

Goldstream Station Market Policy Manual



2012

Adopted by the Luxton Station Market Society Board of Directors
Reviewed and Revised on April 24, 2012

The **Luxton Station Market Society** operates the Goldstream Station Market.

The purposes of the Society are:

- a. To manage and operate a sustainable, self-supporting community market in the West Shore.
- b. To 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 its agricultural heritage and agriculture today.
- c. To 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.
- d. 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, thereby contributing to a sense of community in the West Shore area.

Market Rules and Policies

Market Day

- The Market will be open to the public from 10:00 a.m. to 2:00 p.m. each Saturday from the last Saturday in May until Mid-October.
- Bryn Maur Road will be closed to traffic from 9:00 a.m. to 3:00 p.m. Access through traffic barriers will be monitored by a Market volunteer.
- Vendors are to enter the market at the midpoint through the plaza and await assignment of their site by the Market Manger or designate before proceeding onto the site.
- Arrival to the site no earlier than 9:00 a.m. and vendors must have the site cleared by 3:00 p.m. After unloading, vendors will be required to park their cars in the designated vendor parking area and then return to set up their displays. Setup must be completed by 10:00 a.m.
- Vendors must not park in the plaza parking area.
- Vendors arriving after 9:30 a.m. will NOT have vehicle access to the market area.
- For public safety, we ask that farm vendors' vehicles not be moved on/removed from the site during market hours.
- 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.
- Since site use, and therefore layout, 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 clean and tidy at all times, and for clearing up any litter from around their stall at the end of each market. Food and beverage vendors will provide adequate garbage receptacles for their patrons and are responsible for all garbage attributable to their patrons and its removal off site. All garbage must be removed from site.
- 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 C.R.D. regulations on animals.
- Sales are not allowed prior to 10 a.m. or after the Market has closed for the day at 2 p.m.
- Clearing of site at the end of Market: Vendors are required to pack all items and be prepared to load prior to retrieving their vehicle. This reduces congestion in the exodus of vehicles.
- 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 board 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 (West Shore and CRD) vendors.

Table Fees

- Annual membership fee \$20 *All vendors must join the Market Society*
 - Standard vendor stall space \$15
 - Bulk buy (10 weeks @ cost of 9) \$135
 - Full market (21 weeks at cost of 18) \$270
 - Half vendor stall space (middle row of market and limited availability) \$10
- 0 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 for booking will be:
- 1st: Vendors with Full market purchase (21 weeks)
- 2nd: Vendors with Half Market (11 weeks) purchase (booked in advance/weeks do not have to be consecutive)
- 3rd: Vendors with Half Market purchase and all other Vendors **who wish to book week by week.**
- NOTE: Farm/Produce vendors will be given priority booking up to 50% Market space until Wednesday 5pm weekly (without impact to full and partial season pre-booked spaces)

Vendors (General Rules)

- All vendors must become members of the Luxton Station Market Society which manages the Goldstream Station Market.
- In order to foster a spirit of community at the Market, all vendors are expected to treat each other and customers with courtesy and to work together in a spirit of cooperation, and open, positive communication.
- To ensure a full and vibrant market, the Manager must know in advance which reserved vendors will attend. Notice of cancellation of a reserved space must be received by the coordinator by 6 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 Goldstream Station 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, business, or other insurance covers them for the participation in the market.
- 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.
- The Vendor has the right to appeal to the Board by written submission within 30 days of the prohibition, request, or expulsion. Such appeals will be heard at the next scheduled meeting of the Board.
- The Board 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 the Board within 60 days of being notified of the withdrawal of their membership. Membership fees will not be returned in these cases.

Farm Vendors

- All agricultural and related products must be locally produced. For the purposes of this Market, local agriculture is considered Vancouver Island south of Nanaimo and the adjoining Gulf Islands, with some special exceptions, such as cheese products produced on Vancouver Island north of Nanaimo. Okanagan and Fraser Valley farm products are not local.
- 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 (maximum 20% of daily product).
- Producers who do not have an adequate amount of product to sell at the market are encouraged to share a space with another grower.
- All products for sale, included value-added products, must meet CRD and Provincial 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. Starting materials must be significantly altered in a value added fashion by the artisan.
- All craft products must be of original, unique work or design, and be of acceptable quality standards. Products must meet basic expectations of product life, function and safety. The Market Manager and the Board reserve the right to limit the sale of any product.
- The Goldstream Station Market 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

- All food products and packaging must meet CRD and Provincial health regulations. It is the responsibility of individual vendors to understand the regulations.-
- Vendors of high risk foods must provide copies of approval from the CRD Health each season and a complete product list along with their application before selling at the Market.
- Vendors of low risk foods must provide copies of any available pH testing results 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.
- The Market encourages, and will give preference to, food products making use of local farm products.
- 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 ingredient in order of predominance. You may label each item or have labels clearly displayed on your table beside the appropriate food items
- All open prepared food must be kept covered at all times. Open, prepared food must be served using appropriate, clean tools (e.g., tongs, cloth napkins). Vendors handling cash must wash their hands before touching open prepared

- food.
- Food vendors will provide equipment/supplies as regulated by CRD Health for washing of hands and equipment.
- Each food product must be reviewed and approved by the Market Manager prior to being made available for sale.

