

Cariboo Direct Farm Market Association (CDFMA)
Williams Lake Farmers' Market
Membership Form - 2021
For All Vendors, Non-Profit & Community Groups

Please fill out completely and return to the Market Manager in by email to: wlfm.manager@gmail.com

Or by lettermail to the Market Manager:
Barb Scharf, Box 3211, McLeese Lake B.C. V0L 1P0

Please check off everything which applies to you.

I would like to participate in the Williams Lake Farmers' Market as:

- A local vendor who resides within the Cariboo Regional District
- A non-local vendor from outside of the Cariboo Regional District area
- A youth vendor (16 years old or younger)
- A "low risk" agricultural or horticultural vendor (vegetables, flowers, plants etc.)
- A "low-risk" food vendor (i.e. most baking & canning)
- A "high risk" agricultural or food vendor (i.e. meat, meat products, cheese etc.)
- A ready-to-eat/hot food vendor
- An artisan or craft vendor
- A non-profit or community group or association

Annual Membership: \$10

Please pay* by cash, or cheque made out to CDFMA,
or by e-transfer to: williamslakemarket@gmail.com

*You may pay for your Membership Fee in advance or at the first Market you attend.

Membership year is January 1st to December 31st, 2021
2021 Voting Members in good standing may vote at the 2022 AGM

*Name: _____

*Business Name: _____

*Detailed Farm or Home Address: _____

Mailing Address (if different): _____

*Postal Code: _____ *Phone #(s): _____

*Email: _____ *Website: _____

Brief description of your product(s): _____

As a member of the Williams Lake Farmers' 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.

Signature: _____ Date: _____

Cariboo Direct Farm Market Association (CDFMA)
Williams Lake Farmers' Market
Vendor Application Form - 2021

For Personal Care, Bath & Body Product Vendors

Please fill out completely and return to the Market Manager in by email to: wlfm.manager@gmail.com
Or by lettermail to the Market Manager: **Barb Scharf, Box 3211, McLeese Lake B.C. V0L 1P0**

2021 Friday Market Dates: May 7th to October 8th. Fridays from 9:00 A.M. to 2:00 P.M.

2021 Tuesday Market Dates: June 15th to September 28th. Tuesdays from 2:00 P.M. to 7:00 P.M.

2021 Booth Fees, based on a 12 x 12 foot space or portion thereof. Double spaces are available.

- Daily single booth fee is \$15.00. Youth Vendors (16 & under) single booth fee is \$5.00.
- Friday Season's Pass (single space for all 23 Markets) is \$300.00
- Tuesday Season's Pass (single space for all 16 Markets) is \$208.00

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 access to electrical power at my stall. (First priority to food vendors.)
- I would like to request accommodation due to a special need. *(Please discuss with Market Manager)*
- I would like to partner with another vendor in a co-op arrangement. *(Please discuss with Market Manager)*
- I would like to have my vehicle behind/beside my stall space if possible.
Type/size of vehicle: _____
- I do not need/want my vehicle in my stall space. (Some areas of the Market will be vehicle-free.)

Vendor information:

*Name: _____

*Business Name: _____

*Physical address where products are made:

Mailing Address *(if different)*: _____

*Postal Code: _____ *Phone #(s): _____

*Email: _____ *Website: _____

List of items you make and wish to sell, including applicable Health Canada registration numbers.
Please list on a separate page if you need more space.

Cariboo Direct Farm Market Association (CDFMA)
Williams Lake Farmers' Market
Vendor Application Form - 2021
For Personal Care, Bath & Body Product Vendors

1. Examples of Personal Care, Bath & Body Products include but are not restricted to: Soaps, sugar scrubs, lotions & moisturizers, lip balms, cosmetics, body powders, essential oil products, fragrances, bath bombs, bubble baths, bath soaks, body spritzes, hair products, nail products, deodorants, salves, herbal preparations for use on the body etc.
2. **Health Canada Cosmetic Notification Forms must be completed for each separate product you wish to sell. This is a free and generally fast process.** (Note: Products with the same base formula but with different fragrances etc. require only one registration, so if you make several differently flavoured lip balms with the same base formula, you only must register the "lip balm" once.)
3. Registration numbers for each separate product must be provided to the Market Manager before the vendor may sell these items. (Note: Sales with proof of Cosmetic Form Notification application may be allowed pending issuance of registration numbers – please discuss with Market Manager.)
4. All Cosmetic, Bath and Body products must be labelled or have tags available with full ingredients in compliance with Health Canada requirements.
5. No medicinal, or other medically therapeutic, or insect repellent claims may be made for any items sold, unless the item has a current Drug Identification Number (DIN) issued by Health Canada.
6. No sales of cannabinoids or cannabis products are allowed.
7. Branded products not personally manufactured by the vendor MAY be permitted on a very minor basis, at the discretion of the Manager. Examples: T-shirts, shopping bags, mugs etc. decorated with the vendor's original logo or artwork. These items MUST be pre-approved.
8. Complementary manufactured items NOT branded with the vendor's logo etcetera are NOT allowed for individual sale. Examples: candle holders, soap dishes, bags of soap nuts, mugs etc. If these items are part of a gift basket or collection package, they MAY be allowed but they must be a very minor part of the package and they MUST be pre-approved by the Manager.
9. All personal health, bath & body product vendors will read and sign the following:

As a personal care, bath & body product vendor at the Williams Lake Farmers' Market I acknowledge that my products meet all the guidelines detailed above and in the Market Rules & Regulations, and that I will freely provide pertinent information regarding my products and production practices upon inquiry by customers and by the Market Manager/Market Committee.

Signature: _____ **Date:** _____

Cosmetic Notification Form links & info for Personal Care, Bath & Body Product Vendors

Cosmetic Legislation

Under section 2 of the Food and Drugs Act, a cosmetic includes “any substance or mixture of substances, manufactured, sold or represented for use in cleansing, improving or altering the complexion, skin, hair or teeth and includes deodorants and perfumes.” This includes **“handmade” cosmetics sold at craft sales or home-based businesses.**

Health Canada sets safety rules through the Food and Drugs Act and the Cosmetic Regulations. All cosmetics sold in Canada must:

- be free from contamination and substances that may harm you when you use the cosmetic normally and according to the directions on the label. Health Canada sets out a list of ingredients that are banned or limited in cosmetics, called the [Cosmetic Ingredient Hotlist](#).
- be manufactured, prepared, preserved, packed, and stored under clean conditions. All cosmetic manufacturers are encouraged to adhere to Good Manufacturing Practices (GMPs).
- have their composition declared to the government via Notification (In other words, manufacturers must tell the government what is in their cosmetics so that their ingredients can be monitored and checked against the Cosmetic Ingredient Hotlist.) If a safety concern arises, the cosmetic is prohibited from the market.

Requirement for Cosmetic Notification Forms (CNFs)

- [Section 30 of the Cosmetic Regulations](#) require manufacturers (ie. cosmetic vendors) to complete and submit a Cosmetic Notification Form (CNF) for each of their products (and submit the required documents, such as labels and inserts). A CNF must be submitted at the latest 10 days after the vendor first sells the cosmetic. **There is no fee associated with the cosmetic notification process.**
- Once a vendor completes a CNF, they automatically get a case number and submission number. Their CNF submission is entered into Health Canada’s cosmetics database and will be manually reviewed.
- Once reviewed, the vendor will receive a Cosmetic Number (CN). This number is what market managers may request to see to ensure vendors have gone through the notification process.
- If there are issues with the product or CNF, Health Canada will contact the notifier.
- Market managers should ask cosmetic vendors for their Cosmetic Number (CN) for each product being sold as this is proof that the vendor has notified their cosmetic to Health Canada.
- Submission of the CNF does not constitute approval for sale by Health Canada, agreement that the product is classified as a cosmetic nor that the product complies with all legislative requirements. Manufacturers and importers are responsible for making sure their cosmetics meet the requirements of the Food and Drugs Act and its Cosmetic Regulations

Useful Links

- **How to Complete a Cosmetic Notification Form:** <https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/notification-cosmetics/guidance-document-complete-cosmetic-notification-form.html>
- **Cosmetic Notification Form:** <http://healthycanadians.gc.ca/apps/radar/CPS-SPC-0007.08.html>
- **Labelling of Cosmetics** – Consumer product safety: <https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/labelling.html>
- **Cosmetic Ingredient Hotlist:** Prohibited and Restricted Ingredients: <https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/cosmetic-ingredient-hotlist-prohibited-restricted-ingredients/hotlist.html>
- **Cosmetic Regulations FAQ:** <https://www.canada.ca/en/health-canada/corporate/about-health-canada/legislation-guidelines/acts-regulations/frequently-asked-questions-cosmetic-regulations.html>

Please read and keep for reference

2021 Market Manager: Barb 250-297-6553 / wlfm.manager@gmail.com

Cariboo Direct Farm Market Association (CDFMA)

