



## 2012 Application

# Community Non-profit Booth

Application  
Rules and Regulations  
Statement of Insurance



STEVESTON FARMERS & ARTISANS MARKET  
4111 Moncton Street, Richmond, BC V7E 3A8  
PHONE: 604-729-7326 FAX: 604-718-8096  
WEBSITE: [www.sfam.ca](http://www.sfam.ca) EMAIL: [marketmanager@shaw.ca](mailto:marketmanager@shaw.ca)  
REDMS 3023195





# 2012 APPLICATION Community Non-profit Booth

Application Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

On-site Contact name and phone (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ PC: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Please check:  New Applicant  Previous Applicant

The Steveston Farmers & Artisans Market has designated one market booth per market for use by a Richmond non-profit organization at no charge. The purpose of this booth is to support other non-profit organizations by providing an opportunity to promote your organization and the services you provide to the community. How an organization chooses to use this booth is entirely at its discretion. It can either be a simple information display, or a fundraising initiative such as raffle tickets or products, merchandise sales, or you could also choose to operate a food booth. Please be aware that any initiatives involving food is subject to Vancouver Coastal Health rules and regulations. Please discuss your plans with the Market Manager to ensure you obtain the proper accreditation.

**Please indicate your interest for this booth:**

- To promote our organization
- Fundraising initiative (ticket raffle, product sale etc.)
- Fundraising food sales
- Other: \_\_\_\_\_

Mandate or Mission Statement of your organization:

---



---



---



---



---

\_\_\_\_\_  
Signature of Organization representative

\_\_\_\_\_  
Date

**Submission Checklist:**

- Community Non-profit Booth Application
- Temporary Food Application (if applicable)
- Statement of Insurance
- Signed Understanding of Rules and Regulations (page 5)

SFAM use only: Approved by: _____ Market Date: _____ <input type="checkbox"/> Applicant notified Notes: _____
---

## STEVESTON FARMERS & ARTISANS MARKET RULES AND REGULATIONS

**THE STEVESTON FARMERS & ARTISANS MARKET (SFAM)** as used herein refers to the Richmond Agricultural and Industrial Society and the Steveston Community Society and its employees and agents.

The SFAM is overseen by a board of directors. The board has adopted the following rules and regulations. At times, the board may amend, delete, or modify its policies, rules and regulations in order to promote the Market as a whole to the community of Richmond. All participants in the Steveston Farmers & Artisans Market will behave toward Market customers, board staff and volunteers, in a professional manner which fosters a sense of community, health, family, camaraderie, and a spirit of cooperative involvement.

All participants in the SFAM must support and represent, in all displays, events, activities, goods and services, the value of an open and supportive environment, offering healthy and creative shopping choices while promoting local and regional food producers and artisans. This meeting place will be safe and inviting, and active in fostering a positive sustainable community in Steveston.

The Steveston Farmers & Artisans Market was established to:

- support and represent the market, community, health and family;
- manage and operate a sustainable, self-supporting community market;
- support and promote a sustainable and vibrant local agricultural industry by providing an outlet for the sale of locally-grown and locally-processed agricultural products, and by educating the community about it's agricultural heritage and agriculture today;
- support and encourage the arts by providing an outlet for the sale of artisan crafts and other fine art products, and opportunities for local musicians and other entertainers to perform; and,
- to create a positive experience for people who come to market, and to provide opportunities for local non-profit groups to tell their community story, contributing to a sense of community.

**VENDOR SELECTION:** the Market Manager with the Market Committee has sole discretion over vendor selection. Vendors are selected annually with agricultural products given priority over any other product category. Consideration will first be given to those vendors who participated for more than 6 (six) markets during the previous season. If physical space allows for any new applicant(s) beyond the returning vendors, highest priority will be given to farmers, growers and producers, then to all vendors who commit to the full season and then to all other applicants. The SFAM reserves the right to grandfather a repeat vendor should there be multiple applicants with the same or similar product. The SFAM reserves the right to accept only one same product vendor. Grandfathered vendors will be given first option, then all applicants will be considered on a first come basis if space becomes available. No vendor will have guaranteed return rights from season to season.

**HEALTH DEPARTMENT REQUIREMENTS:** The Richmond Health Department is very strict on ensuring all regulations are followed and met. Please make certain you are prepared and follow their requirements as detailed in the Temporary Food Booth application or your permit will not be issued. **Health officials will attend the Market regularly to ensure compliance to the guidelines.** If you are found non-compliant, you will be fined by the Health Department. **It is your responsibility to ensure you are within the guidelines; SFAM takes no responsibility if you are fined.** Please contact the Richmond Health Department for further details.



