

*Revised February 2020 ~ Please read and keep for reference*

# **Cariboo Direct Farm Market Association (CDFMA)**

## **By-laws, Rules and Regulations**

1. **The Market operates under the authority of a Market Manager** appointed by the CDFMA Executive Committee. *The President or another CDFMA Executive member may perform the functions of the Market Manager as needed.*
2. **The Market Association retains the right to rent or refuse rental of stalls to vendors.** *Stall rental and assignment of stall spaces will be at the discretion of the Market Manager and/or the CDFMA Executive.*
3. **Vendors will be required to sign a contract with the CDFMA.** *Any vendor who has signed this contract and is later found to violate the rules and regulations may be asked to leave the market temporarily or permanently.*
4. **Vendors are responsible for carrying their own liability insurance.** *Vendors may use their own discretion regarding such insurance but are advised that CDFMA does not provide liability coverage for claims arising from the activities or negligence of vendors.*
5. **"Local"** as it applies to the CDFMA refers to **the area within the Cariboo Regional District.**
6. **Vendors must prominently display a sign** showing the vendor's name and/or business name and location.
7. **Vendor spaces will be allotted at the discretion of the Market Manager.** *Every attempt will be made to allow regular vendors to occupy the same spots throughout the Market season.*
8. **Regular vendors must inform the Market Manager if they will not be in attendance at a scheduled market.**
9. **Vendors are solely responsible for cleaning their site at the end of each market.**
10. **Vendors must remove and dispose of any substantial amount of waste products/items themselves.** *Vendors must not dispose of large/bulky items such as boxes etc., or leftover produce, waste produce or produce trim in the City of Williams Lake garbage cans provided. Vendors must not dump cooking oils or any other liquids\* either in the garbage cans or anywhere on site or on adjacent City property. The garbage cans are provided primarily for Market customer use. \*Small amounts of clean water, i.e.. water from melted cooler ice, may be disposed of down the storm drains in the parking lot.*
11. **Vendors are solely responsible for complying with City of Williams Lake fire, health and safety regulations and "best practices".** *Examples: All vendors cooking on site, or using live flame, must provide an adequate fire extinguisher for the type of potential fire hazard their activities present. All vendors must secure in a safe way any knives or other similar items when those items are not in actual use by the vendor.*
12. All **electrical cords and power bars** used to connect with the Market's power outlets must be in **good condition and rated correctly** for the amount of amperage drawn by the vendor's equipment. All electrical cords must be arranged/secured in such a way to **avoid presenting a shock or tripping hazard** to any person.
13. **All Food Vendors must comply with Interior Health guidelines and regulations.** *All required permits must be provided to the Market Manager before the vendor may sell products requiring official permissions or permits.*
14. **All Bath and Body Product ("Cosmetic") Vendors must comply with Health Canada guidelines and regulations.** *Cosmetic Notification Forms for each separate product sold must be made available to viewing by the Market Manager before the vendor may sell these items.*
15. **All Food and Bath and Body Product Vendors must comply with Health Canada labelling guidelines** for each specific item requiring such labelling.

