

# *Pemberton Farmer's Market Association*

## *Food Vendor Application*

*June 19 - October 9, 2015*

*Friday, 3pm to 6:30 PM*

*Community Barn, 7437 Frontier Street, Pemberton B.C.*

*The Pemberton Farmers' Market exists to bring Pemberton area producers and consumers together directly, creating a marketplace for the best quality, freshest produce in Pemberton, and fostering a healthy and sustainable, professional, organic farming industry in the Pemberton area. The Pemberton Farmers' Market strives to bring a diverse sampling of the community together every week of the season.*

***A big thank-you to the Village of Pemberton and the Squamish Lillooet Regional District for providing seed funding to the Pemberton Farmers' Market this year, and for all your hard work in creating the Pemberton Downtown Community Barn. Another thank-you to Squamish Savings, VanCity, and the BC Farmers' Market Association for supporting the coupon program, and the Squamish Farmers' Market for helping us secure funding for this program in 2015.***

Business Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

1). Do you make the product(s) that you sell at the market? \_Y / N\_

2). List all the products/services that you plan to sell at the market below or attach the list to this application if more space is required.

| Product Name (list information for EACH individual product) | Description | Price Point |
|---|-------------|-------------|
|   |             |             |
|   |             |             |
|   |             |             |
|   |             |             |
|   |             |             |

3). Please attach a copy of your Letter(s) of Approval from Vancouver Coastal Health (VCH) for every individual product that you are selling. Provide copies of FoodSafe, MarketSafe and SlaughterSafe Certificates. Please circle above the certificates that you have successfully obtained.

4). What makes your products/services unique?

5). Where do you produce your product/service?

6). Do you have liability insurance? Y / N

If no, please signere to waive the PFMA, its employees, contractors, and directors and the Village of Pemberton of any and all responsibility for damages and claims arising from your attendance and sales at the market:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Do you require electrical power at your stall? Y / N

Please describe the appliance(s) that requires power: \_\_\_\_\_

Do you have other special requirements (ie tent, site specifications):

\_\_\_\_\_

Have you previously been a vendor at this market? Y / N

Which years? \_\_\_\_\_

Does your business have a retail/commercial outlet? Y / N

**All applications are reviewed in consideration of the following criteria:**

- Is the product or service produced in the **Pemberton-D'arcy area**? (Yes 10pts, No 0pts)
- Is the applicant a **returning vendor**? (Number of years, Maximum 5pts)
- Is the product or service **100% Made, Baked or Grown** by the applicant? (Maximum 5pts)
- Is the product **Unique**? (Maximum 5pts)
- What is the **Value to the Market Experience**? (Maximum 5pts)

**Market Dates 2015 Circle all the dates you are applying for:**

**June 19 26      July 3 10 17 24 31      August 7 14 22 28**

**September 4 11 18 25      October 1 8      Full 2015 Season (17 wks)**

All Vendors must pay \$35 for their 2015 PFMA Membership, and pre-pay Table Fees (\$20 per market day) for all the dates they wish to reserve. A discount has been provided for booking for the whole season. The \$20 Table Fee covers one Standard Stall Space (half of one section in the Barn, see Space and Layout below) and vendors must provide their own table(s). In order to have your application considered and accepted for the 2015 season, please ensure that application (pages 1-4) and payment along with all necessary documents are received by May 15, 2015 at:

Pemberton Farmers' Market Association  
PO Box 226  
Mount Currie B.C. VON 2K0

| <b>Item</b>   | <b>Cost</b> |
|---|-------------|
| Prepaid Payments for _____ (number of) Markets x \$20 or Full Season Fee ( 17 Markets, only \$300 ) |             |
| Additional stall space for _____ (number of) weeks x \$20   |             |

|  |        |
|--|--------|
| Annual Fee to join the Pemberton Farmers' Market Association                             | \$35   |
| Payment type (circle) Cheque, Cash, Money Order  |        |
| Total  |        |
| I have read the Rules and Regulations on the pages that follow (please circle yes or no) | Yes/No |

All payments should be made to the Pemberton Farmers' Market Association. Do not mail cash. Call Dawn Johnson, Market Manager (at 604 698 5686) to arrange to drop-off applications and payments in person.

Applications submitted after the May 15th deadline will still be considered, but will be subject to Drop-in Rates. Full refunds will be issued for any missed market days when appropriate notice is given (please see Cancellations below).

### **NEW FOR 2015: Drop-ins, Walk-ins, and Pioneer Program**

**Drop-ins:** (non-pre-paid days) are allocated on a first-come first-served basis, by reservation, pending space availability.

**Walk-ins:** are accommodated pending last-minute space availability.

Both require current PFMA membership (\$35) And a \$25 drop-in table fee will apply for ANY dates that are not reserved on initial application and pre-paid.

Drop-in/Walk-in vendors must be ready to sell by 3pm on market day and adhere to market rules and must have the approval of the market manager.