**FOOD SAFETY (prepared food and samples)** Vendors with processed or prepared food items should adhere to Vancouver Coastal Health regulations. Inspectors will be on site at each market. Please ensure your products are, according to regulations, clearly labeled with ingredients listed on the table in clear view of the customer, if not on each item. **All food handlers, including produce vendors who sample to the public, must submit a copy of Food Safe Level 1 (or higher) certificate before participating in the Market.**

**HEALTH PRACTICES AND PERMITS:** It is the responsibility of each Vendor to obtain and display all appropriate permits and/or licenses and certificates. Each Vendor must adhere to registration and guidelines as outlined by the Richmond Health Department. All prepared food vendors and others wishing to offer samples (a highly successful practice) must be approved by the Health Department. All Vendors must dress appropriately and shoes and shirts are required. No animals are allowed in food vendor stalls with the exception of service animals.

**\*\*It is mandatory for all vendors selling food to contact Gary Tam at the Richmond Health Department, by email [gary.tam@vch.ca](mailto:gary.tam@vch.ca) or by phone 604-233-3217.**

**WHAT CAN BE SOLD: The Steveston Farmers & Artisans Market follow and enforce a “Make it, Bake it, Grow it, Catch it” policy.**

**AGRICULTURAL & NURSERY:** fruits, vegetables, herbs, flowers and other agricultural and horticultural products, dairy products, fish, shellfish, meats, as well as food items that are made by the vendor from raw ingredients.

**HOT/FRESH FOOD:** prepared by the vendor, generally for consumption at the Market.

**PREPARED FOOD:** Processed foods generally prepared for off-site consumption, such as baked goods, jam, sauces etc.

**ARTS & CRAFTS:** All crafts must be handcrafted in B.C. approved by the Market Manager, the SFAM committee and the jury committee. No items may be added to your table after the jury process. If you wish to introduce a new item for sale please contact the Market Manager. SFAM reserves the right to decline or limit products as they see fit. The Market Manager has the discretion to immediately remove any craft item that he/she considers objectionable. The Board of Directors must review the Manager’s decision within 30 days and make an official ruling on the matter.

Commercially made products will NOT be permitted. Definition of commercial products:

- Items imported (i.e. made in China, Japan etc.)
- Items imported for charity purposes
- Items manufactured & or commercially sold.

**BOOTH MERCHANDISING:** A well presented booth at SFAM will convey a sense of confidence to market buyers. Easily visible signs, organized product assortment and easy access will convert to increased sales.

**SIGNAGE:** Each booth must prominently display a sign clearly identifying the farm or business by name and location. Signs, including the names and prices of all displayed products sold, must be in place by the opening of the market.



**ALLOTMENT OF BOOTH SPACE:** the space assigned is to be used solely for the Vendor whose name appears on this application and only for those products/services listed on the application and approved by the SFAM. One stall (approx. 10x10) will be assigned to each vendor. Stall assignments are thoughtfully made by the Market Manager and the SFAM Committee taking into consideration, product mix, customer flow, special promotions and events. Site use and layout may vary from week to week and vendors are not guaranteed the same stall assignment or location each week

**PAYMENT & CANCELLATION:** payment for booth and registration fee is due at time of application. Payment will be accepted by credit card, cheque or money order (payable to Richmond Agricultural and Industrial Society) *\*Payment by cheque is preferred\** Cheques or money orders for commitment fees should be dated the first market date of the season, or on the first date of your casual dates if later than opening day. Cheques or money orders for registration fee should be dated the day you apply for admission to the market. Credit card payments will be processed on the same schedule. **All applicants are subject to approval prior to admission to the Market. Submission of a completed application and accompanying fees does not constitute acceptance into the Steveston Farmers and Artisans Market.** All applications will be carefully reviewed and applicants will be notified upon acceptance. Should an application not be approved, commitment fee cheques or credit card information will be returned to the applicant. Registration fees are non-refundable whether or not an applicant is approved.

**Cancellation:** Once a vendor has been approved and accepted into the Market, either party may cancel this contract on condition that WRITTEN NOTICE be given. Refunds will be considered on an individual basis, depending on the number of Market dates already attended, and the number of dates remaining in the contract. Refunds will not be given if more than 50% of registered market dates have been attended. **NO-SHOW FEE: Cancellations without 72 hours notice are subject to a \$50.00 No-Show fee.**

**HOURS, DATES AND LOCATION: Summer (May to September):** the SFAM will operate in Steveston Village adjacent to the Gulf of Georgia Cannery at Third Avenue and Moncton Street and in the Gulf of Georgia Cannery parking lot. The Market will open the third Sunday in May and run until the end of September bi-weekly from 10:00a.m. to 4:00p.m. Except on July 1<sup>st</sup>. The SFAM will be open rain or shine and all vendors are expected to attend in inclement weather. **Winter (October to December):** the SFAM will operate inside the Gulf of Georgia Cannery, 12138 Fourth Avenue, bi-weekly from October to December from 10:00am to 3:00pm. It is recommended vendors and visitors dress for cold temperatures, and the Cannery is not heated.

