

General Market Information

East Vancouver Farmers Market

Location TBA
Saturdays, May 8– October 23, 2010
9:00 am – 2:00 pm

Stall Fees - Farm Vendors

All stalls \$52.50 per day
Stall sizes determined by new location

Parking behind Farm Stalls: \$10.50 day

Prepared Food and Craft Vendors:

Large Stalls: \$52.50 per day
10' wide x 10' deep
Small Stalls: \$36.75 per day
7' wide x 6' deep

No parking on-site for PF or Craft vendors

West End Farmers Market

1100 Block Comox St.
(between Bute and Thurlow)
Saturdays, June 5 – October 23, 2010
9:00 am – 2:00 pm

Stall Fees - All Vendors

All stalls \$36.75 per day plus \$4 parking
10' wide by 10' deep

Kitsilano Farmers Market

Kitsilano Community Centre
10th Ave and Larch St
Sundays, May 23 - October 24, 2010
10:00 am – 2:00 pm

Stall Fees - All Vendors

\$42 per 10' wide by 10' deep.
Parking behind Farm Stalls: \$10.50 per day

Main Street Station Farmers Market

1100 Block of Station Street
(between National and Terminal)
Wednesdays, June 2 – Sept 29, 2010
3:00pm - 7:00pm

All Vendors:

\$36.75 per day
10' wide by 10' deep

Limited FREE parking for Farm Vendors
behind stalls available

NOTE

All dates for markets are unconfirmed at this time. Vendors will be notified of changes and the PDF version of the handbook will be updated please go to:
http://www.eatlocal.org/handbook_2010.pdf

All prices are subject to GST or HST as required

SPECIAL EVENTS

EAST VANCOUVER

Opening Day	May 8
Dig In! Garden Festival	May 29
Bike to Market Month	June
Bike to Market Day	June 5
Cookbook Swap	Last Sat/month
Tomato Festival	Sept 11
Harvest Festival	Oct 9

WEST END

Opening Day	June 5
Bike to Market Month	June
Tomato Festival	Sept 4
Harvest Festival	Oct 2

MAIN ST STATION

Opening Day	June 2
Bike to Market Month	June
Tomato Festival	Sept 1
Harvest Festival	Sept 29

KITSILANO

Opening Day	May 23
Bike to Market Month	June
Tomato Festival	Sept 5
Harvest Festival	Oct 3

Stay tuned for more exciting events planned!

Vancouver Farmers Markets Application Procedure

Thank you for your interest in Vancouver Farmers Markets (our full name is Your Local Farmers Markets but you can call us VFM). Our markets provide local producers with direct access to the buying public. All products at our markets are made, baked, grown, raised, caught or wild harvested by the vendor.

Process to become an approved vendor at our markets

1. Read the VFM Handbook.
2. The application process is different for each vendor category. Review and then complete the appropriate application package for your category (ie. Prepared Food, Farm).
3. Complete the application online via ManageMyMarket.com (MMM) and return the completed Payment Coupon with the \$50 annual application fee (\$75 for new vendors), photocopies of appropriate permits, licenses, and/or other necessary documents (unless uploaded to MMM) to the VFM office. The application fee covers application processing costs and does not guarantee an opportunity to be a vendor.
4. Incomplete applications will be returned and may be deemed late.
5. Applications received after the deadline for the upcoming Market Year will be considered late and so treated on a first come first serve basis.
6. A VFM staff person will respond to your application within a few weeks of receipt of your application. You will be notified by mail or email of the decision by VFM.
7. If your application is approved, you will receive an invoice stating the dates and markets you have been accepted for and the products you may sell. Payment of the invoice is expected within 15 days of the date on the invoice to guarantee the stalls.

<< Keep an eye on this column throughout the handbook for tips, notes and other info to help you get the most out of your vending experience at the markets.

<< More information is always better when filling out your application. The more specific you can be about your products and your needs, the better we will be able to consider your requests.



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Markets**

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Vancouver Farmers Markets 2009 Vendor Handbook

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I. Your Local Farmers Market Society

The non-profit organization behind Vancouver Farmers Markets is Your Local Farmers Markets Society. Here's a little about the society, board and membership.

Vision

To foster alternative, sustainable food systems that enhance the way food is grown, distributed, purchased and consumed in this region by establishing and building a new model for economic, social and decidedly local relationships and partnerships about food and agriculture.

Governance

Your Local Farmers Market Society's Board of Directors develops policies to regulate market operations and has adopted the following regulations to clarify participation in markets it organizes. VFM has the right to change, delete or modify its policies, procedures, standards and guidelines.

The governing body of VFM, its management and its designated agents will implement and enforce all Guidelines and Standards pertaining to the operation of Farmers Markets under its control in a fair and equitable manner.

Membership

Membership in Your Farmers Market Society is open to vendors and the general public. Approved Vendors are encouraged to become members as the \$25 membership fee includes vendor liability insurance for coverage up to \$1 million during the hours of operation (from opening bell to closing bell) for any VFM market. Other benefits of Vendor Membership include:

1. The right to attend Annual General Meetings held each Spring
2. The right to vote for Board Members
3. The right to run for election to the Board
4. Free admission and front of the line access to the Annual (very popular) Holiday Market.
5. Discounts at select market vendors.
6. Discount on VFM merchandise.

Membership can be purchased online at www.eatlocal.org or at the Information Booth at any market location.

<< For more information on the history of Your Local Farmers Market Society, go to: www.eatlocal.org/history.pdf

<< Interested in learning more about the VFM Board of Directors? Check out our website at www.eatlocal.org/about.html

>>The following Quick List of Guidelines and Standards is not a substitute for the full version of the Guidelines and Standards. **Please ensure you read both!**

II. Quick List of Guidelines and Standards

Only Approved Products that are made, baked, grown, raised, caught or wild harvested by the Approved Vendor can be sold at the our markets.

All products for sale need to meet the laws, regulations, and rules as specified by federal, provincial, and municipal bodies, local health authorities, VFM, and the certifying body the vendor belongs to. It is up to the vendor to know and comply with the Provincial and Federal sales tax requirements.