Community Groups and Organizations

- A maximum of three spaces will be reserved for education/community tables at each market. These are for non-profit organizations, including government, which in some way contribute to the environmental, social or cultural health of the community. Attendance at each market must be pre-booked. Priority may be given to groups who have not yet had a table at the Market in the current season.
- While the Market welcomes a diversity of non-profit organizations, it will not permit the promotion of specific political causes, including the signing of petitions or letters of support. The purpose of the market is to build community.
- Groups strictly promoting one political party or religious perspective are not considered education/community groups. Local politicians are welcome to set up a community table at the Market, representing their constituencies, but not the political party to which they may belong.
- The Market Manager will have discretion to decide which non-profit education groups may participate at the market and to what extent. Appeal may be made to the Board in writing within 30 days of the party in question's receipt of decision by the Market Manager. Such appeals will be held at the next scheduled meeting of the Board.
- Items for sale at education tables must adhere to all Market policies and be approved by the Market manager. Items which appear to directly compete with market vendors may not be permitted. Exceptions are locally-produced or printed items such as pamphlets, t-shirts, bags, etc., which enhance the education program of the organization. These items must be locally designed, printed, screened, etc. Exception may also be considered for products which are uniquely identified with Community Groups.

Services

- Each service provider must be reviewed by the Market Manager before providing services at the market. Anyone who offers a service to the public at the market must complete an application, sign a statement which indicates that they have liability insurance, and provide copies of said coverage.
- Persons who physically manipulate the body, may bring an assistant to demonstrate on. For reasons of liability, they may not physically manipulate the bodies of members of the public, unless an insurance rider is provided to the market society by the practitioner that names as an additional insured, and gives

- indemnity to the Goldstream Station Market and the Luxton Station Market Society.
- Service vendors must supply copies of their certifications attesting to their qualifications to offer the service being applied for if certification is mandatory for providing said service within the Province of BC.
 - Service vendors must supply copies of their standing in good stead with their professional organizations for the service being applied for.
 - Service vendors will provide equipment/supplies as regulated by CRD Health / or service specific governing body policies for maintaining cleanliness as required by above.

Board Contact information

Luxton Station Market Society
PO Box 28007
Victoria BC
V9B 6K8

Info@goldstreamstationmarket.ca

President: Ingelise Pollock
Vice President: Carol Shiner
Treasurer: Bob Mitchell
Secretary: Sarah Shasko
Directors: Steve Littler
 Lavinia Stevens

Market Manager: Kelly Parkin
manager@goldstreamstationmarket.ca
250 507 5767

GOLDSTREAM STATION MARKET

OPERATED BY THE LUXTON STATION MARKET SOCIETY

LIABILITY, PROTECTION AND INSURANCE

LIABILITY

The Luxton Station Market Society and its members/agents will not be responsible for loss or damage or injury to exhibits, merchandise, other properties, or personnel, which are on the site of the weekly Market. The vendor shall accept full responsibility for any and all damage caused by the vendor or his representatives and agrees to indemnify and save harmless the Luxton Station Market Society and/or its members/agents/ employees against any and all claims for any such loss, damage or injury no matter how caused.

PROTECTION OF VENDOR PROPERTY

The Luxton Station Market Society and its members/agents will not be responsible for the safety of exhibits, merchandise, other properties, or personnel against robbery, damage by fire, accident or any other causes. In all cases, vendors are responsible for their own insurance coverage.

PROTECTION OF PROPERTY AND DISPLAY FIXTURES

Vendors will be held responsible for all damage done or caused to the market site and market display fixtures by them, their agents and/or their employees.

INSURANCE

The Vendor shall not do nor permit anything to be done in or about the assigned vendor space or bring into, or keep upon the same space, anything which in any way shall effect a fire risk or increase the rate of the Market Society's insurance policy. Should the rate of the Market Society's insurance be increased by reason of any violation of this Agreement by the vendor, the vendor will be liable to pay the amount of any such increase. The Market Society will not assume any responsibility for the safety of the vendor against robbery, fire damages, accidents or for any cause whatever. In all cases, vendors must insure their own property, materials and merchandise which is brought to the Goldstream Station Market.