**BOOTH RESERVATIONS:** Vendors with booth reservations are responsible for occupying that space on each market day. Vendors not able to attend a reserved market day are required to contact the Market Manager by phone or email a minimum **72 hours in advance.** **No refund for missed days will be given. Second time non appearance will result in loss of assigned space privileges and immediate expulsion from the market for the remainder of the season.**

**LOGO USE:** Vendors wishing to use the SFAM logo must apply in writing to the Market Manager, explaining why and how the logo will be used.

**SMOKING:** Smoking is not permitted by vendors in the market areas.



**STEVESTON FARMERS & ARTISANS MARKET**  
4111 Moncton Street, Richmond, BC V7E 3A8  
PHONE: 604-729-7326 FAX: 604-718-8096  
WEBSITE: [www.sfam.ca](http://www.sfam.ca) EMAIL: [marketmanager@shaw.ca](mailto:marketmanager@shaw.ca)  
REDMS 3024679 Rev. 27/01/2012



**ELECTRICITY:** All electrical equipment must be pre-approved by a member of the Market Committee. Vendors requiring electrical power are responsible for providing their own outdoor approved cords and mats to cover any and all portions of the cord that lie in any area utilized by market customers. SFAM does not guarantee electricity to vendors.

**SECURITY: Please secure your items at all times.** SFAM is not responsible for lost, stolen or damaged items. If you must leave your booth for any reason it is your responsibility to arrange someone to watch your items. We encourage the use of a money apron as cash boxes can be stolen.

**TENT/CANOPY WEIGHTS: All Vendors must have and use tent or canopy weights at all times.** Steveston is windy and we have had many incidences where tents have blown. It is for your safety as well as the safety of the public that this rule will be strictly enforced at all times during Market hours.

**SET UP AND TAKE DOWN:** Set up will begin between 7:30a.m. and 9:00a.m. each Market day. **A clear driving lane must be kept open at all times.** A vendor may not begin setting up his or her stall space until his or her vehicle is moved away from the booth area and into a designated parking stall. We enforce one-way traffic. **NO VEHICLES WILL BE PERMITTED TO ENTER ANY PART OF THE MARKET AREA AFTER 9:30AM. FOR SAFETY REASONS THIS WILL BE STRICTLY ENFORCED.** Set up should be complete and your booth ready for customers by 10:00 am sharp. No selling is to take place prior to the Market opening time of 10:00 am. Vendors are required to remain at their stall space until closing at 4:00 pm. If vendors sell out prior to 4:00 pm they must display a “sold out” sign on their table. Vendors are to cease selling at 4:00 pm NOT before.

**STALL CLEAN UP:** Each Vendor is responsible for cleaning his/her stall area. Vendors are expected to remove all waste generated by the sale of their product. All vendors must bring containers suitable for waste removal and all waste must be taken away by the vendor. **Vendors not adhering to this policy risk expulsion from the Market.**

**MARKET MANAGER:** The Market Managers (or designate) coordinate all the bi-weekly activities of the functioning of the Market and implements Market policies, including oversight of the Market set up and clean up, daily assignments, collection of fees and ensuring vendor compliance with all SFAM policies. The Market Managers also act as a conduit of information from the vendors and customers to the SFAM Committee. The Market Managers have complete authority to interpret and implement all Market policies.

**FAILURE TO COMPLY: All rules and regulations will be enforced by the Market Managers or chosen designee, who has ultimate onsite authority. Failure to comply with Steveston Farmers & Artisans Market rules or applicable local regulations will result in expulsion from the Market or other consequences deemed appropriate by the Market Managers.**

**INTERPRETATION AND ENFORCEMENT:** These conditions of contract, display rules and regulations form part of the contract between the Vendor and the SFAM. All matters in question not covered by these regulations are subject in the first instance, to the decision of the President of the Steveston Community Society or a duly authorized representative. All parties shall adhere to all decisions so made. It is the responsibility of the Vendor to familiarize himself with all rules and regulations.



**After carefully reading the attached SFAM Rules and Regulations, please sign and submit this page with your completed application.**

**I \_\_\_\_\_ have carefully read and understood**  
*Vendors name (please print)*

**the Steveston Farmers & Artisans Market Rules and Regulations and will adhere to them.**

\_\_\_\_\_  
*Vendor signature*

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



**STEVESTON FARMERS & ARTISANS MARKET**  
4111 Moncton Street, Richmond, BC V7E 3A8  
PHONE: 604-729-7326 FAX: 604-718-8096  
WEBSITE: [www.sfam.ca](http://www.sfam.ca) EMAIL: [marketmanager@shaw.ca](mailto:marketmanager@shaw.ca)  
REDMS 3024679 Rev. 27/01/2012