As an Approved Vendor of Vancouver Farmers Markets, I agree to,

1. Pay for booked stall spaces in advance of market date. Pay cancellation and late fines by deadlines specified by VFM. Exceptions to be arranged with the Market Manager in advance of the expected payment date.
2. Cancel at least **72 hours before market day**. Refer to emergency phone number card provided with your acceptance package.
3. Arrive no less than 45 minutes and no more than 2 hours prior to the specified opening of the Market.
4. Contact market staff in the case of an unexpected delay on market day.
5. Move and/or -park vendor vehicle(s) as requested by VFM Market staff.
6. Remove vehicles from the market area **30 minutes before official opening** when vendor parking is not part of stall rental agreement.
7. Confine product display to the dimensions of the designated stall.
8. Attach ingredient labels to all prepared foods sold for home use and/or display ingredients for items sold to eat at the market site.
9. Display prominently my business/farm name on a sign that can be read clearly from at least 20' away. Display proof of certification for organic, transitional, and/or food safety handling, as applicable.
10. Ensure that product pricing is displayed in a clear and obvious way.
11. Complete awning set-up and product displays by the official start of market day.
12. Commence selling after the ringing of the VFM bell which officially opens market day.
13. Sell only products that have been approved by VFM and are of a quality that contributes to the positive reputation of both your business and that of VFM markets.
14. Hold higher risk food at the temperature required.
15. Provide samples for jurying or assessment as requested by VFM staff.
16. Contribute to the enjoyment and professionalism expected in a public market.
17. Write and submit complaints to VAC rather than airing them publicly at the market.
18. Not bring pets to the market.
19. Refrain from the drinking of alcohol or smoking at market.
20. Finalize sales activities by 10 minutes after the closing bell.
21. Move vehicles back into the vending area no sooner than **20 minutes after the closing bell**.
22. Complete and submit Vendor Report before leaving Market or by prior arrangement, submit the report by email or phone within 48 hours of market close.
23. Remove all garbage and other visible signs of your stall by one hour after official closing of market day.

>> Please keep this list with your market supplies, perhaps in your cash box, to review as needed.



III. Vendor Advisory Committee

The Vendor Advisory Committee (VAC) was started in January 2004 and consists of vendors representing all VFM markets and vendor categories. Due to the intense, public and economic nature of the markets, issues may arise. As a result, the VAC developed a process to deal with conflict between vendors or between vendors and administration as follows:

1. The VAC encourages all vendors to address their concerns directly with the appropriate person(s) – another vendor or Market Administration - as soon as reasonably possible. Situations involving Market Administration or Policy are most quickly clarified by contacting Market staff directly.

If after addressing your concerns with the appropriate person, you still need help to resolve an issue, the VAC is recommending the following process:

2. You can notify any designated member of the VAC of your concern in writing - either as email, mail, fax, or delivered at the market. Concerns delivered on Market day will not be discussed there (all vendors need to focus on their stalls on Market Days!). We understand that in some circumstances, you may want your name kept confidential by the VAC member to whom you are addressing your concern.

Please note: the VAC supports open communication and prefers that vendors be comfortable enough to identify themselves. If it is necessary to identify you to effectively deal with your issue, you will be notified and given the option to withdraw your concern.

3. The VAC member will review your concern and support you to resolve your issue directly with the other party. If necessary, the VAC member will connect with both parties to move towards mutual understanding and agreement.
4. If the concern remains unresolved, the VAC member will consult with the Executive Director if they have not already been involved, and may also bring the issue to a VAC meeting.
5. After an issue is resolved, your annotated written concern will be kept on file with the VAC. If you have requested confidentiality, your issue will be tallied but your name will not be kept on file.

In Summary

1. Address your concerns directly with the appropriate person involved (Market Administration or vendor).
2. If you need help resolving an issue you can contact a member of the Vendor Advisory Committee in writing.
3. VAC member will support you in resolving the issue.
4. If issue remains unresolved, VAC member will consult with Executive Director (if they haven't yet been involved).
5. Your written concern will be kept on file.

The current list of Vendor Advisory Committee members can be found at www.eatlocal.org/vac

<< Interested in joining the VAC or attending a meeting? Contact a current Committee member or check with market staff to see if members are needed.

A list of current VAC members will be sent with your acceptance package.

IV. Guidelines and Standards

The Farmers Market is a lively, busy and sometimes challenging vending environment. In order to ensure the success of the Markets as effective, equitable and enjoyable outlets for producers to sell products directly to consumers, Vancouver Farmers Markets has established the following Guidelines and Standards. Please familiarize yourself with them as they are the basis for decisions concerning your participation in these markets. Your adherence is respectfully required.

If you have any questions about the Standards or Guidelines we invite you to contact the market office. If issues arise we ask that you contact the Vendor Advisory Committee (VAC) in writing.

The board reserves the right to suspend vendors' participation in VFM markets after a specified number of recorded violations of Guidelines and Standards. Suspension is seen as a last resort.

There are four main sections to the Guidelines and Standards, those specific for Farm Vendors, Prepared Food Vendors and Craft Vendors and then those for All Vendors. Terms such as Reselling, Portioning and Special Farm Product are defined in the Glossary at the back of the handbook.

V. Farm and Wild Harvesters: in addition to those for All Vendors

1. VFM welcomes a wide variety of growing methods to the Markets. Please refrain from critical comments at the market about your fellow vendors. Negative or disparaging comments about another vendor's products, their growing methods or their pricing decisions are not in line with the professional behavior expected at the market.
2. Farmers wanting to sell products as Organic, Biodynamic or first, second, or third year Transitional need to include the proper certification documents in their application.
3. Farmers wanting to sell their products as Naturally Grown need to include notarized affidavit in their application stating that "at no time during the growing season or post-harvest handling of this commodity have any synthetic pesticides, fungicides, herbicides, or fertilizers, been used." In the case of animals, it should read " at no time during the life of the animal have synthetic growth enhancers or medications been used."
4. Farmer Vehicle Parking: Farm vendors will be assigned a parking spot. Parking other than in the designated spot is not allowed unless approved by the Market Manager. Parking spaces are 8 feet wide by 16 feet deep. All vehicles must be parked between the white lines, and may not occupy more than one parking stall. Side mirrors that project beyond 8 feet must fold-in to allow other vehicles to park next to them.
5. Farm vehicles longer than 16': any vendor who has a vehicle longer than 16 feet and has a stall immediately behind their vehicle will forfeit the number of feet (or inches) from their selling stall. This is so the vehicle does not impede the flow of cars in the parking lot. Vendors who do not want to reduce their stall space to accommodate a longer vehicle are asked to park outside the market area. Vendors with vehicles longer than 16 feet who do not have a stall immediately behind their vehicle will need to park their vehicle off-site.
6. **East Vancouver Market:** Farm vendors may park **only one vehicle on-site** and should be aware that there are no in-and-out privileges. Any extra vehicle must be parked outside of the parking lot in a legal location.
7. A maximum of 20% of farm stalls can be used for nursery stalls during the peak food-growing season unless no food-producing farmer has requested them.
8. Farm Stall Signage is the best way to educate shoppers about how farmed products are grown.
8. Signage displaying growing methods of edible farm products is not mandatory, but when used, will follow the following guidelines:
 - a) Signage naming products as Organic, Biodynamic or first, second or third year Transitional must support these designations with prominently displayed certification documents at the front of your stall.
 - b) Signage naming products as Naturally Grown: must prominently display a copy of the notarized affidavit supporting these statements.
 - c) Farms and products that are not Certified Organic, should not display signage or indicate

>> In May and June, the majority of our farm vendors are selling nursery plants and veggie starts. We call these markets our "Gardeners' Markets".

on labels the phrase “organic” or “organically grown” and “non-certified organic”. All such statements should have certification to back up claims.

e) The term “no sprays” is misleading and should not be used on signage or when speaking to shoppers about growing methods.

