



## Saanich Sunday Farmers' Market (SSFM) Policies, Guidelines and Procedures 2017

### PURPOSE

The purpose of the non-profit Saanich Sunday Farmers' Market (SSFM) is:

- to promote a sustainable, self-supporting, family friendly community enhancing Market in Saanich, and to encourage a 'make, bake or grow' policy of featuring locally grown produce, prepared foods and artisan crafts.

### POLICIES

#### Market Day

- The Market is open from 10:00 am to 2:00 pm each Sunday from the first Sunday in July (Market Opening Day) through the last Sunday in August (Market Closing Day).
- Set-up of vendor stalls begins at **8:00 am**, unless prior arrangements have been made with the Market Manager. Please have setup complete by 9:45 am on Market Day.
- Vendors who wish to make use of 'tailgate' vending are welcomed when prior arrangements have been made with the Market Manager. A limited number of such spaces are available and preference is given to farmers.
- Vendors supply their own canopy, tables, chairs, shelters etc. and are responsible for creating a safe environment which allows them to vend even during inclement weather. Please refer to 'Insurance, Liability and Protection.'
- A full Vendor space will accommodate a 10' x 10' canopy.
- Take-down after 2:00 pm, please have site cleared by **4:00 pm**.
- Vendor site and surrounding area must be left clean. Vendors are responsible for off-site disposal of waste/recycling/compost they've collected during the Market Day.
- Smoking is not allowed on Market grounds.
- Since site use, and therefore layout, may vary from week to week, we can't guarantee the same location each week; though every effort will be made to accommodate requests.
- The Market Manager of the day is the ultimate and final authority on all issues!

## Vendor Information and Rates:

### **General Vendor Policy**

- All Vendors to offer locally or regionally grown, produced or crafted items.
- Priority given to food and beverage Vendors who produce with a sustainable focus.
- A sign for the business should be visible and legible and applicable licences and certificates posted.
- All prices should be clearly marked on items for sale. Prices to be set are at the sole discretion of individual Vendors.
- Vendors registered and paid in full by **May 15, 2017** are entitled to a 10% discount on their fees.
- Registered, paid up Full Season Vendors will likely have the same stall location for the duration of the Market season.
- Registered, paid up Partial Season Vendors are encouraged to have a table on the first and last Market days of the season and participate in 4 markets in total to be qualified for this status. A Partial Vendor's ability to hold the same stall space throughout the season is left to the discretion of the Market Manager, and will be on a weekly basis.
- Drop-In Vendors registered and paid up by 4:00 pm on the Monday prior to the desired Market date will have priority over Drop-In Vendors who register later. Drop-In Vendor stall location will likely be different for each market attended. Spaces for Drop-In Vendors are limited and only available when not filled by Full or Partial Season Vendors. Drop-In Vendors may register as Partial Season Vendors at any time and at their rate, on approval of the Market Manager.
- All Vendors must adhere to sanitary and food safety procedures as outlined by the local health authority and/or other relevant provincial and/or federal authority.
- Where required, Vendors shall have Provincial tax and GST registration numbers and are responsible for the collection and remittance of any Provincial and/or GST tax.
- All Vendors should be appropriately dressed for a family event, and when applicable, with care for food service.
- Vendors selling prepared foods and providing samples must complete an "Application For Sale of Food at Temporary Markets" and submit it to the local officials.
- A letter from a BC Environmental Health Authority is required in order to sell high risk, prepared food. This application is available directly from the Health Authority or on our website with the applications. Vendors must have their letter of permission on display at each market. **Vendors may not sell 'High Risk Food' without this letter with them on site.** A copy of the letter of permission must also be submitted to the SSFM Market Manager. Vendors with questions are encouraged to contact SSFM.
- Vendors of home prepared foods must only sell foods that are considered to be lower risk (see Appendix I in document below for examples). Vendors are allowed to sell home prepared lower risk foods at the Market without contacting or receiving approval by the local Health Authority. For full information, please refer to most current version of: [https://www.vch.ca/media/Guidelines\\_Sale\\_Foods\\_Temporary\\_Markets\\_April2010.pdf](https://www.vch.ca/media/Guidelines_Sale_Foods_Temporary_Markets_April2010.pdf)

