

Squamish Farmers' Market Association
Winter Markets at the Roundhouse 2012-2013
Vendor Application



The winter markets are held at the West Coast Railway Heritage Park
39645 Government Road, Squamish

***Personal Name:** _____

Business Name: _____

***Mailing Address:** _____

***Telephone:** 1) _____ 2) _____

Email: _____ **Website:** _____

Which category best suits your booth?

Farm Produce Prepared Food Artisan / Craft Community Booth

1. Do you make, bake or grow your product or have a service to offer on-site at the market? Yes No
2. Have you previously been a vendor at the Squamish Farmers' Market? Yes No
3. Do you operate as a storefront? Yes No
4. Will your booth require a source of electricity? Yes No If yes, how much? ____V
5. Price range of your products: Minimum \$ ____ Maximum \$ ____ Average \$ ____
6. List all products you wish to sell at the Market. Please be complete and concise.

WINTER MARKET DATES ~ 2012/13 *Check all of the dates that you are applying for:*

- | | | |
|-----------------------------------|-----------------------------------|--|
| <input type="radio"/> November 11 | <input type="radio"/> November 25 | <input type="radio"/> December 16 (10-4pm) |
| <input type="radio"/> December 23 | <input type="radio"/> January 6 | <input type="radio"/> January 20 |
| <input type="radio"/> February 3 | <input type="radio"/> February 17 | <input type="radio"/> March 3 |
| <input type="radio"/> March 17 | <input type="radio"/> March 31 | <input type="radio"/> April 14 |

Markets take place on Sundays, from 10am – 3pm (with exception of Dec. 16th, Holiday Market)

PAYMENT

Attend **5 or more** markets for \$20per market \$20 x ___ days = _____

OR

Attend **4 or less** markets for \$25 each \$25 x ___ days = _____

PLUS

2012 Annual Membership Fee = \$ 35.00 _____

OR

I am a 2012 Market Member _____\$0_____

Total Owing & Enclosed = _____

*****Upon juried acceptance, membership fees may be applied to the 2013 summer markets
***Membership is required, though booth fee is waived for non-profit community booths**

Payment in full is being made by: *(please circle one)*

Cheque

Cash

Money Order

Notes regarding payment:

- 1) Enclose payment with page 1 and 2 of the application. If your application is not accepted, the withdrawals will not be made.
- 2) Cheques or Money Orders should be made payable to:
“Squamish Farmers’ Market Association”
- 3) NSF charges are \$20 per cheque
- 4) Receipts will be issued on the first market day that vendors are present
- 5) All vendors will be notified of their Market status by **November 1st, 2012**

Send completed application with payment in full to:

**Squamish Farmers’ Market Association
Box 1656
Squamish, BC
V8B 0B2**

Inquires may be sent by email to: info@squamishfarmersmarket.com

I confirm that the information provided in my application is, to the best of my knowledge, true and accurate and that I agree to represent my products at the Squamish Farmers’ Market in accordance with the rules and responsibilities.

Name: _____ Date: _____

Signature: _____



- **The Squamish Winter Markets will take place in the Roundhouse of the West Coast Railway Heritage Park which is located at 39645 Government Road, Squamish.**
- **The Round House will be open for vendors to enter and set up at 8am, and remain open until 4pm.**

VENDOR RULES AND RESPONSIBILITIES 2012

1. All vendors must be registered members of *The Squamish Farmers' Market Association* and pay the annual membership fee of \$35. This supports our association and entitles members to vote at the AGM. Membership does not guarantee attendance at other seasonal markets that are juried separately.
2. Vendors must prepay booth fees by **November 1, 2012** to be considered by the jury and in order to attend the market. Post-dated cheques are accepted. New applicants will be considered throughout the market season if they are complementary to the market and space allows. Applications received by the indicated deadline will be juried on par. Applications received after the deadline will be juried on a case by case basis.
3. **MAKE IT, BAKE IT, GROW IT** – All market vendors and community booths must adhere to this policy. The SFMA also allows on site services to be offered at the market (i.e. massage, reiki).
4. **Produce Resale Policy** – Produce vendors are expected to read and comply with the resale policy that is included in the Farm Application.
5. **Organic Farmers** – Growing methods of produce must be appropriately designated as Non-Certified Organic or Certified Organic. Farm vendors must have “British Columbia Certified Organic” certification in order to sell products claimed to be Certified Organic. Certification should be present at their market stall.
6. **Jury** – Vendor applications will be put before a subcommittee of the board of directors to jury the quality of products in addition to ensuring diversity, and compatibility, of products- weekly and throughout the market season. The jury will only consider complete applications. The Market Board Jury Committee reserves the right to refuse any vendor or product deemed unacceptable. For further information about the board’s jury process, please refer to the website. Vendors who commit to the whole season will be given priority as well as a discounted rate for full season attendance.
7. **Food Sales** – Vendors selling prepared foods and providing samples must complete an “Application For Sale of Food at Temporary Markets” and submit it to the local officials.
A letter from a BC Environmental Health Authority is required in order to sell high risk, prepared food. This application is available directly from the Health