9. All other required permits and licenses shall be brought to the Market and made available when requested. (Example: Food Safe Certificates.)
10. Farmers wishing to sell prepared foods must have a minimum of 80% raw farm product for sale in order to qualify for a farm-designated stall. Exception: When value-added foods are made from product grown by the vendor (example: dried or juiced produce). See Prepared Food Vendors.
11. Sampling produce or other farm product: see Prepared Food Vendors.
12. Poor Quality Produce: The Market Manager or Executive Director has the authority to ask that poor quality produce be removed. Vendors who repeatedly bring large quantities of low quality produce risk having their ability to sell suspended.
13. Selling of eggs, dairy, meats, fowl, fish or seafood. See Prepared Food Vendors:
14. Fish Vendors. While you are not currently required to submit fish slips, log books etc as part of your application, we may ask at anytime for access to these documents and future review of requirements may make these documents required for vending approval.

VI. Prepared Food Vendors: in addition to those for All Vendors

1. All Prepared Foods must be juried and accepted to be considered an Approved Product.
2. Only a person who has a Level 1 Food Safety Certificate on file with VFM may conduct portioning of samples on-site. Customers cannot cut, divide or otherwise portion product at the market.
3. Vendors who sell prepared foods or sample edible products are required to take the "Market Smart: Applied Food Safety at Farmers Markets" workshop which is offered several times a year. This is required in addition to the Food Safety Certificate.
4. Any portioning performed on-site requires the vendor to have a Hand Washing Station set up and ready to use for the duration of the market. (See description and diagram in Glossary section).
5. Higher Risk Prepared Foods such as cheese and spreads (does not include eggs, frozen meat, poultry or fish) that are not canned under pressure, must use mechanical refrigeration to maintain a temperature of less than 4 degrees C or if frozen, less than -18 degrees C. Eggs can be kept in a non-mechanical cooler as long as 4 degrees C is maintained. Frozen meat, poultry or fish can be kept in a non-mechanical cooler as long as the product is maintained in a frozen, hard state at all times. Product that has thawed at any time cannot be re-frozen and offered for sale.
6. Samples portioned off-site will be transported in clean, sealed containers.
7. Samples are to be displayed in a single layer on a covered plate so they are protected from contamination.
8. There should be adequate space between displayed samples to prevent customers from touching more than one sample. Use of toothpicks or other single use utensils are encouraged as are individual, single use containers.
9. Vendors will use tongs, or gloves to handle samples or unpackaged products like bread. No skin to food contact is allowed by vendors. Tongs and gloves cannot touch customers' hands or fingers.
10. Customers cannot handle unpackaged prepared foods. If foods are treated in this manner, they must
 - a) be bought by that customer or
 - b) be removed from sale and/or sampling.
11. Higher Risk Foods: Visual displays of products which require temperature control but are displayed outside of Refrigeration for longer than 10 minutes are to be marked as "Display Only" and will not be offered for tasting or sale.
12. Samples of foods requiring refrigeration should be made available in small amounts and replenished frequently to ensure food safety standards.
13. Vendors who use a home based uninspected kitchen are required to display a sign that is clearly visible to the consumer at the point of sale stating that "THIS FOOD HAS BEEN PREPARED IN A CLEAN HOME KITCHEN AND NOT IN A KITCHEN INSPECTED BY A REGULATORY AUTHORITY."
14. Certified Organic or Bio-dynamic prepared food products that have a current copy of their certificate on file with the Society may be labelled as "organic" or "bio-dynamic". The certificate

<< Prepared food juries take place throughout the market season. Check with Market Staff for the next date.

<< Washing stations should be set up and ready to use at all times during the market day.

<< If your product is suitable, offer samples. A taste is worth a thousand words, and many of those who try will buy.

<< If there is a question whether or not your food product is considered "low-risk", you may be asked to produce a lab test proving so. Market staff can provide you with contact information for laboratories that do food testing.

- must be publicly displayed at the vendor's stall.
15. All other required permits and licenses such as food safe certificates shall be brought to the Market and made available when requested.
 16. Attach ingredient labels to all prepared foods sold to eat outside of market. Display ingredients for items sold to eat at market.
 17. Prepared food labels should include the name and contact information of the producer.
 18. Generally prepared food businesses operating a retail store operation are not accepted as vendors in the market.
 Exceptions to the retail store policy may be made for vendors who have a product that is unique and not offered at the market or for vendors who have sold at VFM markets before and have

Seniority System

Farm, Prepared Food and Craft (new) accrue seniority "points" – one point for each market date they attend.

Accrual occurs over a rolling 4 year period. Starting in 2009 with 2005 – 2008 dates.

Accrual is per market (IMAS) and overall (OMAS)

IMAS – Individual Market Accrued Seniority

OMAS – Overall Market Accrued Seniority

Each vendor will have IMAS for each market they attend and an OMAS number for their overall accrual. The Winter Farmers Market will have it's own IMAS. The Holiday Market does not have a seniority system.

A vendor's OMAS will help determine their place in a new market where no seniority has been accrued.

Seniority is one of 6 factors that determine market dates. The other 5 are:

- History of compliance with market rules
- Product mix
- Demand for product/ number of other vendors selling same product
- Number of spaces available and other market limitations to physical space
- Timely receipt of application forms, documents and payment

Applicants with low seniority who have a product that is underrepresented at a market may override an applicant with higher seniority who has products that are well represented at the same market.

Applicants with higher OMAS and same IMAS as another vendor with the same product, would be given preference.

For the purpose of initial scheduling (not cancellations), no new prepared food, craft or service vendors will be accepted to the East Vancouver Farmers Market. Vendors would need to attend other markets in their first year, or receive East Vancouver dates via cancellations only.

1st year – No East Vancouver dates

2nd year - 6 dates maximum

3rd year – 12 dates maximum

4th year – no maximum

As cancellations become available, any vendor would eligible to take them. It is the vendor's responsibility to monitor cancellation notices, to notify the office when they are available and to check in as they feel necessary to make it known that they are interested in cancellations.

