

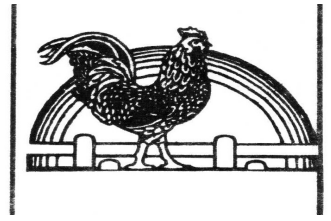
Kamloops Regional Farmers' Market Society

Box 1282 Kamloops, BC, V2C 6H3

www.kamloopsfarmersmarket.com

or

www.facebook.com/KamloopsFarmersMarket



The term "Vendor" will hereafter refer to both Vendors and Community Groups.

2018 MARKET RULES

All Vendors, Community Groups, and Buskers are responsible for knowing these rules before attending the market.

Please keep this sheet for future reference.

1. The purpose of the Kamloops Regional Farmers' Market Society (KRFMS) is, to encourage, support and provide an outlet for local produce.

- A. Vendors must grow, raise, harvest, bake or make 100% of the products that they sell.
- B. Storefronts are limited to stand-alone, locally-based storefronts only (no chains or out-of-area storefronts); all product must be made in the store. The Board reserves the right to refuse any storefront application that does not align with the KRFMS Society's Mission Statement.
- C. 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.**

KRFMS' boundaries are as follows:

- 1. From Clearwater to the intersection of Notch Hill Road and Highway 1 in Sorrento.
- 2. The boundary then goes south to the edge of Falkland's western limit on Highway 97.
- 3. Then from Falkland to the Merritt town sign on Highway 5.
- 4. Then in a northerly direction to the Cache Creek limit and Highway 1.
- 5. Straight back north to the edge of Clearwater.

**** Note: the towns of Cache Creek, Clearwater, Sorrento, Falkland and Merritt are considered out-of-area. The boundaries of the KRFMS extend to the town limits. ****

(Map provided on website)

D. There are four types of vendors who can apply to vend at the KRFMS' 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.

There are two kinds of products an agricultural vendor can produce in this category:

- a) An **agriculture product** is wholly produced by the vendor's farm.
- b) A **farm product** contains ingredients from the farm and elsewhere.

- ii. **Backyard Grower** – a gardener of fruit, vegetables, flowers, or herbs located within the KRFMS' Boundaries, who grows primarily for their own use

- iii. **Craft / Home-based business** – vends products or services produced by themselves **within** the KRFMS' Boundaries. All product must include at least one handmade, crafted or modified (repurposed) component.

- iv. **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.

E. 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.

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

- i. **Community Group** – a **not-for-profit** group who is active within KRFMS' boundaries. Non-profits will be required to make a donation which will go to the Food Bank. All groups other than not-for-profit (eg crown corporations, municipalities, etc) will be subject to a daily fee payable to the KRFMS.

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

G. 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.

All prepared food vendors must familiarize themselves with the *Guideline for the Sale of Foods at Temporary Food Markets*. Vendors applying to sell low risk items must indicate this on their KRFMS application. Vendors of prepared food items which could be considered either high or low risk (ie salsa), must ensure their product is safe and do any necessary testing to prove such.

H. 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.

I. For both Wednesday and Saturday, when market space is limited, there is a bumping hierarchy. For Seasonal Vendors it is based on the date of a vendor's full application (including seasonal fees and contract - earlier dates get priority within each level of the hierarchy). For Daily Vendors the application date received is used.

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 (based on # of dates attended).

2. The rental of a stall space falls under the jurisdiction of the KRFMS. 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 consideration. A contract must also be completed, signed and submitted to the KRFMS.