- Any displays within one's stall that are contrary to the Criminal Code (<http://laws-lois.justice.gc.ca/eng/acts/C-46/FullText.html>), or any provincial or municipal act, by-law or regulation are a breach of Vendor contract and will be grounds for suspension.
- All Vendors must comply with copyright legislation (<http://laws-lois.justice.gc.ca/eng/acts/C-42/Index.html>) and are required to adhere to this legislation with regards to original work of another who is an artist, author, crafter, etc unless specific and written consent is given by the creator or owner of such work.
- To maintain a positive atmosphere, please bring all concerns to the Market Manager immediately, not to customers or other Vendors. If the Market Manager cannot conclude a satisfactory resolution if conflict (Market related) occurs between Vendors, the issue may be brought to the Board for final decision. In such an event, please submit all relevant details via email to [SaanichFarmersMarket@gmail.com](mailto:SaanichFarmersMarket@gmail.com). Challenges must be made before the end of the Market day in which a violation is observed.
- The Market Manager of the day is the ultimate and final authority on all issues!

### **Farmers**

- These are defined as Vendors who produce farm and garden based products and value-added products which they have made from their own farm produce and including:
  - horticultural products
  - meat products harvested/grown/produced by the vendor on their farm(s) and processed at an approved site
  - seafood (where permissible) caught/harvested on Vancouver Island.
- Farmers may sell goods that they have made, provided they adhere to Island Health guidelines, and are documented in the registration.
- Farmers do not have to be 'certified organic' but it is a Market requirement that they produce with a sustainable focus. If the term 'organic' is used, it must be certified.
- Farmers will have up to a 10x20 space for their fee, or they may make use of one 10x10 tent as well as 'tail gate sales' if they wish. We hope to encourage farmers to bring as much produce as they can sell and not feel constrained by space.

### **Food / Drink / Liquor and Food Truck Vendors**

- Food/Drink Vendors, Liquor Vendors and Food Truck Vendors are considered separate entities, though many of these policies apply to all.
- Sharing of one Market stall by two small scale Food/Drink Vendors is allowed at the discretion of SSFM, with prior arrangements made on registration.
- Vendors should be aware of possible allergen ingredients (e.g. nuts, milk/lactose, gluten) and provide clear product information where applicable.
- Where required, Vendors must hold a Food Safe Certificate ([http://www.foodsafe.ca/main/course\\_search](http://www.foodsafe.ca/main/course_search)).
- Any Vendor selling contaminated edibles must be suspended from the Market until satisfactory clearance has been obtained from the health authority or agency.
- Liquor Vendors must produce local products.

- Liquor Vendors must have their valid Liquor License posted in a visible location. Serving It Right numbers must be submitted to SSFM when accepted to the Market. As each new potential Vendor for the business is hired, these numbers must be available on site.
- Sales of edibles from Food Trucks should be made, baked or grown by the operator, though we encourage resale of locally made products. Food Truck Vendors are encouraged to include vegan and/or vegetarian and/or gluten-free items/options. Please ask upon registration if you wish to sell a product that may not be directly in line with the 'make, bake or grow' Market Policy.

### **Artisan / Craft Vendors**

- These are Vendors who have hand created, sewn, constructed or otherwise created their products.
- Craft and Artisan tables may have approved multiple Vendors, but they must all be involved in some part of the creation process.

### **Community Groups**

- These are groups who present information considered by the Market Manager to be in the community interest. Maximum of two groups per Market and two appearances by a group in a Market season. No charge other than \$10.00 administration fee.

### **Rates**

**Full Season Rate: \$180.00 (\$20.00 per Market for all 9 Markets)**

**Partial Season Rate: \$100.00 minimum (\$25.00 per Market/4 Markets or \$23.00 per Market for 5-8 Markets)**

**Drop-In Vendor: \$30.00 cash per Market**, due in full to the Market Manager prior to set up of the Vendor's stall; preregistration is required and prepayment is encouraged.