**Pioneer Program:** Local sea to sky vendors who have never previously attended the PFM are invited to try out the market for free their first time, pending space availability and Manager's approval .

Drop-ins and Pioneer Program : Reserve by email at [info@pembertonfarmersmarket.com](mailto:info@pembertonfarmersmarket.com) or call Dawn at 604 698 5686.

"Upon signing, I confirm that the information provided in my application is, to the best of my knowledge, true and accurate. I agree to represent my products at the Pemberton Farmers' Market in accordance with the Rules and Regulations for the 2015 market season."

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

## **Rules and Regulations**

### **Payments and Applications**

All required documents, payments and completed forms are due by May 15th in order for your application to be considered before the start of the season. If vendor status is not approved all payments will be returned. NSF payments will be charged \$40 per bounced cheque. Written receipts will be issued on the first market day of the season. All applicants will be notified of their application status by June 1st.

### **Cancellation Policy**

In case of illness or emergency, notice must be given to [info@pembertonfarmersmarket.com](mailto:info@pembertonfarmersmarket.com) no later than 48 hours before the market. In that event, the full Table Fee will be refunded. These refunds will be made at the end of the market season in October. Prepaid Table Fees are transferable from one market date to another date in the same season when notification is given 48 hours in advance of absence, pending space availability. Those who paid for a full season in advance will only be refunded after they miss the first two markets. For example, if you paid for 17 markets and missed two, you will not be provided a refund. If you miss three, you will be provided a \$20 refund, four, \$40 refund, etc. Vendors who do not show up for the market on days that were assigned may lose the benefit of having space allotted to them at future markets.

### **Pemberton Farmers' Market Association Membership**

In order to vend at the market all vendors are required to join the Pemberton Farmers' Market Association and be in good standing with the association. The annual Membership Fee (\$35) entitles members to vote at the PFMA's annual AGM held every April the year following the market season. Membership allows participation at the weekly markets from mid-June to October.

### **Products and Services**

Only approved products and services that are made, baked, grown, raised, caught or wild harvested by the vendor can be sold, displayed or advertised at the PFM. If an approved vendor wants to sell additional products, the products must first be juried and approved by the Board.

Completed and signed application forms that are received by the deadline will be reviewed and responded to by June 1st. Applications received after the deadline risk denial of their application. Vendor application forms are assessed by the PFMA's Board of Directors. Mass produced goods that have been repackaged or manufactured goods that have been assembled are not allowed. The PFMA Board reserves the right to refuse any vendor or product deemed incompatible with the market.

## **Space and Layout**

Stall space may vary depending on market capacity and specific location within the barn. Should we have so many vendors that maximum capacity is reached within the barn, “Standard Space” protocols will be put in place. A Standard Space at the Community Barn is approximately 8 feet by 12 feet (ie. two vendors side-by-side per barn section).

\*Please note that the venue for the market is *inside* the Community Barn. Limited tent spaces outside the barn are also available. Should you prefer a tent space, please contact the Manager.

Vendor stall locations are based on overall product balancing, vendor needs, energy requirements, seasonal availability and customer needs. All attempts will be made to keep each vendor in a permanent and accommodating location, however, consistent and permanent stall locations are not guaranteed. Specific requirements including tent, power, food trucks, shade, etc should be brought forward to the Market Manager, and indicated on the application form.

Vendor locations shall be assigned at the discretion of the Manager, and shared with the membership 48hrs before every market.

In determining the vendor layout, the Manager shall consider the following:

- a). The maintenance of good product mix and consumer traffic flow
- b). Benefits and disadvantages of placing select products next to each other
- c). Product and vendor needs relating to temperature, shade, health regulations and electrical access
- d). The history of the neighbouring vendors and their cooperation with each other.

## **Set Up and Tear Down**

The Market Manager(s) will be on-site by 2:00 pm of the market day. Vendors can unload from their vehicles between 2:00 and 2:45 pm. All vendor vehicles must be cleared away from the market by 3:00 pm and are required to park their vehicles at the Pemberton Hotel parking lot.

The parking lots adjacent to the market are reserved for market customers and customers of the neighboring businesses. Vendors who park outside of the designated area and within the confines of the customer parking risk having their vehicle towed, and their PFMA membership revoked. Arriving Vendors are asked to quickly unload their vehicles, then park their vehicles before returning and setting up their booth. Vendors must set up their stall by 2:45 pm the day of the market and be ready to sell their goods by 3 pm at the start of the market. Vendors must remain at the market and maintain the set-up of their stall until 6:30pm. Tear down can

take place only after 6:30 pm. Vendors can park their vehicles adjacent to their stall anytime after 6:30pm to load up.