Williams Lake Farmers' Market (WLFM)

2021 Operating Guidelines, Rules and Regulations

Page 1

2021 GENERAL MARKET INFO

1. The Williams Lake Farmers' Market operates on Secwepemc (Shuswap) traditional territory, neighbouring both T'exelcenc (Williams Lake) First Nation and the Xat'súll (Soda Creek) First Nation. The City of Williams Lake is also home to many people from Tsilhqot'in Territory.
2. **The name of the society which operates the Williams Lake Farmers' Market (WLFM) is the Cariboo Direct Farm Market Association (CDFMA).** The purpose of the society is to establish and maintain a Farmers' Market which will provide a marketing opportunity to local farmers, producers, artists and crafts people; to improve production; to stimulate public interest; to increase consumption of local products and to spark the local economy. The Society is a registered non-profit organization, and its revenues shall be used for operating expenses and promoting its objectives.
3. **All vendors, non-profit organizations and community groups wishing to participate in the WLFM must purchase an annual CDFMA membership.** VOTING members shall be local vendors over the age of 16. NON-VOTING members shall be youth, out-of-area, non-profit and community participants.
4. **The definition of LOCAL regarding the CDFMA/WLFM is the area defined by the Cariboo Regional District boundaries.**
5. The physical location of the 2021 WLFM is the City of Williams Lake parking lot situated between the Cariboo Memorial Recreation Complex and Kiwanis Park. The physical address of the site is 525 Proctor St., Williams Lake, B.C.
6. COVID-19: The 2021 WLFM shall operate under all current federal, provincial, and municipal COVID-19 rules, regulations, protocols, and guidelines. **All vendors and customers must abide by current COVID-19 requirements while within the Market space.**
7. **The WLFM 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. The 2021 Market Manager Team is Barb Scharf/Jane Bowser/Edwin Bowser. Home phone: 250-297-6553 Email: [**wlfm.manager@gmail.com**](mailto:wlfm.manager@gmail.com)
8. **Vendors and other WLFM participants will be required to sign a contract** with the CDFMA. Any individual/group 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.

Please read and keep for reference

Williams Lake Farmers' Market

2021 Operating Guidelines, Rules and Regulations – Page 2

2021 ALLOWABLE PRODUCTS & SERVICES

1. **WLFM shall be agricultural/horticultural produce driven.** There shall be an overall minimum of 51% agricultural/horticultural/food vendors to comply with BC Association of Farmers' Markets regulations. The market-to-market percentage may vary somewhat due to seasonality.
2. Produce, plants & primal cuts of meat sold must be locally grown/raised at the vendor's property.
3. Processed food or goods, craft and artisanal goods must be made locally by the vendor, or by the vendor's family, household members or employees, or from material produced on the vendor's local farm or property, or from material wildcrafted by the vendor in the local region.
4. No resale of items purchased from others.
5. No franchise vendors, "flea market" or other used goods.
6. No sales of cannabinoids or cannabis products for human or pet use are allowed.
7. Processed meat products made by other BC processors from the vendor's own locally raised animals may be sold by the meat-producing vendor. Processing facility information must be provided.
8. Processed meat vendors may utilize their own animals or animals produced by others. The finished product must show significant artisanal input by the vendor, being changed in a substantial way from its original form. Processed meat vendors are strongly encouraged to source their raw materials locally whenever possible. Origin of meat information must be provided.
9. Wild goods must be from the local region.
10. Baked and canned goods must be made from scratch within the local region. Food vendors are strongly encouraged to utilize locally produced ingredients.
11. Craft goods and the product of artisans should be original, unique and hand-crafted. Artisan and craft items must show artistic effort and a substantial change from base components.
12. No kit-produced items are allowed. Examples: commercial jewelry kit items, "paint-by-number" and "diamond art" are unacceptable. Combining two purchased elements does not meet the hand-crafted requirement. Example: stringing a purchased pendant on a purchased chain or cord is not acceptable.
13. Craft Vendors must be aware of and abide by copyright and intellectual property "best practices" and regulations. All artisans and crafters will be asked to fill out and sign a Declaration of Authenticity and may be asked to provide additional information including video or photos detailing how their items are created. Artisan and craft items may be subject to a jury process before being approved for sale.
14. No finished products sold may originate from outside of British Columbia.
15. Personal services such as massage therapy, face painting, tarot card reading, and the like may be approved. Please discuss with the Manager. COVID-19 may restrict these participants.
16. Musicians and other entertainers may be allowed and may receive a stipend for their performance. Busking is allowed with permission from the Manager. COVID-19 may restrict music/entertainment.