Additional Opportunities to Earn Seniority

As well as being tied to our penalty system, the points system could also be tied to extracurricular contributions vendors make to the market society. These could be such things as being board members, working on committees, being on the VAC.

recently opened a retail business. This is to offer support during their transitional years. Vendors in this situation will be limited to selling at the market once per month. These exceptions are to be made on a case-by-case basis by staff.

VII. Craft Vendors: in addition to those for All Vendors

1. All Crafts must be juried and accepted to be considered an Approved Product.

ALL VENDORS

VIII. Approved Products

1. Approved Products: Only approved products that are made, baked, grown, raised, caught or wild harvested by the vendor can be sold, displayed or advertised at VFM markets. Co-packing arrangements are not considered producer-only and therefore not allowed.
2. If an Approved Vendor wants to sell an item not previously approved, they must first speak with the Market Manager or Executive Director of the Society.
3. All products for sale need to meet the laws, regulations, and rules as specified by federal, provincial, and municipal bodies, local health authorities, VFM, and the certifying body the vendor belongs to. It is up to the vendor to know and comply with the Provincial and Federal sales tax requirements. Products will be accepted after the following factors are considered:
 - a) overall product mix and balance,
 - b) seasonal availability,
 - c) consumer demand as determined by a staff person,
 - d) current number of vendors with similar product,
 - e) producer's history of selling such product,
 - f) producer's history of compliance with Market guidelines.
4. Resale of purchased goods is strictly prohibited except for products sold by VFM for fundraising purposes and for approved hot beverage vendors.
5. Promotional items should be defined as those items given away with purchase and must be branded with vendors' name/logo etc. They cannot be items sold to recoup costs or make a profit – considered a cost of doing business. Items such as buttons, stickers, bags would be acceptable but would require staff approval prior to debut at the market.
6. Purchased gift boxes, containers, or purchased items that become part of the product for sale, must be approved by VFM staff prior to their sale and must make up 20% or less of the total product price.

Items that are meant to enhance the use/purpose of the vendor's product are not considered packaging and should not be included for sale. Packaging should be items that hold, wrap or protect the product only.
7. Any vendor-made container that becomes part of the product for sale, must be accepted through the craft jury committee prior to its sale.
8. Quality products such as vine-ripened, fresh produce; high quality baked and prepared foods as well as professional level crafts are expected. Quality products contribute to the positive reputation of both your business and that of the farmers market. Seconds and "culls" may not make up more than 20% of the total product for sale that day and must be marked as such and priced accordingly.
9. All items for sale at the Market are subject to random sampling. Vendors are required to provide samples for onsite market jurying or assessment as requested by VFM market staff. Items may be removed from sale at the market if they are not of reasonable quality and/or freshness as determined by Market staff.

IX. Approved Vendors

1. Approved Vendors are those who are involved in the process of producing Approved Products, have read the Vendor Handbook created by VFM and have been approved to sell at VFM markets.
2. Approved Vendors will sign a contract set by the Society as a condition of their participation in a

<< We take pride in our status as a 100% producers-only market! No reselling is allowed.

<< All craft vendors accepted at our annual craft jury will be eligible to apply to sell for 3 years. Our craft jury occurs in Jan/Feb of each year.

Market. By doing so, vendors agree to allow VFM staff or representatives to enter the vendor's premises for the reasonable inspection of land, crops, food preparation facilities, or artisan studios.

3. Products grown or produced at a location, or by an individual not identified on the application form are not eligible for sale. To sell as part of a group please see Vendor Collectives below.
4. Approved Vendors must attend the Markets they have been accepted at. Family Members living with the producer or employees involved in production may attend instead of the registered vendor providing they are well versed in affairs of the farm/business and are able to answer a full range of questions posed by shoppers at the Market. Exceptions may be made on occasion at the discretion of Market Staff and must be approved in advance.
5. It is the Approved Vendor's responsibility to ensure that their representatives at the market comply with all market rules and regulations.
6. No vendor may assign, sublet or sell their market stall to another vendor. Stall sharing is allowed if both vendors are present in the stall to represent their products. Please contact the office to learn more about the Stall Sharing Program pilot project.
7. Brokers, marketing representatives or employees receiving a commission for sales may not sell instead of the producer.
8. Holiday Market: Vendors wanting to sell gift items at the Holiday Market in December must have their items juried by VFM, and must have sold at a minimum of 3 VFM markets in the previous 12 months.

X. Vendor Collectives

1. Vendor collectives are open to all vendor categories except fishers.
2. The number of vendor collectives is limited to 20% of the vendor category. For example, out of 80 approved farm vendors, up to 16 could be farm vendor collectives.
3. Each Member of the Vendor Collective is required to complete an individual application form and pay the annual application fee, as part of the vendor collective group application process. We suggest one member of the group coordinate this.
4. In addition to the individual application forms, to complete the Vendor Collective application a designated member of the group needs to provide the following details:
 - a) The benefits of working as a collective venture for both the applicants and the Market.
 - b) A description stating how you will work collectively and how expenses for, and revenue from the market, will be allocated to each member of the collective venture.
 - c) The name of the member(s) who will attend the market (and dates if alternating).
5. Each member's application will be assessed individually to ensure a balanced range of products is maintained at our markets. Only approved products are allowed for sale.
6. Acceptance as a Vendor Collective in one VFM market does not guarantee acceptance in all markets.
7. At least one producer in any collective is expected to be present at the Market, and this producer needs to be knowledgeable about the Approved Products including growing and production methods.
8. Collectives must have a sign visible from 20 feet naming each producer involved in the vendor collective group. Optional signage identifying each producer's product is recommended.
9. Any collective wishing to identify itself as organic must have all produce or prepared foods "certified organic" to do so. Otherwise, product at stalls run by the collective must identify all products with the lowest certification level in the group, unless each item is identified with its own organic and/or non-organic label.
10. Vendors (other than craft vendors) who leave their vendor collective group will have their seniority based on the number of years they themselves have sold at specific VFM markets (whether through the collective or on their own) and not the number of years the vendor collective as a whole has sold at specific VFM markets.

XI. Payment, Guaranteeing Stalls and Insurance

Once you are approved as a vendor you will receive an invoice stating the dates and Markets you have been accepted for.

>> Filling out your application as completely as possible helps us to best understand your situation. Feel free to attach extra paper if you feel more information is needed. If you should have any questions about your application, please call the Market Office.

>> Post-dated cheque guidelines are included on your invoice for stall rentals.

