



Downtown Salmon Arm Market Rules and Policies 2023/24

Market Mission

Shuswap Food Action Society operates the Downtown Salmon Arm Farmers' Market. (A BCAF Member Market) The goals of the market are:

- To advance education on the topic of local, sustainable food systems and nutritious eating;
- To build community around local food
- To improve local food access for all people, especially vulnerable populations
- To provide a venue for those who “make, bake or grow” to sell their goods.

Market Day:

- The Summer Season Market will be open to the public from 9:00 a.m. to 1:00 p.m. at Ross Street Plaza/Hudson Ave. each Saturday from May 13th until October 21st, 2023. (A Winter Season Market Schedule will be released in October)
- Vendors must have stalls up and ready by 8:45 am. If you know you will be late, please text the Market Manager and let him/her know.
- **After unloading, vendors are required to park their vehicles across at the SASCU parking lot. (See green-area parking on included map). The red-area (shown on map) parking is reserved for patrons of the Market and downtown businesses.**
- Vendors must supply their own tables, chairs, and shelter, and are responsible for creating a safe environment. A full vendor space will accommodate a 10' by 10' canopy. **Canopies must be weighted down with adequate weights.**
- As always, Vendors must comply with all guidelines/requirements as they are instituted.
- All full time Vendors will be placed on Hudson Avenue and will be assured a spot each week. If a Vendor has a strong preference for a given location, all efforts will be made to reserve this spot. However, Vendors cannot be guaranteed the same location each week. Any full time Vendor not attending a given Market is asked to notify the Market Manager in advance. The limited spots on Ross Street Plaza will be allocated to drop-in Vendors and non-profit/public service entities.
- Vendors are responsible for keeping their stall space and surrounding area tidy at all times, and for clearing up any litter from around their stall at the end of each market. We will have composting and recycling containers and ask that food is sold in compostable or recyclable containers.

- Vendors who wish to keep animals on site must clear this prior to the market day with the Market Manager. Vendor's animals must be kept in appropriate containment or on a leash. Food vendors must adhere to Interior Health regulations on animals.
- The Manager reserves the right to limit the number of Vendors in total and within product categories. The Market Manager will use his/her discretion to balance the types of products and services at the Market and give preference to local (Shuswap) vendors.

Table Fees

- Drop-in Vendor: \$40* per market (payment by e-transfer to farmersmarket@shuswapfood.ca preferred)
- Full Summer Season Vendor: \$400* (pre-approved 'double booth' for food Vendors only – add \$350)
- Full Summer/Winter Season Vendor: \$450* (pre-approved 'double booth', food only – add \$350)
- New Farmer/New Food Producer: \$100 discount for both full time Summer and Summer/Winter Season (in business for less than 3 years)
- Nonprofit groups: no charge

*\$5 of the increase for drop-in Vendors and the \$50 increase for full time Vendors will be allocated to a dedicated direct marketing initiative (advertising, signage, social media, etc.)

*Refunds for prepaid space will be considered on a case-by-case basis and must be applied for in writing to the Board. The date of receipt of the request by the Board will be considered the start date of the request. Retroactive refunds will not be considered.

Stall Allocation Policy

- Priority will be given to Vendors committing to the full season.
NOTE: Farm/Food Vendors will be given priority allocation of Market space.

Vendors (General Rules)

- **All Vendors are expected to treat each other and customers with courtesy and to work together in a spirit of cooperation and respect.**
- The Farmers' Market will have liability insurance to cover the hours of the market for general site liabilities, but will not accept responsibility for the negligence of individual Vendors or their products. Every Vendor is **required** to ensure that their homeowner or business insurance covers them for their participation in the market. Please include Shuswap Food Action Society and City of Salmon Arm as those insured.
- The Market Manager may prohibit any person from renting stall space, request removal of product that falls outside the policies of the Market, and may require persons to leave the Market in the event that they fail to abide by the policies of the Market, or requests of the Market Manager.
- Downtown Storefront operations may sample, but not sell their products at the Market.
- The Market Manager has the right to withdraw the participation of a Vendor who fails to abide by the policies. The Vendor in question may appeal the decision by a written submission to SFAS Board within 30 days of being notified of the withdrawal of their participation.