Please read and keep for reference

Williams Lake Farmers' Market

2021 Operating Guidelines, Rules and Regulations - Page 3

2021 PERMITS, LICENSES, PRODUCT SAFETY & LABELLING

1. Vendors must prominently display a sign showing their name/business name and location.
2. All Food Vendors must comply with Interior Health and Health Canada guidelines and regulations. Applicable permits must be provided to the Market Manager before the vendor may sell those products
3. All raw, unprocessed vegetables and fruits sold should be handled in a sanitary manner, and be free of rot, spoilage, and excessive field dirt. Any vegetable and fruit packaging must be new and clean.
4. Fresh eggs must be clean, free of fecal matter, feathers, or dirt. Shells must be sound and not cracked/leaking. Eggs must be maintained at an internal temperature no greater than 4° Celsius during transport, storage, and display at the Market. Egg cartons should ideally be new, or, if previously used, clean and sanitary. All egg cartons must include the name and contact information of the producer, and the packaging date. Coolers and ice packs are suggested for use with eggs as needed.
5. All baked, canned, dried, blended, or processed food items must be labelled with full ingredients, or at a minimum have an ingredient list posted in a prominent location.
6. "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
7. All Cosmetic, Bath and Body Product Vendors must comply with Health Canada guidelines and regulations. Health Canada Cosmetic Notification Forms must be completed for each separate product. Registration numbers for each separate product must be provided to the Market Manager before the vendor may sell these items. *Note: Sales with proof of Cosmetic Form Notification application may be allowed pending issuance of registration numbers – please discuss with Market Manager.*
8. All Cosmetic, Bath and Body products must be labelled or have tags available with full ingredients in compliance with Health Canada requirements.
9. No medicinal or other medically therapeutic claims may be made for any items sold, unless the item has a current Drug Identification Number (DIN) issued by Health Canada.
10. Vendors are responsible for ensuring that stated weights and measures are accurate and that scales are accurate and certified legal for trade.
11. **ORGANIC**: No agricultural, horticultural or food 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. 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.

Please read and keep for reference

Williams Lake Farmers' Market

2021 Operating Guidelines, Rules and Regulations - Page 4

2021 BOOTH RENTAL CONDITIONS

1. The Market Association retains the right to rent or refuse rental of booth space to vendors.
2. Booth space rental and assignment of booth spaces will be at the discretion of the Market Manager.
3. The Market does not rent or otherwise provide equipment to vendors. Vendors are solely responsible for providing their own shelters, tables, chairs, leg weights etc.
4. Pre-paid, discounted Season's Passes will be available for Friday and Tuesday Markets, and purchase of a Season's Pass will reserve a booth space at those Markets.
5. While every attempt will be made to allow regular and Season's Pass vendors to occupy the same spots throughout the Market season, booth spacings and placements may change to address vendor numbers, special needs, and seasonal changes.
6. A 2021 WLFM single booth space will generally consist of a 12 x 12 ft. allocation, based on the footprint of a standard 10 x 10 ft canopy/tent.
7. If a vendor's set-up requires less space than the 12 x 12 ft. allocation, their placement/space allocation may be adjusted accordingly to accommodate other vendors.
8. If a vendor's set-up requires more space than the 12 x 12 ft allocation, a daily fee of \$15 shall apply to each extra 12 x 12 ft space or portion thereof used by the vendor.

CO-OPS, OUT-OF-AREA ITEMS, EXCEPTIONS

1. 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.
2. 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.
3. Out-of-area craft and artisan vendors MAY occasionally be permitted on a case-by-case basis if their product differs substantially in type or style from local items on offer and if space allows.
4. Information, non-profit and community groups may be allocated booth space by pre-approval if space allows. The booths should be non-political and non-religious in purpose.
5. Branded products not personally manufactured by the vendor MAY be permitted on a very minor basis, at the discretion of the Manager. Examples: T-shirts, shopping bags, mugs etc. decorated with the vendor's original logo or artwork. These items MUST be pre-approved.
6. Complementary manufactured items NOT branded with the vendor's logo etcetera are NOT allowed for individual sale. Examples: candle holders, soap dishes, bags of soap nuts, mugs etc. If these items are part of a gift basket or collection package, they MAY be allowed but they must be a very minor part of the package and they MUST be pre-approved by the Manager.