1. Payment of the invoice is expected within 15 days of the date on the invoice to guarantee the stall.
2. Advance payment may include post-dated cheques.
3. Post-dated cheques may not be cancelled in the event of a change or cancellation of dates. The cheque will be deposited as soon as its date is current. The vendor who has cancelled will receive a refund according to the cancellation policy (see below)
4. Vendors who have cheques returned NSF will be charged \$20 plus the amount of the cheque.
5. Vendors are expected to pay for booked stall spaces in advance of market dates, and to pay for Cancellation Fees and Late Fines by deadlines specified by VFM. Exceptions to be arranged with the Market Manager in advance of the specified payment deadline.
6. An interest rate of 15% per annum or .0411 per day will be charged for overdue accounts.
7. Pre-paid stall assignments will be guaranteed up to 45 minutes prior to the Market opening. After this time, vacant spaces will be allocated on a first come, first served basis to other parties.
8. Vendors are required to show proof of a minimum of \$1 million liability insurance coverage with VFM named as an insured party. As an alternative, vendors may join VFM as a member for \$25, whereby they will be covered for their activities at any VFM market through the Society's general liability insurance. Vendors are not covered under VFM's insurance policies unless they are members of the society.
9. VFM liability insurance covers the Markets only during its advertised hours of operation (from opening bell to closing bell). Therefore, vendors may not start selling prior to the ringing of the bell except to identified staff, on-site volunteers or other vendors who sell at the Market.
10. Outstanding fees not paid by the due date will mean forfeiture of dates. If by season end outstanding balances are not dealt with immediately, the vendor jeopardizes their right to vend the following season.

<< Please try to give as much notice as possible when cancelling or changing a market date. This will allow more opportunity for market staff to find a suitable replacement. Partial refunds are given if you give 72 hours notice.

XII. Stall Allocations and Cancellations

1. The vendor's location, stall size and other factors of assigning a stall space shall be at the reasoned discretion of a market staff member. In making any determination in this regard, the staff member shall consider the following:
 - a) The history of neighbouring vendors and their cooperation with each other,
 - b) The maintenance of good product mix and consumer traffic flow,
 - c) The benefit and disadvantages of placing select products next to each other,
 - d) The quality of the product, its display and presentation
2. Farm products will be given priority in stalls designated as "farm".
3. Seniority will not determine stall assignment or the assignment of extra large stalls within a Market.
4. Stall assignments are final. Vendors must accept the stall space assigned to them by VFM staff.
5. Extra large stalls and stall locations are not guaranteed from year to year.
6. Vendors are asked to cancel at least 72 hours before market day.
7. For the first 2 times in the market year, vendors who cancel or change an assigned stall date with a minimum of 72 hours notice prior to the Market day, will be refunded 50% of their stall rental fee. From the third cancellation onwards, no percentage of the stall fee will be reimbursed (take out refunds are at staffs discretion). Cancellations with less than 72 hours notice will not receive a refund.
8. Refunds will be processed quarterly with the periods ending March 31st, June 30th, September 30th and December 31st.
9. Cancellations or changes of dates are to be processed through the Market office only. Date swapping between vendors will be treated as a cancellation.
10. Cancellations without notice (i.e. no-shows) will be subject to a No-Show fee of \$50.00 and a Notice of Violation will be issued. Two no-shows within a calendar year will mean forfeiture of future market dates and could jeopardise the vendor's long-term relationship with the market.
11. The VFM Board of Directors reserves the right to allow exemptions when circumstances to cancel a date are due to emergency situations (i.e. Medical or family emergencies or crop failure). These exemptions will be made on a case-by-case basis and require a letter of explanation from the vendor to the Board.

>>Market cel phones are turned on 2 hours before the market opens. You will be sent the cel phone numbers with your acceptance package. Be sure to keep them handy in case of emergencies or unforeseen delays.

>> A good relationship with our host sites is very important to the continued success of the farmers markets. Please help us by making sure to clean your stall area before leaving for the day.

XIII. Market Day: Arrival Times and Lateness

Lateness affects everyone at the market. We request that all vendors arrive on time.

1. Vendors should arrive no less than 45 minutes and no more than 2 hours prior to the opening of a Market.
2. Market staff are reachable by cell-phone in case of an unforeseen event delaying a vendor's arrival at the Market. Vendors experiencing an unexpected delay are expected to call the cell phone. A cell phone number card will be distributed to vendors in their acceptance package. We suggest keeping the card with these numbers in your cash box so they are readily available.

XIV. Parking at the Market

Vendor Parking is arranged differently for each market. Please read the general comments and then those specific to the market you are attending. Vendors are asked to co-operate with market staff when requested to move vehicles or change parking arrangements. Farmers please refer to the Farm Vendor section for more parking details.

1. Set-up and tear-down are typically chaotic times. Please drive slowly in the market area. We appreciate your help in keeping our markets safe.
2. Parking space at all markets is limited. First priority is given to farmers. Vendors whose stall agreement with the Market does not include parking are asked to remove their vehicle from the market site a minimum of 30 minutes before the market opens.
3. Vehicles longer than 16' which are parked behind the vendor's stall will need to extend into the vendor's selling space to not impede the flow of cars in and out of the parking lot. Vendors not wanting to lose selling space due to their extra long vehicle will need to park outside of the parking lot. Vehicles longer than 16 feet which are not part of a vendor's stall will need to be parked off-site. Vehicles parked behind stalls must remain there for the duration of the market.
4. The deadline for vendors entering the site with their vehicle is 45 minutes before official opening. Vendors arriving less than 45 minutes before opening will need to park outside the market area and carry their supplies to their booth.
5. There is no parking for shoppers in the market parking lot. Instead there is a customer's pick-up area next to the parking lot entrance where shoppers can leave their items and return with their vehicles. Traffic control staff will attend to the items until the shopper returns. We ask that vendors explain to their customers that it is impossible to drive into the lot to pick up items. Dollies and market volunteers are available to assist shoppers in getting heavy items to the pick-up area before a shopper gets their vehicle.
6. **East Vancouver Market:** Our rental agreement with the community centre allows us to use a limited number of parking stalls. Prepared food vendors, crafters, buskers and community agencies must find legal parking elsewhere.
7. **Riley Park Market:** stalls situated on the West (Stadium) side of the market have parking immediately behind. Preference for these stalls will be given to farm vendors and those other vendors with perishable products. Vendors will have 17' to park behind their 10' stall. Vehicles parked behind stalls must remain there for the duration of the market. Vendors who receive a double stall on the stadium side, have the opportunity to park parallel to the stadium if it suits them however safety should be considered when departing.
8. **West End Market:** No stalls exist with vendor parking immediately behind them. Limited exceptions may exist for farmers with products that require large coolers or freezers too heavy to unload from their vehicles.