Farm Vendors

- All agricultural products must be locally produced. Preference will be given to those falling within North & South Shuswap, Salmon Arm, Enderby, Sicamous. Outside growers will be considered if local growers are not available.
- Growers must sell only their own farm products. However, with the Manager's permission, growers may sell a limited number of products from a local farm.
- All products for sale, included value-added products, must meet Interior Health regulations. It is the responsibility of individual Vendors to understand these regulations.
- Dumping of product below fair market value is not permitted. Fair market value will be determined by the average pricing of surrounding Vendors, plus or minus 15%.

Craft Vendors

- All crafts must be produced from original materials by the seller. No assembled items, kits, or resale items are permitted.
- All craft products must be of original, unique work or design, and be of acceptable quality standards. Shuswap Food Action Society reserves the right to regulate the type and nature of products offered for sale and display, in order to maintain the diversity and quality of the Market.

Value-Added Food Products and Concessions

- Vendors of high-risk foods must provide copies of approval from Interior Health each season and a complete product list along with their application before selling at the Market.
- A copy of your current Food Safe certification must be present with your Vendor application and be available on site at all times, to be shown on demand. We prefer that a laminated version of your Food Safe Certificate be on display in your stall.
- All handlers of processed food must wear appropriate, clean and presentable protective clothing.
- All value-added and processed food products require clear and legible labels, including the name and contact information of the producer and the list of ingredients in order of predominance.
- All open prepared food must be kept covered at all times and be served using appropriate, clean tools (e.g., tongs, cloth napkins). Vendors handling cash must wash their hands before touching prepared foods.
- Value-added food Vendors must provide equipment/supplies as regulated by Interior Health for washing of hands and equipment.
- For more information, please refer to <http://www.vch.ca/Documents/Guidelines-for-sale-of-foods-at-temporary-food-markets.pdf>



= NO VENDOR PARKING
VENDORS are NOT permitted
to park on ANY streets.



= VENDOR PARKING



Downtown Salmon Arm Farmers' Market

Application for Vendor Space – 2023/24 (May 1, 2023 – April 30, 2024)

Name: _____

Operating As: (if applicable) _____

Phone Number: _____

Mailing Address: _____

Email address or alternate contact info: _____

Best way to contact you (text/phone/email): _____

I wish to attend:

Every Market - my Summer Season fee enclosed or submitted

Every Market – my Summer/Winter Season fee is enclosed or submitted

Occasional Markets - my stall fee of \$40.00 each time (e-transfer to farmersmarket@shuswapfood.ca)

I am a new farmer/food producer and have been operating less than 3 years;
my \$300 (Summer Season) or \$350 (Summer/Winter Season) is enclosed or submitted

Non-profit or community group (no fee)

My farm, growing or production is at _____
(Complete street address – not mailing address)

List of crops or products which I will sell: (attach list if necessary):

Food/Beverage Vendors Only: My products are: low-risk foods or high-risk foods alcohol

Yes No I/we require a receipt for stall fees paid on a calendar year basis.

I _____, hereby agree to indemnify and hold harmless the Shuswap Food Action Society and its members, directors, and contractors from any claims arising out of or in connection with products I bring to the Market, the selling of my products, any item used in my Market space for weather protection or as a selling aid, or for any losses or damages, however incurred. I understand that Market insurance does not cover my individual products or equipment. Food vendors must carry liability insurance and provide copies with their application.

I confirm that I have 'made, baked or grown' all products sold by me and I have the necessary health authority approvals.

I have read and agree to comply with the Market Rules. Once approved, full time vendors must commit to attend the market a minimum of 12 weeks per season to secure a permanent stall.

Signature _____ Date _____

Return this form, including all necessary documents and the appropriate fees payable to:

Shuswap Food Action Society PO Box 152, Canoe, BC V0E 1K0

or via email/e-transfer to farmersmarket@shuswapfood.ca. (e-transfers are the preferred payment method)

Market Applications must be received by March 31st for the current season. Applications received after the deadline maybe considered; upon review & available space. This is an application only – acceptance subject to review. If the Market cannot accommodate an applicant Vendor, they will be notified and all fees will be refunded.