### **Coupon Program**

Various coupons provided through Vancity, Squamish Savings and BCAFM may be presented to a vendor as a form of payment in \$3 or \$5 denominations. Farm Vendors alone can accept these coupons. These coupons are used to purchase Fresh, BC-produced Fruit, Vegetables, Dairy, Eggs, Meat, Fish, Nuts and Fresh Cut Herbs ONLY. No cash reimbursements are allowed nor can money be given back as change in these transactions. Farm Vendors are encouraged to prepare produce bags/bunches/baskets in denominations of \$3 (\$6, \$9, etc) to encourage smooth and easy processing. The PFMA will provide each Farm Vendor with Coupon Sign at the start of each market to be displayed at their stall. At the end of each market day the Farm Vendor must reimburse their coupons of the day along with returning the sign to the Market Manager. Please do not accept other coupons such as past years' coupons or coupons from other communities.

### **Farm Vendor Rules**

- Farmers selling produce grown in the Pemberton-D'arcy Area are prioritized at the market.
- Any farm-produce grown on a PFMA member farm is eligible to be sold, by that farmer, at the market at any time.
- Out-of-area farmers bringing a unique, approved product to the market will be welcome, if space is available.
- Conventionally-Grown produce and Certified-Organic produce are viewed as separate products, and both will be welcome at the market.
- Certified-Organic Farmers must have COABC (Certified-Organic Association of BC) certification for any produce/products that they wish to market as "organic". The Certification number and product listing must be posted at their market booth, and visible from a 10' distance.

### **Farm Vendor Re-sale Rules**

The Pemberton Farmers' Market aims to offer as many fresh produce items for as much of the year as possible, while continuing to grant exclusivity to any items grown in-season, in the local area by our PFMA members.

- Farm vendors may be permitted to re-sell any produce grown anywhere in BC, provided that the same item is not being grown in the Pemberton area and sold by another vendor on that market day.
- If a farm vendor wishes to bring-in any produce items for re-sale at a market, the onus will be on them to check with the other farm vendors as to whether the same product will be supplied locally. And, if a farm vendor brings product for re-sale to a market, and it turns out that the same product (of acceptable quality) is also being offered,

grown locally by another member farm, then the re-sale product will not be allowed to be displayed or sold, until such time as the local product has been sold-out.

- A farm vendor bringing re-sale produce to a market must present a list of all re-sale products being offered, to the Market Manager no less than 24 hrs before the start of the market. The onus is on them to ensure that these items will not conflict with any other PFMA members' offerings that day, and they will not be allowed displayed or sold at the market if they do. However, because it is in the best interests of the market to have a wide variety of produce available, the Market Manager is tasked to do whatever they can to facilitate this communication between farmers.
- When re-sale produce is brought to the market, it must be displayed with prominent signage, indicating the name and location of the farm that each item comes from; and if it is “organic” produce, the name of the certifying body and registration number of the origin farm.
- For each item to be re-sold, an additional re-sale fee must be paid to the PFMA, at the time of the market. The re-sale fee is \$10 per item, per market.
- Farm vendors who have ongoing concerns about re-sale competition, or communication, should direct those concerns to the PFMA Board.

### **Food (Prepared/Ready-to-Eat Food) Vendors**

A letter of approval and/or a permit from a Coast Vancouver Health (CVH) is required in order to sell prepared food at the market for EACH individual item. All Food Vendors must have their letter of permission with them on hand at each market and a copy of this letter must be supplied with the application by the deadline date. Food Vendors must meet the standards required of them throughout the market season.

In order to be sold at the market, each food item listed in the Food Vendor application form must first be approved by CVH and secondly accepted by the PFMA.

### **Safety and Security**

Vendors are responsible for the general safety of the customers who shop at their booth and for the security of their product at the market. The PFMA will not be held responsible for any loss, theft or damage to the vendor, merchandise, display, supplies, equipment or products. Insurance – the PFMA asks that all vendors have their own insurance policy The BCAFM offers vendor insurance plans at discounted rates.

### **Electricity**

The supply of power is limited at the market location. Vendors must request the supply of power in advance of the market and must be aware that power is not guaranteed.



## **Clean Up**

Keep your stall area clean. Vendors are expected to leave a clean and tidy area behind them when they leave the market - free of garbage, food waste and other debris. Vendors must remove their own garbage from the market premises at the end of the market. It is essential that vendors do not dispose of their waste in the village garbage bins. Vendors are encouraged to offer reusable, biodegradable or recyclable packaging.

Vendors who sell products that upon consumption will result in immediate waste (ie, sample cups, saran wrap, plastic tubs, etc) must have a waste bin installed at the front of their stall. Vendors must maintain a clean and sanitary stall space and are responsible for maintaining the surrounding area.

## **Voluntary Submission of Sales Revenue**

The PFMA collects information on vendor revenue with discretion. This information is gathered anonymously, it is not associated with the vendor's name/business, and is kept confidential. These numbers are important metrics used in business and strategic planning

## **Feedback**

Concerns should be addressed to [info@pembertonfarmersmarket.com](mailto:info@pembertonfarmersmarket.com) or by contacting PFMA board members directly at an appropriate time.