

Coquitlam Farmers Market Participation Agreement

The Coquitlam Farmers Market Society (CFMS) supports home-based entrepreneurship and small scale producers. The mission of the CFMS is to provide a venue for B.C. farmers and producers to sell their products and a place for people to meet people in the Tri-Cities area.

In order to support and nurture this community event, we ask that all participants read the following agreement. We hope that you find these rules and regulations in the spirit of what we are working to create. Your participation contributes to the good energy, diversity and health, which are fundamental to a prosperous community. In the spirit of encouraging communication between all participants, we welcome concerns or comments regarding these guidelines.

Please read these regulations carefully before signing your application and keep this copy for your records. The Coquitlam Farmers Market Society may prohibit any person from renting space or require persons to leave the Market in the event that a person or group fails to follow the participant agreement.

OFFICIAL VENDOR: All goods must be made, baked, grown, or raised and sold by the originator or a designated person who represents them. Vendors may use an alternate in their place only if they are unable to attend the market. The alternate should be able to speak knowledgeably about the items being sold and be aware of all Market policies and procedures. No goods may be purchased prior to the market and resold (i.e. wholesaling). A vendor may not operate a storefront, although exceptions to this policy will be made on a case by case basis by the CFMS Board.

MARKET LOCATIONS AND FEES:

All vendors must register with the Coquitlam Farmers Market Society and submit an annual registration fee of \$35. Stall fees and locations for 2015 are as follows (fees include GST):

Location	Stall Fee	Dates
Poirier Street Market – Sunday Dogwood Pavilion Parking Lot 624 Poirier Street	Pre-Paid Fees Small Stall - \$36.75 Large Stall - \$52.50 Onsite Fees Small Stall - \$52.50 Large Stall - \$68.25 Food and Coffee Service 10% Total Sales	May 10 – October 25, 2015 9:00am – 1:00pm
Port Moody Winter Market - Sunday Port Moody Recreation Centre 300 Ioco Road	Pre-Paid Fees Small - \$36.75 Large - \$52.50 Onsite Fees Small - \$52.50 Large Stall - \$68.25 Food and Coffee Service 10% Total Sales	November 1, 2015 – April 25, 2016 10:00am – 2:00pm
Coquitlam Christmas Farmers Market Poirier Sport & Leisure Complex - 633 Poirier Street	Pre-Paid Fees Small - \$52.50 * No Paying Onsite Option * Food and Coffee Service 10% Total Sales	Saturday December 12, 2015 9:00 am – 4:00 pm

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STALL ASSIGNMENT: Stall assignment decisions will be based on available space in the Market and the need for specific products. These decisions will be based on the Market's need to balance what is available to customers without overloading the Market with particular products.

STALL SIZE:

Poirier Street Market: There are two types of outdoor stall sizes available for rent. *Large* stalls are up to 10 feet wide and 16 feet deep (or 20 feet deep with no vehicle) and are grouped to enable vendors to access a vehicle from the stall if required. There is no additional vehicle charge. *Small* stalls are up to 10 feet wide and 10 feet deep, and are often located in the interior rows of the market. Space and layout limitations do not allow for vehicles in small stalls. Vendors are responsible for supplying their own tent, table and set up materials. Any awnings, canopies and/or vending equipment must not extend beyond allotted stall space so pedestrian traffic flow through the market is not impeded. Please note: There are no generators permitted in small stalls. Vendors using a silent generator must book a large stall.

Winter Market: There are four types of stalls available, 10x10 outdoor stalls, 10 x 16 large outdoor stalls, 6 x 6 indoor stalls and 10 x 6 indoor stall. Vendors selling within their trucks, must book a large outdoor stall. Please note that there is no outdoor spaces available for a vehicle to be close to the stall. Vendors are required to supply their own tent and display materials; a 6 foot table and chair can be provided upon request. Indoor spaces provide a 6 foot table and a chair.

Coquitlam Christmas Farmers Market: There is one type of stall available, 6 x 6 indoor stall. Vendors are required to supply their own table and display materials. Power is available upon request.

SHARING OF SPACE: Sharing is permitted for producers who may not have enough product to warrant renting a stall on their own. Each seller or business will apply to be a vendor, pay a Registration fee and sign a Participation Agreement therefore having a direct relationship with the CFMS. All products must be provided by vendors who have applied to, been accepted, and signed an agreement with the CFMS. Vendors may not sell products from a source not having a direct relationship with the CFMS. Farmers sharing tables should have at least one approved grower/vendor presenting all crops and products. The CFMS may determine if a vendor sharing a stall has enough product to warrant renting a space on their own. For the sake of ease and organization, it is preferred that there are no more than five farms per vending space. Because the Market can be very busy, each additional stall requires an additional person to assist selling.