- B. Applications must be approved by the Board of Directors **before** a vendor is allowed to sell at the Market. Temporary approval may be granted by the market manager, but no vendor will be allowed more than **one day** at the Market before obtaining full Board approval. Temporary Approvals are issued once per month, mid-month. Full Board Approvals are issued once per month at the end of the month. **** New Applicants must be prepared to wait 2 weeks before they may attend under temporary approval, and up to a month before they can attend under full (Board) approval. The Market Manager will contact Vendors when their application has been reviewed. Vendors may contact the market to confirm receipt of application, but application status updates will not be provided.****
- 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.
- D. Vendors can make arrangements with neighbours to accommodate vehicles or produce when in attendance, but the managers and board must be notified of ongoing arrangements.
- E. A seasonal stall holder who is absent for 4 or more markets in a row forfeits jurisdiction of their spot, and may be placed in a new spot at the manager's discretion.
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.
- B. 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.)
- C. Vendors may not describe or label any product using the word "organic" unless that product is certified organic. Certified Organic Vendors must include their Certification Number and Certifying body on their application, and an up-to-date copy of certification must be provided to the Market Manager along with the KRFM Contract, and again mid-season when certification is renewed.
4. Supply and securing of canopies, umbrellas, tables, 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.
Vendor insurance is available through the BC Assn. of Farmers' Markets Affiliate member program.
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; this includes removing any and all vendor garbage. **Vendors may not use the KRFM's garbage cans to dispose of sample containers, cardboard boxes, fruit and vegetable culls, etc.**
7. It is the responsibility of each vendor to coordinate with the market manager about their attendance at market.
- A. Vendors who hold a full-season space must notify the Market manager **at least 24 hours in advance** of their 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 all season market dates, vendors must notify the manager of the anticipated market season attendance.
- B. **All vendors** must notify the market manager of any changes in attendance by phone or email **no later than 8:00 pm on Sunday evening for each Wednesday market and no later than 8:00 pm on Thursday evening for each Saturday market**). Failure to do so will result in that vendor being issued one demerit point. **Three demerit points** will result in the vendor being moved to the **bottom** of the **hierarchy list**.
- C. **Vendors who are no-shows or who cancel on the morning of the market will be subject to a fine of \$10.** This fine must be paid to the market manager at the next market attended, along with any vendor fees for that day. Allowances may be made for emergency circumstances only; poor weather does not constitute an emergency.
8. VEHICLES
- A. For safety reasons, only emergency vehicles can be driven in the Market space during Market hours. Following the sound of the first bell indicating the end of the market, vendors may close and begin packing up their stalls. **However, vehicles must remain stationary and with engines off until the second bell is rung. The second bell is rung at the Manager's discretion, and can take up to 45 minutes or more.**
Vendors arriving at market within ½ hr before the market's opening time will be required to walk in their produce / products and supplies to their assigned space.
Violations of these vehicle safety rules will result in a \$10 fine, and repeated violations may result in expulsion from the market.
- 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 within one hour of the closing bell 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, when vehicles are permitted to move in the Saturday Market space, is 8 km/h. This is strictly enforced.**
- 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. Idling of vehicles is prohibited at all times in the market.
- H. Stuart Wood Schoolyard vendors on Saturday:
Driving on grassed / gravelled 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 at the back of the Schoolyard within ½ hour of the opening time, or before the second bell has rung at end of the market.
- 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 on downtown streets during the market hours**, save for the area on Victoria street adjacent to the TNRD building, which is at the discretion of the Wednesday Manager. Only parking in a paid parking lot or a parkade is permitted.
Wednesday vendors parked at on Victoria Street will pay \$5.00 per day to the Wednesday Manager. Those vendors having to pay for parking will be reimbursed ½ of their parking fee up to a maximum of \$5.00 upon proof of payment. Any surplus at the end of the year will be used to the benefit of the Wednesday Market.

There will be no collecting or reimbursement of parking fees for special event days.

Reimbursement to vendors for parking on special event days will happen on the following market day upon presentation of the previous market's parking stub. Reimbursement will not happen at any other time or market. **Community groups are not reimbursed for parking.**

9. For the 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.
10. On Saturday, transactions must be completed as quickly as possible after the closing bell. There is no closing bell on Wednesday; transactions must be completed as quickly as possible following closing time.
11. Set up time begins 2 hours before the market start time. All stalls must be removed within an hour of the closing bell.
12. Vendors who have **not arrived by 15 minutes to the market start time** may find that their space reassigned to a waitlisted vendor. Funds will not be reimbursed for the loss of space or opportunity to vend.
13. No "hawking" is permitted (aggressively pushing product or information, calling out to customers, or approaching customers outside of the stall).
14. Agricultural, Backyard Growers, and Prepared Food vendors are expected to contribute to weekly food baskets for Market volunteers.
15. Vendors are not permitted to bring or keep their dog(s) in the market area.
16. Vendors are not permitted to smoke in the market area.
17. Vendor booths must be staffed at all times.
18. Helium Balloons are NOT permitted.
19. In case of emergency notify the authorities and then immediately inform the manager about the situation.
20. The KRFMS 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, and / or who does not respectfully respond to the managers' directions.
21. There will be no repayment of seasonal fees except under extraordinary circumstances.
22. The Society reserves the right to amend the market rules as needed.
23. Complaints about a particular product or vendor at the market must be submitted in writing to the Market Manager via a "Vendor Complaint Form." Complaint forms will be reviewed and responded to in writing by the Board of Directors. Verbal or physical disputes will not be tolerated at the market.
24. All other 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 or by e-mail to info@kamloopsfarmersmarket.com.