XV. Stall Setup/Tear-down and Display

A smooth running market contributes to a comfortable shopping atmosphere. Please do your best.

1. Awnings, tables, displays etc should be assembled by the official opening. Awnings and umbrellas must be weighted to prevent being toppled by wind.
2. Stalls are to remain assembled until the official closing, regardless of weather, turn-out or being

sold out. Vendors, who have sold out prior to the end, may place a sign saying, "sold out" in their stall if they choose to leave their stall. Exceptions to this rule may be requested in writing and may be approved in extenuating circumstances only.

3. Vendors must stay within their allocated space while vending and may not extend displays, sampling or equipment into public area nor distribute literature or samples outside of their stall area. Be sure to leave enough room to enter/exit your stall without traveling through your neighbour's booth. Space between two rows of stalls facing one another has been established to permit emergency vehicle access and cannot be infringed upon.
4. Vendors may not use vacant parking spaces for storing products for sale or empty boxes.
5. Vendors whose products generate waste (e.g., ready-to-eat items and free samples) must provide an easy-to-find trash receptacle at their booth for customers to use. Vendors are strongly encouraged to keep disposable packaging to an absolute minimum. Vendors are responsible for maintaining the cleanliness of their garbage facilities.
6. All vendors are to clean up their space after the market closes, including sweeping up any debris and removal of trash. On-site trash receptacles cannot be used by Market vendors; using them could jeopardise good relations with our site hosts
7. Disposal of water & ice should not be done in the market area - onto grass or down storm drains is appropriate. Be aware of where water run-off flows when disposing.
8. Please finalize sales activities by 10 minutes after the closing bell.
9. Vendors can move vehicles back into the vending area no sooner than 20 minutes after the closing bell.
10. Please complete and submit Vendor Report before leaving Market or by prior arrangement, submit the report by email or phone within 48 hours of market close.

<< Its a good idea to pack a broom with your market equipment. Market staff keep one on hand, if you forget yours.

<< The information in the Vendor Report is anonymous and is for internal use only. We collect it to determine how succesful the market is, how sales compare to other markets, previous weeks and the same

XVI. Signage, Pricing, Labelling

1. Vendors are required to display a sign (visible from at least 20 feet away) bearing their business name and location. Banners that span the width of the awning and are attached over head on the valance (Over-Hang) are preferred as they increase vendor visibility to shoppers.
2. All items for sale at the Market must be clearly marked with their price. Prices of items for sale must utilize one or more of the following signage techniques:
 - a) individual price stickers on each item, or
 - b) individual price signs for each type of item, or
 - c) a list of prices on a large sign or board.
 - d) in the case of volume sales, the minimum weight must be listed as well as the price.
3. VFM reserves the right to regulate vendor signage and product labelling. We do not however regulate pricing.
4. All scales must be "legal for trade" and approved by Canada Weights and Measures.
5. Drastically reduced first-rate product may not make up more than 20% of the total booth stock. i.e.: no "everything must go" clearance sales. Products can be discounted during the market day to reflect downgraded quality. (ie it is okay to sort out "seconds" during the day and sell at a discounted rate)
6. Pricing of goods sold at the Market should reflect the cost of goods, including labour, marketing expenses and a profit.
7. Sales Tax.: GST and/or PST. (See glossary for more information). For those vendors required to collect tax, VFM suggests including taxes in your price, so prices are easier to make change for E.G. \$3.50 rather than \$3.37. If you choose to do this, it is necessary to post a sign saying "Taxes Included". List the GST and PST portion of each sale on the cash register tape, invoice and your personal sales sheet for that day. File the dated record in case of an audit!

<< Signage does more than send people in your direction - it gives you credibility and name recognition.

<< Chefs regularly shop our markets. Make sure you can tell them what makes your products special.

XVII. Vendor Conduct

The market is a place of business and a public forum. Polite professional behaviour as well as fair and honest business practices are expected.

1. Complaints about other vendors, their products, pricing issues or the operation of the market are to be given in writing to the Vendor Advisory Committee (VAC). Public airing of these concerns at

the market is not permitted.

2. Conflict. Vendors experiencing any difficulty with customers, health officials, market volunteers or another vendor should refer the matter promptly to the Market Manager.
3. Smoking is not allowed by vendors in the market area.
4. Alcohol in any form is not permitted within the Market area.
5. Pets are not allowed to be brought by vendors to the market.
6. Aggressive hawking of products is not permitted however vendors are encouraged to address shoppers as they pass by the front of their stall (ie. saying hello, inviting to try a sample) See Glossary for further explanation of "Aggressive Hawking".

Harassment is not allowed. Vancouver Farmers Markets is committed to providing and maintaining a collegial working environment that is free from harassment where all individuals are treated with respect and dignity. Every employee, volunteer and vendor has the fundamental right to work, shop and sell in an environment free of harassment, therefore, it is expected that all contact between co-workers, the public, and others be respectful, professional and courteous at all times.

This policy applies at any time and at any location where VFM business is carried out, work related functions, and includes any other location where such behavior may have an impact on the work relationship, environment or performance.

If you feel that harassment has occurred please call VFM office and request the complete Harassment Policy document which includes a reporting procedure. All requests for the policy will be handled in a confidential manner.

XVIII. Product Challenge

1. Product Challenges may be made for suspected misrepresentation of product by a Vendor. Vendors can submit a written Product Challenge Form when they believe another Vendor is misrepresenting his/her product. This form is available from staff at the VFM market booth.
2. A Product Challenge must be signed by the person bringing the challenge and should be supported by physical and verbal evidence of the suspected violation. The Product Challenge must be made on the day of, or within the week, the violation is observed; challenges alleging wrongdoings on past occasions will not be accepted.
3. There is a \$250 filing fee, which can be shared by a group of Vendors. This fee is returned to the Challenger if the claim is verified.
4. The Vendor receiving the Product Challenge must respond to the challenge in writing. Failure to admit or deny a challenge may result in a determination that the challenge is valid.
5. The Market Manager and Executive Director will conduct a visit to the vendor's place of operation in a timely manner to make a determination on the Product Challenge. If Market Management deems it necessary, a third party inspector will be employed.
6. Product Challenge Forms are available at the Market information booth. Because of their sensitive nature they must be returned directly to the Market Manager or Executive Director.
7. If the Vendor is found in violation, the Vendor may be fined, suspended or removed from the Market at the discretion of the Executive Director.

Note: Please ensure the basis of your challenge is factual rather than a misunderstanding. Any claim, factual or otherwise, made publicly could be subject to charges of slander or harassment. Protect yourself while protecting the integrity of the market, do not air these concerns publicly. Submitted Challenge Forms will be taken seriously by VFM.