STALL GUARANTEE: Advance payment is required to guarantee stall space. To avoid disappointment, vendors are encouraged to pre-book and pre-pay their stall for the weeks they are planning to attend the Market. Pre-paid stalls are only guaranteed until 30 minutes prior to opening on Market day; after that time stall spaces are allocated on a first-come first-served basis. Post-dated cheques will be accepted as a form of advance payment. Please note that vendors who have cheques returned to us as NSF, will be assessed a \$10 charge in addition to the amount of the cheque.

**** NEW UPDATE ** STALL FEE PREPAY RATE:** To qualify for the stall fee prepay rate, stall fees must be paid according to the Payment Schedule. It is the vendor's responsibility to ensure that the payment is received within the appropriate timeframe. Stall fees not paid according to the Payment Schedule will be billed at the onsite stall fee rate. Vendors who choose to pay onsite and do not show for a market date must prepay all future market dates.

**** NEW UPDATE ** CANCELLATION AND REFUND POLICY:** Cancellations made with **72 hours notice** (e.g. by Thursday at 9am for the Sunday market) will not be charged a cancellation fee. Cancellations with less than 72 hours notice will forfeit the full stall fee. Vendors who choose to pay onsite and do not show for a market date must prepay all future market dates. Refunds are issued at the end of November. Food and Coffee Service trucks that do not provide 72 hours notice cancellation will receive a formal warning. Failure to provide sufficient notice for future bookings could jeopardize future booked markets.

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BOOKING PRIORITY: Booking priority is based on a number of factors and includes: length of involvement with the Market; vendor attendance, payment record, and being a vendor in good standing with CFMS; product suitability; and the needs of the Market.

STALL SUPPLIES: Stall rental fees will include an allocated space only and no additional equipment at the Poirier Street Market. Table and chair are available at the Port Moody markets; however vendors are responsible for providing their own tents. Vendors are responsible for all stall equipment and supplies (i.e. tent, canopy, umbrella, table, chair, signage, scale). The Market strongly encourages vendors to prepare sufficiently for the elements, rain or shine. Tents must be weighted at all times to secure them from the elements.

GENERATORS: Electricity is not available for our outdoor vendors. Vendors wishing to use a generator must receive approval from CFMS before your first market day. Generators must be a good working condition and quiet. Noise ratings should be within 48 – 60 dBA. If you are using a generator, please ensure you have a fire extinguisher.

SIGNAGE: To assist your sales and patrons finding you again, we require you to have a sign identifying your business name and location. Often Market patrons look for the vendor they bought product from on a previous visit. Vendors should have their signs displayed before the market opens to the public. Failure to have a sign will result in a warning. Signs should be not smaller than 24" wide and 8" high.

PRODUCT SUITABILITY: The suitability of any product for sale at the Market shall be at the absolute discretion of the Market Society. All items for sale at the Market must be listed on the Registration Form and approved by the CFMS. Products for sale are subject to inspection and may be rejected for sale if not of reasonable quality and freshness. All products for sale must meet the Fraser Health Authority and Food Safe guidelines.

FRESH FARM PRODUCTS: Fresh fruits and vegetables, herbs, fresh flowers, nuts, honey, plants, nursery stock, and eggs under mechanical refrigeration may be sold at the Market. Dairy products or fresh animal products may be sold on a case-by-case basis with written approval from the Fraser Health Authority, Environmental Health Protection Branch (Tri-Cities branch - 604.949.7700). All fresh farm products must be grown or produced in British Columbia and sold by the grower.

AGRICULTURAL METHODS: Farmers are encouraged to explain to customers exactly what agricultural practices they follow. All farmers are encouraged to have a sign identifying their agricultural methods. Only certified organic products may be labelled "organic" and farmers must display their Organic Certification. Any farmer found to be misrepresenting their crops or farming method – e.g. indicating their crop is "organic" when it is not certified as such - will be issued a warning, and may have their selling privileges suspended. We would prefer that you explain your methods as such: "grown without chemicals", "grown using the following chemicals only during...", "sprays used up until...", "no sprays after..."

BACKYARD GARDENERS: A backyard gardener is a vendor who is interested in selling excess crops from their backyard. In order to balance the needs of the market, only items not presently being sold at the market will be considered for sale. Backyard gardeners are permitted to sell items at market to a maximum of three times per season and must register as an official vendor. Interior stalls are available for backyard gardener rental.

