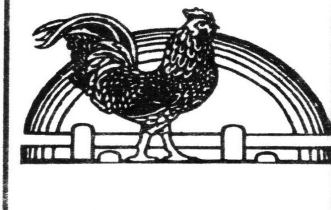


Kamloops Regional Farmers' Market Society

Box 1282 Kamloops, BC, V2C 6H3



www.kamloopsfarmersmarket.com or



www.facebook.com/KamloopsFarmersMarket

2012 MARKET RULES and REGULATIONS

Please keep this sheet for future reference.

1. **The purpose of the Society is to encourage and support local production of food, and to provide an outlet for local produce and foods, in order to promote local food security.**

- A. Vendors must grow, raise, harvest, bake or make 100% of the products that they sell.
- B. Farm or food products grown or produced in an area outside the Market boundaries will be allowed only if there is an **INSUFFICIENT** local supply within the Society boundaries. Only BC products may be sold at the Market.

Kamloops Farmers' Market boundaries are as follows:

Highway 1 from Cache Creek to Sorrento
Highway 5 from Merritt to Clearwater
Highway 97 from Falkland to Cache Creek

C. There are four types of vendors who can apply to vend at the Farmers' Markets:

- i. **Agricultural** – vendors who themselves primarily grow, harvest, or raise vegetables, fruit, flowers, herbs, meat, fish, or whole eggs for sale as a business enterprise.

Backyard Grower – a gardener of fruit, vegetables, flowers, or herbs located within the Kamloops Farmers' Market's Boundaries, who grows primarily for their own use

Craft / Home-based business – vends products or services produced by themselves within the Kamloops Farmers' Market Boundaries.

Prepared Food – is a vendor whose primary product(s) are food items other than fresh, whole fruits and vegetables, uncooked meats and fish, whole eggs, etc.

- ii. Where a vendor sells products from more than one vendor category, the primary vendor classification is determined by the following:

At least 80% of the total products being sold are from that vendor category; products of less than 80% will be considered to be of a secondary vendor category.

D. There are two types of non-vendors who can apply to have a presence at the Farmers' Markets:

Community Group – a not-for-profit group who is active within Kamloops.

Buskers – a person or group who performs any of the live arts (music, theatre etc.)

E. The only prepared foods allowed at the Market are those approved by the board. Vendors of prepared foods must

produce a copy of a valid health permit at the request of the Market manager and/or the Market Board of Directors.

F. Since the Market is a Farmers' Market, non-agricultural vendors are only permitted at the discretion of the Board of Directors.

A non-agricultural vendor is any vendor whose category is any other than Agricultural.

Approved Saturday Market non-agricultural vendors are assigned to the Stuart Wood Schoolyard, although they may be assigned a St. Paul Street Market space under the direction of the Market Manager if there is sufficient space, as decided by the Market Manager.

- i. Schoolyard spaces are approximately 10 by 10 feet.
- ii. Approved Wednesday non-agricultural vendors will be assigned spaces along Victoria Street or the adjacent parking lot at the manager's discretion.

G. For both Wednesday and Saturday, when market space is limited, there is a bumping hierarchy. It is based on the date a vendor's application and full payment of fees, if seasonal, is received (earlier dates get priority within each level of the hierarchy).

The bumping hierarchy is as follows (last on the list is bumped first):

- i. Seasonal Agricultural vendors
- ii. Daily Agricultural vendors
- iii. Backyard Growers
- iv. Seasonal Prepared Food vendors
- v. Daily Prepared Food vendors
- vi. Seasonal Craft / HBB vendors
- vii. Daily Craft / HBB Vendors
- viii. Community groups

2. The rental of a stall space falls under the jurisdiction of the Kamloops Regional Farmers' Market Society. The Society may limit or control activities at the Market, including vending, entertainment, and promotions.

A. Each year, vendors must complete an application form and submit it to the Board of Directors for approval. A contract must also be completed, signed and submitted with the Farmers' Market Society.

B. Applications must be approved by the Board of Directors **BEFORE** a vendor is allowed to sell at the Market. If vendors arrive at Market without prior approval, they must fill out an application and submit it to the manager. If the manager and two board members agree that the product is appropriate and the space is available, the vendor may be allowed to sell at the Market that day but will be charged **TWICE THE DAILY FEE**. The full Board of Directors will deal with all applications

as soon as possible, but no vendor will be allowed more than one day at Market before obtaining full Board approval.

- C. **Seasonal vendor fees need to be submitted with the vendor's application.** Fees for daily vendors will be paid to the Market manager before or during individual markets, as determined by the Market manager.

Daily fees can NOT be accumulated towards the seasonal fee.