XIX. Non Compliance Concerning the Guidelines and Standards

VFM has established Guidelines and Standards to ensure that the markets meet the objectives of all the stakeholders: consumers, vendors and the Society. The governing body of VFM, its management and its designated agents will implement and enforce all Guidelines and Standards pertaining to the operation of Farmers Markets under its control in a fair and equitable manner.

The VFM board reserves the right to suspend vendors' participation in VFM markets after a specified number of recorded violations of Guidelines and Standards. Suspension is seen as a last resort.

To clarify how the Society will deal with serious violations of these Guidelines and Standards, the board has established a Violation Procedures document which is readily available and can be requested from the VFM office. Concerns about the enforcement of the Guidelines and Standards can be addressed to staff as well as to the Vendor Advisory Committee.

XX. VFM Ten Tips for Success

1. Be happy and presentable at the market. Introduce yourself to your neighbours. You are as much a factor in your success as the product you sell.
2. Create a checklist of the items you need each market day: table, awning, hand-washing station, business cards, your market schedule, cash box and float, signage, trashcan and broom, pens, paper duct-tape, weights for your awning etc.
3. Be prepared for changes in the weather. Bring water to drink, a hat and a lunch.
4. Remember, the quality of product you were juried for is the quality expected at the market.
5. Diversify! VFM markets should not be your sole source of revenue as we cannot guarantee the number of selling dates you will receive. Try other markets and other channels of distribution for your product.
6. Participate in the special events VFM plans each year, it will help with your sales and enliven the market.
7. Attach your cash box to the table with a removable bolt. Keep large bills on your person in a zipped money belt . Watch your product and report any suspicious shoppers to the market manager. Thefts happen.
8. Don't underestimate the value of your work, price it accordingly.
9. Adjust your display as items sell. Move things up front and fill in the empty spots.
10. Promote yourself! Invite customers back after each sale and If you have email, have a customer sign-up list so you can advertise where you'll be and when.

XXI. Glossary

Here are the terms used to describe the activities, standards and guidelines at VFM markets.

Aggressive Hawking: selling ones' wares in an aggressive an offensive, disruptive or intrusive manner. For example, calling out to a shopper at another booth to come to your stall or reaching out past other shoppers to grab someone's attention.

Agricultural Products: Agricultural items which are grown or raised by the applicant upon land that s/he controls, through ownership or lease agreement. Agricultural products are made up of farm or nursery items and also now include caught or harvested wild products.

Approved Vendor: The producer of the goods for sale which may include family members or employees of the applicants who assist with the cultivation and/or production of the same crops and/or items listed for sale at the property and/or business address listed on the application.

Backyard Gardens: Edible fruits, vegetables and plants or ornamental plants and cuttings that are grown in urban gardens located in municipalities served by the Your Local Farmers Market Society.

Brokering: When a non-producer sells a product on the producer's behalf and receives a commission. We do not allow brokering at the VFM's farmers markets.

Busker: a person or persons who entertains patrons with music, dance, children's activities, etc. in exchange for donations.

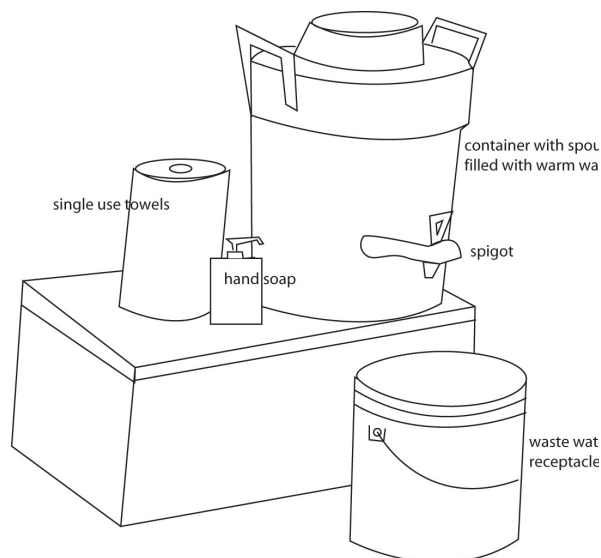
Craft Products: Craft items are created, sewn, constructed, or otherwise fashioned from component materials and have been significantly altered in a way that makes the item unique. These may include raw components that were purchased or that originated on one's farm

Executive Director: A staff person empowered by the Board of Directors to oversee the growth and direction of VFM and for meeting its mission and goals.

Farm Products: BC products that are either grown, raised, produced on agricultural land or harvested from wild lands or waters.

Farm Vendor: A person or entity that produces agricultural products by practice of the agricultural arts upon land which the person or entity controls or wild foragers and fishers who are licensed to harvest from the wilds of British Columbia.

>> If you are uncertain whether a certain term or guideline refers to your situation, please contact the office for clarification.



Proper Washing Station Setup

Hand Washing Station: Comprised of a 22.7 liter (5 gal) plastic water jug with spigot which provides running water, soap in a dispenser, paper towels and a bucket to catch used water (see diagram at left).

Jury Committee: a committee appointed by a VFM staff member that has the expertise required to review either craft or prepared food submissions waiting to be approved for sales at Markets organized by VFM.

Labelling: Product information which includes name and contact information of producer and ingredient list.

Land which a farmer controls: Land which the farm vendor farms AND owns, rents, or leases.

Market Manager: Staff person or persons empowered by the Executive Director to implement Market policies and directives, and to oversee the operation of a given Market. Depending on VFM resources, this person may be the same as the Executive Director or Operations Manager.

Mechanical Refrigeration Unit: To be used Higher Risk Prepared Foods including cheeses and spreads but excluding eggs and frozen meat, fish or poultry. Mechanical Refrigeration units are required to maintain a temperature less than 4 degrees C for refrigerated items or -18 degrees C or less for frozen items. See: Prepared Foods, Higher Risk.

Member of VFM: An approved vendor or community member who is accepted into VFM and pays the required membership dues as set forth by the VFM Board of Directors.

No-Show fee: Cancellations without notice (i.e. no-shows) must pay a No-Show fee of \$50.00.

Not-for-Profit Organization: An organization incorporated under the BC Societies Act.

Notice of Suspension: A document informing a vendor of a suspension of selling privileges at markets operated by VFM.

Notice of Rule Violation: EXAMPLE: (See Appendix).

Nursery Products: Plants, trees or seeds that are grown and/or propagated by a farm vendor for the purpose of re-planting. Cut flowers and herbs that were grown and/or propagated by the farm vendor.

On-site Assistant: An on-site staff person who assists the Market Manager in any way deemed necessary.