Please read and keep for reference

Williams Lake Farmers' Market

2021 Operating Guidelines, Rules and Regulations - Page 5

2021 VEHICLES, GENERATORS, ELECTRICITY

1. **VEHICLES:** Vehicle inclusion in the booth space is at the discretion of the Manager. First priority is agricultural/food vendors whose vehicles are an integral part of their booth set-up, e.g. food trucks, meat freezers, produce storage. Second priority is to vendors with mobility or health issues which make close access to their vehicles beneficial to their attendance at the Market. All other vehicles will be accommodated if space permits and at the Manager's discretion, and this allowance may change from Market to Market. Some areas of the Market may be designated as "no vehicle" zones.
2. **TRAILERS:** Vehicles with trailers must make special arrangements with the Manager well in advance of their attendance at the Market. Accommodation of vehicles pulling trailers may not always be possible due to space constraints and negative impact on other vendors, layout visuals and traffic flow.
3. **GENERATORS:** Generators must be as quiet and efficient as possible and must be located and operated in a way which limits noise, fumes and other negative impacts on fellow vendors and customers.
4. **ELECTRICITY:** All electrical cords and power bars used to connect with the Market's power outlets must be in good condition and rated correctly for amperage drawn by the vendor's equipment. All electrical cords must be arranged/secured in such a way to avoid shocks or tripping hazards.

2021 SAFETY INFORMATION

1. Vendors are responsible for carrying their own liability insurance at their own discretion. CDFMA carries general liability coverage but does not provide liability coverage for claims arising from the activities or negligence of vendors.
2. WLFM does not provide a qualified First Aid attendant. In case of a medical emergency, please call 911 immediately, and then notify the Manager that medical aid is needed and has been summoned so they may clear access for emergency vehicles etc.
3. Vendors are solely responsible for complying with City of Williams Lake fire, health and safety regulations and "best practices". Examples: Vendors cooking on site, or using live flame, must provide a fire extinguisher for the type of potential fire hazard their activities present. Knives or other similar items must be secured in a safe way when those items are not in actual use by the vendor.
4. All canopies/tents/umbrellas 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. Canopies/tents without adequate weights will be required to be taken down. Please do not assume you can tie off to your vehicle; bring sufficient weights and tiedowns for ALL legs. DO NOT tie your shelter to your tables or chairs – this creates a major safety/damage hazard during a wind event.
5. There shall be no movement of motor vehicles within the Market area during Market open times except by pre-arrangement with the Market Manager, and then only with a safety escort.

Please read and keep for reference

Williams Lake Farmers' Market

2021 Operating Guidelines, Rules and Regulations - Page 6

2021 ETIQUETTE, CLEANLINESS, OTHER

1. At all times vendors must be respectful to customers and other vendors.
2. The Market is shared place of business, and as such is intended to be a neutral, apolitical, and nonreligious space. Vendors are expected to always conduct themselves with decorum.
3. Vendors are asked to notify the Manager asap if they are unable to attend a market at which they are scheduled to attend. The Manager shall provide a contact number for Market days & times.
4. COMPLAINTS: Vendors must avoid negative public comments regarding customers, fellow vendors, and the Market management and executive. If a vendor wishes to express a concern or complaint, it should be made discreetly to the Manager or to one of the CDFMA Executive members, and an attempt will be made to resolve the complaint in a timely fashion. Serious or complex complaints should be made in writing, and the CDFMA Executive will confer and attempt a resolution.
5. All vendors should 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. If a vendor sells out, they may post a notice at their booth and leave the Market, but their display must stay in place until closing time to avoid the appearance of the Market shutting down early.
6. Vendors are solely responsible for cleaning their site at the end of each market.
7. The garbage cans are provided by the City of Williams Lake primarily for Market customer use.
8. Vendors must not dispose of large/bulky/wet/heavy items such as boxes, cardboard, coffee grounds, leftover produce, waste produce or produce trim in the City of Williams Lake garbage cans. Vendors must take their garbage away from the site for suitable disposal.
9. Vendors must not dump cooking oils or any other liquids either in the garbage cans or anywhere on site or on adjacent City property. *Exception: Small amounts of clean water, i.e. water from melted cooler ice, may be disposed of down the storm drains in the parking lot.*
10. No smoking in any of the Market areas, or on any adjacent property where smoking is prohibited.
11. No alcohol or cannabis consumption in the Market area, in accordance with City of Williams Lake bylaws and regulations for City property. *Note: Exceptions may apply to allowable alcohol samples provided by licensed alcohol vendors.*
12. There will be no dogs allowed in the Market area, except for properly licensed service dogs.
13. No hold down spikes allowed in the grassy areas due to the underground sprinkler system.