FARM VISITS: The CFMS looks forward to and has the right to inspect vendor's farmland. Though our time is limited, we will attempt to visit farms represented at our Market. These visits will be prearranged and vendors are requested to provide help during visits in identifying the crops listed on the application

NURSERY STOCK: All plants and flowers must be propagated by the vendor from seeds, cuttings, graftings or bulbs.

PREPARED FOODS / PROCESSED PRODUCTS: Prepared foods are any edible food item that has been changed from its raw form (e.g.: baked goods, cheese, dried foods, and frozen foods). Vendors wishing to sell processed products (such as: frozen meat, cheese, or herbal preparations) are required to follow the appropriate

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guidelines as specified by the Fraser Health Authority, and have Food Safe Level 1 certification. Vendors must also submit an ingredient list for all items they wish to sell at market. All prepared food items, including new products, must be approved by the CFMS jury committee prior to being offered for sale at the Market. Any prepared food item appearing at the Market that has not been juried will be removed.

Food Safety Regulations: We require all prepared food vendors to have Food Safe Level 1 certification. Please provide a copy of certification with application materials. Vendors must also provide a complete listing of ingredients for all items they wish to sell at market. All high hazard food items must be approved for sale by the Fraser Health Authority, following Food Market Guidelines and the Food Safe course. Any person violating these guidelines will be reminded of the agreement and will have the product removed from the Market. Any person unsure of what is permitted or requires a copy of the Food Market Guidelines, should contact the CFMS or the Fraser Health Authority, Environmental Health Office (Tri-Cities branch - 604.949.7700).

Labelling: All prepared food sold at the Market must be clearly labelled with the product's name, the name of the person/business having made it, a means of contacting that person/business, and a list of ingredients in descending order by weight. Only *certified* products may be labelled as 'organic'. We encourage prepared food vendors to label specific ingredients "organic" if they are certified as such. For example, a sign can read "Made with organic..." but not "organic cookies" unless the product itself is certified organic, and the certifying agency is listed. Further information regarding labelling can be obtained by calling 604.666.6513.

Covering of Food and Stall: All food must be protected from contamination by a cover. Health regulations *prohibit* the re-use of plastic or paper bags if food should come in *direct contact* with them. We ask that vendors consider packaging that is environmentally friendly such as rigid plastic display covers that can be used week after week. These are particularly useful for items that people will eat while at the Market. We encourage the use of the least amount of wrapping materials necessary. As we are subject to weather conditions, awnings or umbrellas to protect edible products are strongly recommended.

Quality Control: Random sampling will occur by Market staff and volunteers. Any product that does not meet the freshness and quality standards of the originally juried item will be removed.

BREWERIES, DISTILLERIES, WINERIES: Vendors must submit a Farmers Market Authorization Form to LCLB. <http://www.pssg.gov.bc.ca/lclb/docs-forms/LCLB049c.pdf>. For complete guidelines please review guidelines outlined by LCLB <http://www.pssg.gov.bc.ca/lclb/docs-forms/policy-directive-2014-11.pdf>. Please allow up to 5 days to process the request. Approval from the LCLB must be submitted prior to attending your first market date and displayed at your booth each market. Vendors must also provide proof of insurance and add the "Coquitlam Farmers Market Society" as an "additional insured".

HAND CRAFTED ITEMS: Hand crafted items are items where the hand crafted component dominates the commercial component and the commercial components are transformed in a way that makes the work unique. All crafts must be approved by the CFMS jury committee. Any new product must be approved prior to its being offered for sale at the Market. Any craft item appearing at the Market which has not been juried will be removed.

All crafts must meet the following standards:

- Items must be original, of a unique work or design
- The starting material must be significantly altered and enhanced by the artisan
- The product must meet basic expectations of product life, function and safety
- Preference will be given to items that contain raw materials from local sources and/or have agricultural, horticultural or food themes.

PRICING: In keeping with the Market philosophy of contributing to the economic well being of our farming community, dumping of produce at below market prices is not allowed. Vendors are encouraged to price their items for sale at a price that reflects the cost of goods, including labour, marketing expenses, and a profit. **Prices must remain consistent throughout the market day.** It is not Market policy to fix prices, however, it is in each seller's interest to ensure that prices are not excessively low.

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INSURANCE: All vendors must provide proof of insurance (minimum \$2 million liability coverage). Vendors (especially those selling food products) are strongly encouraged to purchase individual liability insurance to cover activities and the products they sell at market. While the CFMS holds general liability insurance, vendors are not covered under our policy. Please be sure to speak to your insurance broker to ensure you are properly insured for any mishaps at markets.

