We require a copy of this at least 2 weeks before your market. Find out more here:
<https://www.fraserhealth.ca/health-topics-a-to-z/food-safety/requirements-for-food-businesses>
- Valid Food Safe Level 1 or equivalent Food Handler certificate for each person serving samples or handling food at the market. <https://www.foodsafe.ca/courses/level-1.html>
- A copy of vendor liability Insurance with food poisoning coverage.
- *Freeze dried products and Jams/Jellies/Sauces require pH Testing to be submitted for each product and provide a copy of the results. This can be done at food labs around the lower mainland. Cost is approximately \$24 per product.

Eat-on-Site & Food Trucks:

- Permit to operate at a temporary food market - You must contact your local Environmental Health Officer to secure your permit. We require a copy of this at least 2 weeks before your market. Find out more here:
<https://www.fraserhealth.ca/health-topics-a-to-z/food-safety/requirements-for-food-businesses>
- Approval from Fraser Health.
- Valid Food Safe Level 1 or equivalent Food Handler certificate for each person serving samples or handling food at the market. <https://www.foodsafe.ca/courses/level-1.html>

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- A copy of vendor liability Insurance with food poisoning coverage
- For Pitt Meadows - a copy of your mobile business license.

Liquor, Spirits, Wine & Beer:

- A copy of a valid Liquor License. This can be acquired here: [Liquor License Permit](#)
- A copy of vendor liability Insurance

Soaps & Cosmetics:

- Cosmetic number for each product. This can be secured via: [Cosmetic Number](#)
- A copy of vendor liability Insurance

*Massage Therapists: please include a copy of License to Practice

Artisans:

- A copy of vendor liability Insurance

J. Conduct at the Market:

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

1. Conflict – vendors experiencing any difficulty with customers, health officials, market volunteers or another vendor should refer the matter promptly to the Market Manager.
2. 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.
3. Complaints about market staff must be submitted to the Board. Airing of these concerns/ complaints to public or other vendors is not permitted.
Complaint forms are available from the Market Manager.
4. If any disciplinary action needs to be taken, the process will be:
 - First offence: Verbal warning
 - Second offence: Written warning
 - Third offence: Expulsion from the market for that day, documented in writing for the Board via the Market Manager's weekly report.
 - Final offence: Expulsion from the market for the remainder of the

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season, documented in writing for the Board via the Executive Director's monthly report

5. 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 within two days of the violation being 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.

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, 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.

Permissions:

Within the market season in which a Vendor is participating in a FNFMS Farmers Market, vendors agree to the following:

- a. Vendors acknowledge that during the Farmers Market, photographs and video recording may be taken by the Market Manager and staff.
- b. Vendors permit FNFMS to use any photos and video material for purposes including but not limited to promotional, advertising, contests, distribution, business and/or community news. Photo and video material may be used in print, online media, social media, website and or other forms.
- c. Vendors will not seek compensation or remuneration for the production of photo and video material.
- d. Vendors release all rights to photo and video material obtained at the event.



GLOSSARY

Agent: *Restricted to produce and prepared food vendors only. Approved Vendor who sells on behalf of another producer. Product is limited to 20% of total goods. Documentation must be displayed.

Assistant Manager: Responsible for the market infrastructure and vendor well-being

Market Assistant: Responsible for assisting Market Manager and Assistant Manager.

Community Table: A ten-by-ten space set aside for nonprofit education and community groups to inform the public of their activities.

Concession: Temporary food premise with a 14-day license. This means vendors who are serving ready to eat food on site. Most often hot foods and does not include sampling. These vendors are most often only allowed 14 days during the season. They have filled out an Approval to operate and submitted to Fraser Health to receive the permit to operate - Temporary Food permit.

Education Coordinator: Responsible for children's programming.

Executive Director: Responsible for overseeing all the markets throughout the season.

Food Truck: Self-contained mobile food truck.

Market Manager: Responsible for the individual market day's activities.

Products and use of local ingredients: Farm products include those which are grown, harvested, raised, fished, and foraged 100% in BC. Processed items include ready to eat foods, preserves, baking, dry mixed baking supplies, dried teas, coffees, herbs and 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.

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.

Youth: 15 years of age or younger. Discounted Youth Vendor Fees are only for one season, then the youth will pay regular market fees.