**Liquor Vendors: \$40.00 per Market**

**Food Truck Vendors: \$40.00 per Market**

## **General**

### **Registration Policy**

- Approved Vendors must be somehow involved in the make, bake or grow policy.
- Please ensure your registration is complete and includes all information and documents relevant to the sale of your produce, goods or products; including a listing of all items

being sold, ingredient list where necessary as well as names of all people who have the right to sell for you, and any required approvals and/or licenses.

- Email confirmations will be sent by SSFM, though ultimately it's the Vendor's responsibility to ensure forms and payments have been received.

### **Booking, Attendance, Cancellations and Refunds Policy**

- To assist with our administrative costs, as we are a non-profit organization, please include a \$10.00 non-refundable administration fee with each registration.
- Submitting a registration does not guarantee acceptance as a Vendor at the Market.
- SSFM is non-partisan; non-faith based and does not permit distribution of materials promoting faith or politics.
- Full season and Partial Season Vendors are expected to be present for all dates they pay for. Since unforeseen events do happen, if you require amendment or termination of an agreement, please email SSFM at [SaanichFarmersMarket@gmail.com](mailto:SaanichFarmersMarket@gmail.com) with the reason and desired cancellation date(s). While every effort will be made to accommodate, refunds will be at the discretion of the Market Manager.
- Of course, the following will not be tolerated:
  - Drug use or criminal activity by Vendors or agents
  - Poor behaviour and general non-compliance by Vendors or agents
  - Selling of unapproved product(s) or misrepresentation or resale of items
  - Failure to clean up stall

### **Emergency/Urgent Closure**

- In the event of extremely poor weather, a natural disaster or unforeseen complications, closing the Market may be necessary and may occur at the Market Manager's discretion. In this event and depending on the circumstance (always putting safety first), Vendors will be required to pack up immediately. All persons present and representing the Market in all forms will be required to help during take-down and clean up, making sure everyone is safe. In the event of forced closure, we may not be able to refund fees for that day's Market, and appreciate your understanding.
- If the closure prevents opening the following week, every effort will be made to reimburse fees, in a timely manner, for all Markets subsequent to the closure.

### **Environmental Impact**

#### **Electrical**

- Vendors are encouraged to turn off their own equipment when not in use and be energy efficient, with well-maintained equipment.
- If you require electricity, you must make prior arrangements with the Market Manager.

#### **Garbage and Recycling**

- SSFM aims to minimize waste; Vendors are encouraged to minimize packaging waste for their products. It is strongly encouraged that Food service Vendors avoid supplying single use items (individual sugar and condiments packets etc).
- Vendors are required to provide *their own* suitable, separate garbage, recycling and compost containers and pack out any waste, recycling and compost generated by their own business activity and clean-up of their stall area and adjacent, for *off-site* disposal. Full cleanup of the entire site is a condition of our rental agreement and a courtesy to our neighbours, and your willing participation helps ensure a successful market!
- SSFM will provide waste, compost and recycling bins for general public use.

### **Supplies**

- Food Vendors are encouraged to use compostable or recyclable cups, plates and cutlery, and not to supply Plastics or Styrofoam products (including plastic straws).

### **Insurance, Liability and Protection**

- Each Vendor must ensure they carry sufficient product and personal liability insurance.
- All Vendors are responsible for their own tables, chairs, canopies, weights (weights should be 30 lbs per tent/canopy leg.) If an umbrella is being used it needs to be weighted on all sides. The booths must at all times be safe and presentable.
- Neither the Saanich Sunday Farmers' Market nor any other entity affiliated with the Market, including the Municipality of Saanich, is responsible for any damage or loss incurred by Vendors or caused by Vendors to anyone else, and is not liable for replacing damaged or stolen product. If your product is stolen or damaged please bring it to the attention of an SSFM team member as soon as possible, to be documented.
- Any Vendor with a source of ignition is required to have a working fire extinguisher.

***Please note:***

*All policies, guidelines and procedures may be subject to change periodically and under the advisement of the Market Manager(s), the Board of Directors and/or the Municipality of Saanich. Saanich Sunday Farmers' Market (SSFM) is a registered Non-Profit Society. Every effort will be made to advise Vendors of any changes to Policies.*