



## Downtown Salmon Arm Market Rules and Policies 2021

### Market Mission

Shuswap Food Action Society operates the Downtown Salmon Arm 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 food
- To improve access of local food to all people, especially vulnerable populations
- To provide a venue for those who “make, bake or grow” to sell their goods.

### Market Day:

- The Market will be open to the public from 9 a.m. to 1:00 p.m. at Ross Street Plaza each Saturday from May 9th until October 10<sup>th</sup>, 2021.
- 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 cars across at the SASCU parking lot.** Vendors found to be parking on streets adjacent to the market will be fined \$100. Failure to pay will result in losing their privilege of participating in the next market. This parking is reserved for patrons of the market and downtown businesses and we receive many grievances on this issue.
- 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 20 lb weights.
- This year, due to COVID-19, vendors must either wear masks or hang a piece of plexiglass/clear barrier between themselves and the consumer.
- Full-time vendors will be given priority of placement over part-time vendors. We try to be consistent with placement, but since site use, may vary from week to week, vendors cannot be guaranteed the same location each week.
- 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.

- Pre-qualified vendors must confirm their attendance with the Market Manager by 5 p.m. on the Wednesday prior to Market Day. A stall space cannot be guaranteed for more than one week unless it is paid for in advance.
- The manager reserves the right to limit the number of vendors in total and within like product categories and reserved spaces. 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**

All members must pay \$20 membership fee to Shuswap Food Action Society

- Daily vendor: \$25/market
- Full Season vendor (22 weeks/\$15 per market): \$330
- New Farmer/New Food processor: \$230 (in business for less than 3 years)
- Nonprofit groups: free

\*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.

### **Booking Policy**

- Priority will be given to vendors committing to the full season (22 weeks)
- NOTE: Farm/Produce vendors will be given priority booking up to 50% Market space until Wednesday 5pm weekly (without impact to full season pre-booked vendors)

### **Vendors (General Rules)**

- All vendors must become members of the Shuswap Food Action Society by paying \$20.
- All vendors are expected to treat each other and customers with courtesy and to work together in a spirit of cooperation and respect.
- Notice of cancellation of a reserved space must be received by the coordinator by 5 p.m. Wednesday. Except in the case of an emergency occurring after that time, a vendor with a reserved space will be charged for that day.
- The Farm 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 stallholders or their products. Every stallholder is asked to ensure that their homeowner or business insurance covers them for the 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 direction of the Market Manager.
- Downtown Storefront operations may sample, but not sell their products at the market.

- Market manager has the right to withdraw the membership 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 membership. Membership fees will not be returned in these cases.

### **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 amount 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 our 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 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.
- Food vendors will provide equipment/supplies as regulated by Interior Health for washing of hands and equipment.

# Salmon Arm Downtown Market

Application for Membership and Vendor Space - 2021

Name: \_\_\_

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 membership fee of \$20 & my season fee of \$330.00 are enclosed

Occasional markets - my one-time membership fee of \$20 & my stall fee of \$25.00 each time

I am a new farmer/food processor/artisan and have been running my business less than 3 years \$20.00 + \$230

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 Vendors Only: My products are: \_\_\_ low-risk foods or \_\_\_ high-risk foods \_\_\_\_\_ alcohol

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 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 [info@shuswapfood.ca](mailto:info@shuswapfood.ca).

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 and does not constitute a contract. If the Market can't accommodate an applicant vendor, they will be notified and all fees will be refunded.