3. All vendors must comply with local, provincial, and federal fire, health, and safety regulations.
- A. Scales must be accurate. They should be certified legal for trade and are the responsibility of the vendor.
Vendors are responsible for the accuracy of all verbal and written messages in their stalls. (For example, vendors must not claim that apples are "tree-ripened" unless this is true. If a sign says "no pesticides," this must be the case.)
4. Supply and securing of canopies, umbrellas, coolers, tables, and chairs etc. is the responsibility of individual vendors. Liability for any damage or injury caused by insecure fixtures is not covered by the Farmers' Market insurance policy.
5. Vendors must prominently display an appropriate sign, at least two square feet (2 sq. ft) in area. Signs must show, at the very least, the vendor's name (or business name) and location of his or her operation.

Failure to display a sign with the appropriate information will result in a \$5 fine for every market day the sign is not displayed.

6. Vendors are responsible for cleaning their sites at the end of each Market day.
7. It is the responsibility of each vendor who holds a full-season space to notify the Market manager, **at least 24 hours in advance** of the first market day. Failure to do so may result in the vendor arriving to find someone else already placed in their assigned space. If the space is not being used for season market dates, vendors must notify the manager of the anticipated market season attendance. As well once the vendors have started attending the market for the season they must notify the Market manager **24 hours in advance** of whenever they will **not** be using their space.

8. VEHICLES

- A. For safety reasons, only emergency vehicles can be driven in the Market space during Market hours. **SATURDAY VENDORS' VEHICLES MUST BE IN PLACE BEFORE 7:30 A.M., AND MAY LEAVE THE MARKET ONLY AFTER 12:30 P.M.** Arriving at the market after 7:30 AM will require the vendors to walk in their produce / products and supplies to their assigned space.
- B. At the Saturday Market, all parts of vendor stalls must be at least 3 meters (about 10 feet) from the centre-line of the street to permit passage of emergency vehicles.
- C. Vendors who have not left the Saturday Market by 1:00 P.M. must be parallel-parked and must have all of their produce and marketing apparatus removed from the driving area of the street.

- D. Vehicles **over 20 feet** in length must be parked off the street during Saturday Market hours.
- E. Maximum speed in the Saturday Market space is 8 km/h
- F. Saturday vendors assigned to spaces on St. Paul Street are required to use ramp blocks when moving their vehicle on or off the sidewalk. As well, to protect the sidewalk cardboard must be placed under the engine area if it is parked over the sidewalk.
- G. Set up time is 6:30 AM to 7:30 AM. On Saturday all stalls must be removed by 1 PM; On Wednesday by 3 PM.

Vendors who have **not arrived by 7:45 AM** on the market day may find that their space reassigned to a waitlisted vendor. Fees will not be reimbursed for the loss of space or opportunity to vend.

- H. Stuart Wood Schoolyard vendors on Saturday:
Driving on grassed areas of the schoolyard is strictly prohibited.
- i. If vendors want to unload items from a vehicle, they must arrive early; quickly unload the items onto the sidewalk, then remove their vehicle from the Market space BEFORE setting up their stall.
- ii. No vehicles are permitted past the yellow gates between 7:30 AM and 12:30 PM.
- iii. During Market hours parking is allowed in the school parking lot. Parking is NOT allowed on the school grounds.
- I. **No Wednesday vendors are permitted to park anywhere on any street downtown during the market hours**, with the exception of the bagged meters which is at the direction of the Wednesday Manager. Only parking in a paid parking lot or parkade is permitted.

Wednesday vendors, who are not parked at the bagged meters, who submit a valid receipt for the Impark Parking lot will be reimbursed to a maximum of \$8 per vendor for parking each market day they attend. **There will be no refund of parking fees for special event days.**

Reimbursement for parking receipts will occur each week for the previous week's parking. They will not be reimbursed at any other time or market. It is the vendor's responsibility to provide the receipt to the market manager for reimbursement.

- J. For Wednesday Market, a minimum of a 1.5 metres safe pedestrian access way must be clear at all times on the sidewalk. NO items can be placed along the TNRD building side of the sidewalk.
9. Hours of sale are Saturday 8 AM to noon and Wednesday 8 AM to 2 PM. For Saturday, please finish your transactions as quickly as possible after the closing bell.
10. Agricultural, Backyard Growers, and Prepared Food vendors are expected to contribute to weekly food baskets for Market volunteers.
11. The Kamloops Regional Farmers' Market Society Board of Directors and its market managers have the right to evict and/or bar any vendor, temporarily or permanently, who fails to comply with Market regulations.
12. The Society reserves the right to amend the market rules as needed.
13. All complaints must be sent, in writing, to the Kamloops Farmers' Market Society Board of Directors. Our mailing address is PO Box 1282, Kamloops BC, V2C 6H3.