

Cariboo Direct Farm Market Association (CDFMA)
Williams Lake Farmers' Market
Membership Form - 2023
For All Vendors, Non-Profit & Community Groups

Please fill out completely and return to the Market Manager in person or 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
- A non-vending Market supporter

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, 2023
2023 Voting Members in good standing may vote at the 2024 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 - 2023

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

2023 Friday Market Dates: May 12th to October 6th. Fridays from 9:00 A.M. to 2:00 P.M.

2023 Tuesday Market Dates: June 13th to September 26th. Tuesdays from 2:00 P.M. to 7:00 P.M.

2023 Booth Fees, based on a 12 x 12 foot space or portion thereof. Double spaces are available.

- Friday Daily single booth fee is \$20.00. Youth Vendors (16 & under) single booth fee is \$10.00.
- Tuesday 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 22 Markets) is \$374.00 (**Non-refundable.*)
- Tuesday Season's Pass (single space for all 16 Markets) is \$208.00 (**Non-refundable.*)

**Note: Season Passes are non-refundable except for medical/compassionate reasons, or if we need to cancel markets, in which cases we will refund for days missed.*

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. ***Please note: we have very limited electrical power access. Truck & trailer combinations or dropped trailers are very challenging to accommodate, so please consider your set-ups with this in mind. Use of generators must be pre-approved, and will be sited on the market outskirts to reduce noise & fumes affecting other market users. Generators should have the lowest decibel rating possible; inverter-types strongly recommended.***

- I would like access to electrical power at my stall. (*First priority to high risk food vendors needing refrigeration.*)
- 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. (*May vary according to vendor #s.*)
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 of farm/business where products are raised/grown:

Mailing Address (*if different*): _____

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

*Email: _____ *Website: _____

DETAILED LIST of ALL ITEMS you raise/grow/make and wish to sell:

Please use a separate page or back of page to list if necessary.

Please read and keep for reference

2023 Market Manager: Barb 250-297-6553 / wlfm.manager@gmail.com

Cariboo Direct Farm Market Association (CDFMA)

Williams Lake Farmers' Market (WLFM)

2023 Operating Guidelines, Rules, and Regulations

Page 1

2023 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 2023 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. **The mailing address is: CDFMA, Box 4056 Main PO, Williams Lake, BC, V2G 2V2**
6. Public Health Requirements, including Covid-19: The 2023 WLFM shall operate under all current federal, provincial, and municipal Public Health rules, regulations, protocols, and guidelines. **All vendors and customers must abide by current Public Health 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 2023 Market Manager Team is Barb Scharf/Jane Bowser/Edwin Bowser. Home phone: 250-297-6553 Email: **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.
9. **Gross Revenue Data Collection:** Vendors are asked to provide a best estimate of each day's gross revenues at the end of each market day, by marking their vendor category (Agricultural, Prepared Food, Artisan/Other) and the day's sales total on a slip of paper to be confidentially collected by market staff. All data collected will be individually anonymous and will be combined into overall totals for quantifying market revenue streams.

Please read and keep for reference

Williams Lake Farmers' Market

2023 Operating Guidelines, Rules and Regulations – Page 2

2023 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, ethically collected, and must comply with any regulations.
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. *Examples on non-acceptable items: stringing a purchased pendant on a purchased chain or cord, non-original decals applied to purchased items, etc.*
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. *Public Health guidelines 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.

Please read and keep for reference

Williams Lake Farmers' Market

2023 Operating Guidelines, Rules and Regulations - Page 3

2023 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 will fall under "high risk" categories.
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 strongly recommended for use with eggs.
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 or otherwise available.
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

2023 Operating Guidelines, Rules and Regulations - Page 4

2023 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. *Season's Passes are **non-refundable** except under exceptional circumstances such as illness, compassionate reasons, or cancellations of the Market for serious weather events, community emergencies etc. In these cases, the Market will refund for the missed days.*
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 2023 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 for Tuesdays or \$20 for Fridays 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, if 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. The number of out-of-area fruit vendors shall be limited to no more than four at any individual Market.
4. 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.
5. 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.
6. 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.*
7. 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

2023 Operating Guidelines, Rules and Regulations - Page 5

2023 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. **INVERTER TYPES STRONGLY RECOMMENDED.**
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.

2023 SAFETY INFORMATION

1. Vendors are responsible for carrying their own liability insurance at their own discretion. CDFMA carries general "event" liability coverage but does not provide "personal" 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

2023 Operating Guidelines, Rules, and Regulations - Page 6

2023 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 or vaping in any of the Market areas, or on any adjacent property where smoking/vaping 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.