16. **"Non-Commercial Kitchen" signage must be displayed where this is the case for food vendors.** *Suggested wording: THIS FOOD HAS BEEN PREPARED IN A KITCHEN THAT IS NOT INSPECTED BY A REGULATORY AUTHORITY*
17. **Vendors are responsible for ensuring that scales are accurate and certified legal for trade.**
18. **Produce sold must be locally grown at the vendor's farm,**
19. **Wild goods must be from the local region.**
20. **Processed goods, craft goods, the product of artisans, and services must be made, or performed, by the vendor, or by the vendor's own family or employees, or from material produced on the vendor's farm.**
21. **Craft goods and the product of artisans should be original, unique and hand-made.**
22. **Permission MAY be granted for vendors to sell other producers' products on a co-op basis,** as long as all CDFMA rules are complied with, and all vendors/producers in the co-op are current members in good standing of the CDFMA. **Absolutely no reselling of any items purchased from others.**
23. **Produce/wild goods not grown in the local area may occasionally be exempted from the "local only" rule** at the discretion of the CDFMA Executive, with approval to be requested and given on a product-by-product basis.
24. **No finished products sold may originate from outside of British Columbia.**
25. **Vendors must comply with the BC Ministry of Agriculture's Organic Labelling and Advertising Regulations.**  
No vendor may label, advertise or make a claim using in any way the term "organic" unless the product is certified organic by a BC Ministry of Agriculture-approved certifying body.
26. **Proof of Organic Certification must be provided** to the Market Manager and posted at the vendor's stall or otherwise made available to customers and any official inspectors.
27. **The intent of the market shall be agricultural/horticultural produce driven.** *The ratio of agricultural/horticultural vendors to arts and crafts vendors shall be at least 4:1. It is expected that the ratio will vary somewhat depending on the time of year and the harvest available at that time of year.*
28. At all times **vendors must be respectful** to customers and other vendors.
29. All **vendors must be on site at least 30 minutes prior to the scheduled opening of the market.** Vendor stalls must remain on site until the close of the market.
30. **There shall be no movement of motor vehicles within the Market area during Market open times** (9 AM till 2 PM) except by pre-arrangement with the Market Manager, and then only with a safety escort.
31. **No smoking** in any of the market areas, or on adjacent City property where smoking is prohibited.
32. **A stall rental space shall be based on 12 lineal feet of frontage.** Multiple spaces may be rented based on additional 12-foot increments and will be charged for at the current rate.
33. All **canopies/tents must be secured by hold-down weights** at the leg bases. **A minimum of 20 lbs. PER LEG is required; 40 lbs PER LEG is highly recommended. Weights must be securely attached.**  
Vendors must never drive on the grass in the park. No hold down spikes allowed in the grassy areas.
34. There will be **no dogs** allowed in the market area.

# Cariboo Direct Farm Market Association (CDFMA)

## Williams Lake Farmers' Market

### Application for Vendor Space and Membership 2020

### **For Local (Cariboo Regional District) Vendors**

Please fill out completely and return to the Market Manager or mail to:

**Market Manager, CDFMA, Box 20004, 320 Proctor Street, Williams Lake, V2G 1M0**

**2020 Regular Market Dates:** May 8<sup>th</sup> to October 9<sup>th</sup>. Fridays from 9:00 A.M. to 2:00 P.M.

**2020 Summer Market Dates:** June 16<sup>th</sup> to September 29<sup>th</sup>. Tuesdays from 2:00 P.M. to 7:00 P.M.

#### **2020 Fee Schedule:**

Annual Membership fees are \$10.00 cash or cheque made payable to CDFMA

Membership year is January 1<sup>st</sup> to December 31<sup>st</sup>, 2020

Daily table fee\* for Regular Friday Markets in 2020 is \$15.00 per 12-foot space.

**\*CDFMA may waive the daily table fee for non-profit/community organizations at its discretion.**

- I represent a non-profit or community organization operating within the Cariboo Regional District.
- I am aware that I will be a NON-VOTING CDFMA member.

#### **Vendor information:**

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

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

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

#### **Describe the purpose of your organization, and what you will be presenting at the Market.**

*Advance permission is required in order to ask for donations or sell any items.*

*All pertinent Interior Health and Health Canada guidelines must be followed regarding items for distribution or sale.*

Please check off any of the boxes which apply. The Market Manager will take your request(s) into account when planning/allotting market stall spaces.

- I would like to have my vehicle in my stall space. Type/size of vehicle: \_\_\_\_\_
- I do not need my vehicle in my stall space.
- I would like access to electrical power at my stall.
- I would like to request special accommodation due to a disability. *(Please discuss with Market Manager)*

As a participant at the Williams Lake Farmer's Market **I acknowledge that I have read the attached By-laws, Rules and Regulations and agree to abide by them.** I also agree to pay the appropriate fees. If questions arise concerning the day to day operation of the Williams Lake Farmers' Market the final decision will rest with the Market Manager under the direction of the CDFMA Executive.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_