Operations Manager: Staff person responsible for the preparation and coordination of market activities as well as the on-site management of one or more VFM markets.

Portioning: Cutting, spooning, spreading, pouring or otherwise dividing edible products for the purpose of selling or sampling.

Prepared Foods: Include frozen meats, jams, breads or any other edible product that has been cut, cooked, smoked, canned or otherwise altered from its original/natural state.

Prepared Foods, Lower Risk: Those products not capable of supporting the growth of disease-causing micro-organisms or the production of toxins. These foods are non-hazardous because they have one or more of the following characteristics:

- a) Dry (water activity <0.85)
- b) High Acid (pH <4.6)
- c) High Salt (salt concentration >20%)
- d) High Sugar (sugar concentration >60%)

Prepared Foods, Higher Risk: Any food or ingredient that is capable of supporting the growth of disease-causing micro-organisms or the production of toxins. Higher Risk items are only permitted if produced in an approved licensed environment with permission from the local health authority. Dairy or

<< In addition to On-site Assistants, community volunteers help out on market day - selling juice and water, setting up special events and even offering to cover short breaks for vendors.

meat products made by someone other than those who raise the animals from which the ingredients came, will be classified as a prepared food item rather than a farm item. Higher Risk foods that are not canned under pressure must either be refrigerated at 4 degrees C or less, or sold in a frozen solid state.

Reselling: Buying either from another producer or wholesaler and then re-selling. Reselling is not permitted at VFM markets.

Sales Taxes: Farmers market vendors, like other entrepreneurs, are responsible for ensuring they collect and submit the correct amount of taxes for their sales.

Sampling: Is when edible merchandise is served, cut, spread, poured or other wise portioned for tasting during any of the markets run by VFM.

Seniority: A value system based on points accumulated through participation as a vendor at markets organized by VFM. It is one of the factors that can influence participation in VFM Markets. Seniority is applied to farm and prepared food vendors only, not craft vendors.

Service Vendors: Vendors who provide a service at the market, rather than goods. Examples include knife-sharpening, chair massage.

Special Farm Products: Exceptions may be permitted for agricultural items that are Canadian in nature but are not grown in BC (e.g. wild rice or maple syrup). These items are only permitted when they are grown or raised by a vendor's family member.

Value Added Farm Product: Raw farm product that has been processed to deliver additional value to the customer. Any value-added product that fits into a jury category: prepared food (i.e.. jam) or craft (i.e.. knitting done with wool from farm), must also be juried.

Value Added: See Prepared Food definitions.

Vancouver Coastal Health: also know as Environmental Health. The body who employs health inspectors and enforces food safety regulations.

Vendor Collectives: A group of Approved Vendors who have applied and been accepted to sell as a collective of producers in a shared stall.

Vendor Report: An accurate, anonymous report of gross sales submitted by each vendor at the end of each Market day to a market staff person. By prior arrangement vendors may submit the report by email or phone within 48 hours, after the close of the market.

Wild Crafted, Caught or Harvested: Edible products that are caught, picked, or hunted in either wild BC waters or on wild BC lands with the appropriate permits.

VFM Board of Directors: A governing body elected by the membership of VFM to develop and direct the policies and procedures of VFM.

Your Local Farmers Market Society (YLFMS): The not-for-profit organization that controls, manages and operates select farmers markets. Membership in the society is open to vendors and community members.

This is a SAMPLE of the form that will be given this season to vendors who violate Market Rules. Please read over this sample form to familiarize yourself with the procedures that will be followed in the case of non-compliance with market policies. Vendor Handbooks have been circulated to all vendors. If you do not have a copy please contact the Market Office.

Your Local Farmers Market Society Notice of Rule Violation

Date & Time: _____ Market: _____ Market Manager: _____
Vendor: _____ Issued to: _____

The rules of Your Local Farmers Market Society are intended to ensure a safe, clean, pleasant, orderly market for the benefit of our customers and vendors. Please immediately correct the violation noted below and take steps to prevent its recurrence. Relevant rules are noted in brackets. YLFMS reserves the right to exclude any vendor who fails to comply with our rules. Please direct any questions to the Market Manager. [Note: Only some of the violations are listed below. The Market Rules handbook outlines all of them.]

Product Guidelines

- Sale of non-approved or non-juried items (vi-1, vii-1, viii-1)
- Selling poor quality product (viii-8, 9)

Set-up and Take-down

- Booth assembly begun before allowed time (xiv-2)
- Booth disassembly begun before closing (xv-1)
- Vendor vehicle in market area too late/too early (xiv-4, xv-9)

Stall Space Guidelines

- Vehicle is over allotted parking area (v-4)
- Display items are outside of stall boundaries (xv-3)
- Sampling product is outside stall boundaries (xv-3)
- Vacant parking space used for empty boxes (xv-6)

Food Safety

- Offering samples without washing station set-up (vi-4)
- Offering samples without Food Safe Level 1 (vi-1)
- Food not protected from contamination (vi-7)

Signage Guidelines

- Business signage unsatisfactory or lack of (xvi-1)
- Organic/transitional certificate not displayed (v-8a, vi-14)
- Inappropriate growing/preparing method signage displayed (v-8a, 8b, vi-14)
- Prices not clearly identified (xvi-2a,2b,2c)
- Minimum weight not identified for volume sales (xvi-2d)
- "Baked in Home Kitchen" sign not displayed (vi-13)
- Name of producer not listed on prepared foods (vi-17)
- Prepared food ingredients are not listed or not listed clearly or properly (vi-16)

General

- Vendor arrived late (xiii-1)
- Failed to inform shopper re: no loading in EVFM parking lot (xiv-5)
- Booth or tables are hazardous (xv-5)
- Vendor smoking in market area (xvii-3)
- Vendor pets at market (xvii-5)
- Selling before official opening (xv-2)
- Leaving market before submitting vendor report (xv-11)
- Parking vehicle in area not permitted (xiv-2,6,7,8)
- Using Market site trash can instead of taking trash off-site (xv-8)
- Insufficient trash receptacles provided (xv-7)
- Trash not removed (xv-8)
- Non-courteous behavior (xvii-1,2,7)
- Disparaging other vendors or products (xvii-1)
- Unprofessional conduct risking market reputation (xvii)
- Non-compliance with directions of Market Manager (xiv, xviii)
- Other (describe): _____

Non-compliance is handled as follows (IX.2abc,3,4) First Offense = verbal or written warning

1. Second Offense = written warning
2. Third Offense = written warning with loss of right to sell at the next scheduled date.
3. Fourth Offense = loss of right to sell at YLFMS markets for the remainder of the season.

SAMPLE

Notes and Questions

<< Use this page to keep track of your own questions and notes.