TAXES: Each vendor shall, where required, obtain a Provincial Tax and GST Registration Number. The collection and remittance of PST and/or GST Tax is the responsibility of the vendor. Vendors shall provide proof of tax numbers to the Coquitlam Farmers Market Society upon request.

COMPLIANCE: A vendor may be removed or have their selling privileges suspended or revoked should they be in violation of the Participation Agreement. A verbal notice indicating the offence and requesting compliance with the Market rules and regulations will be given. If the problem is not corrected in a reasonable amount of time, or if a second offence occurs (new or repeated), a written warning shall be issued. The vendor will be requested to sign and return a copy of the warning indicating his/her understanding of the regulations and willingness to comply within 7 days of receiving the notification. If a vendor fails to sign and return the letter or if a third offence occurs (new or repeated), a written notice of suspension will be delivered to the vendor within 7 days of the offence. All warnings, whether written or verbal, will be documented and included in the vendor's file. The CFMS supports open and clear communications with all vendors. Should you have any questions or concerns, please speak with the on-site Market Coordinator; contact us by phone 604.318.8966 or email: info@makebakegrow.com or fill out a feedback form (available by email and onsite at the market information booth).

Coquitlam Farmers Market – Registration Form for 2015 Season

SET UP: Vendors must arrive with sufficient time to set up their stall. The market is open to vendors to begin set up 1.5 hour prior to opening. For the safety of other vendors, no cars will be allowed in the Market area 30 minutes prior to opening. Vendors arriving 30 minutes before opening will have to unload in the parking area and walk items to their stall. Please ensure that you are ready to sell at the designated start time.

VENDOR VEHICLES AND LOADING/UNLOADING: Vendors renting perimeter stalls may keep their vehicles on site, if required. Vendors renting interior stalls must have their vehicle off the Market site no later than 30 minutes prior to market opening.

PUNCTUALITY: Late arrival is disruptive, reflects poorly on the Market and is disrespectful to other vendors. Vendors who are not punctual will be reminded of the agreement and risk losing their opportunity to sell at the Market that day.

PRICING: All products must be clearly priced and either tagged individually or listed on a large sign or blackboard. **Prices must remain consistent throughout the market day.** It is not Market policy to fix prices, however, it is in each seller's interest to ensure that prices are not excessively low.

SCALES: Vendors must provide their own scales if they wish to sell produce by weight. Scales must be "legal for trade" and are subject to inspection by "Weights and Measures". As access to electricity is limited at the Market site, vendors should consider running a cable off their vehicle battery for electronic/digital scales.

REFRIGERATION: Any product that needs to be refrigerated or frozen must be **transported and sold** at market under mechanical refrigeration or in a freezer.

SAMPLING: All products made available for sampling must be prepared by those with Food Safe Level 1 certification, and served as individual samples. Vendors are encouraged to serve samples in individual containers or by providing single use items such as toothpicks. Those who sample product must have a portable hand wash station, consisting of a water container with spigot holding a minimum of 25L of warm potable water, a wastewater collection container, liquid soap, and paper towels. Please respect your neighbours and their customer flow when sampling products.

HAWKING: Hawking (calling attention to your products in a loud, repetitive, public manner) during the Market day is prohibited.

COURTESY / CONDUCT: Vendors will conduct themselves in a respectful and courteous manner. It is the Market's intent to win friends and benefit the vendors, consumers and the wider community.

CHILDREN: Vendors need to keep a watchful eye on their children at all times during the Market day. Early morning set-up can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Market can take no responsibility for their safety or whereabouts.

PETS: All pets must be leashed outside the Market area and are not permitted in tented spaces selling prepared foods or produce.

SMOKING: Vendors are asked not to smoke within their stalls or in the marketplace.

CLOSING: **All vendors are required to stay until closing, regardless of weather, turn out, or being sold out of product.** Vendors are encouraged to bring enough goods to last throughout the market period. Vendors who sell out early should post a sign letting customers know they have sold out. Vendors who have sold out are encouraged to walk around the Marketplace and enjoy the activities. Vendors should be loaded up and vacate the site within an hour of market closing. Any exceptions must be cleared with the on-site Market Manager. **To be fair to all vendors and volunteers, please respect the market closing time.**

STALL CLEAN UP: Each vendor is responsible for keeping their stall space clean while the market is open and for clean up at the close of the Market. This includes hauling away any trash and recycling that is generated in or around your stall and the sweeping up of any product debris left on the ground. Vendors should bring their own brooms and dustpans. **Market trash cans and trash cans belonging to the City of Coquitlam and City of Port Moody are not available for vendor use.** Broken down unwaxed boxes may be recycled in the appropriate bins onsite.