Authority or on our website with the applications. Vendors must have their letter of permission on display at each market. Vendors may not sell 'High Risk Food' without this letter with them on site. A copy of the letter of permission must also be submitted to the market manager. Vendors who wish to sell low risk foods must have this confirmed with the Market Manager and Vancouver Coastal Health. Vendors are expected to discuss with market manager requirements to be met in the sale of their food and maintain them throughout the season.

8. Pre-paid stall assignments will be guaranteed until 9:30 am on Market day. After this time, vacant spaces will be allocated on a first come, first served basis to other vendors and usage.
9. **Taxes** – Vendors are responsible for meeting their own taxation requirements.
10. **Safety and Security** – Vendors are responsible for the security and safety of their products while at the Market. The *Squamish Farmers' Market Association* is not responsible for any loss, theft or damage to vendor merchandise, displays or products at any time while at the Market.
11. **Insurance** – The *Squamish Farmers' Market Association* has limited liability insurance coverage. This does not cover incidence that are directly attributed to a vendor's product or actions. We suggest and encourage that all vendors carry their own insurance in addition to the coverage provided by the Market. Food vendors must have liability insurance or sign a waiver not holding the market responsible for any associated liability. BCAFM has vendor insurance plans available.
12. **Stall Fees** – Upon acceptance by the jury, market fees are transferable between market-season dates, though are non-refundable. Appeals, based upon emergency and extreme situations, will be reviewed by the board at the end of the market season.
13. **Missed Days** – The Market Manager must receive notification of cancellation by Friday at 12:00 pm for a Sunday's Market. Refunds are not available for market days missed. Vendors who do not show up for the market, and were not pre-paid, will not have spaces held for them for future markets without pre-payment.
14. **Stall Assignment** – The Market Manager makes stall assignments based on overall product balance, energy requirements, seasonal availability and customer needs. All reasonable attempts will be made to keep full-season vendors in the same stall throughout the market season, and consistent vendors in stall locations that are as-consistent-as possible. Consistent booth location is not guaranteed.
15. **Stall Size** - All vendors must confine their presentation to within the contracted stall space of 10' x 10'. Additional stall space may be requested well in advance of the market and will require additional booth fees.
16. **Electricity** – Electrical outlets are limited. Please notify the Market Manager regarding your needs. Vendors must apply for electricity use, it is not guaranteed.
18. **Set up and Tear down** – The market manager will be on site at 8am in order to designate vendor booth locations. Tear down of market stalls begins at 3:00 pm. It is expected that vendors have cleared the Railway Heritage Park by 4pm.

19. Vendor Parking – Vendors are asked to park in the lot that is across the street from the WCRHP, on Government Ave.

20. Waste- All vendors must remove their own garbage from the Market premises at the end of the day. It is essential that vendors do not dispose of their waste in the WCRHP bins. The market is striving to become zero-waste, and we greatly appreciate your support and contribution to these efforts. Vendors are encouraged to offer reusable, biodegradable or recyclable packaging. A waste container is required in front of your booth if you are selling or giving out products that will result in immediate waste (ie sample cups, plates). Please take time to sort these items into the recycling bins.

21. Media Release- Throughout the market season pictures and videos may be taken at the market. These pictures may be used on social media sites, websites or press releases. If you are concerned about having your image in the media, or your contact information shared with the public, please discuss this with the manager.

22. Vendors are asked to conduct themselves with kindness and respect towards customers and other vendors alike. Please direct any concerns about other vendors, patrons, management, or board policies to the Market Manager and/or the Board of Directors.

Market Manager: Carolyn Morris

Members of the 2012 Board of Directors:

Patrick Demers
Stefan Butler
Emma Sturdy
Mihaela Ioana Boaru
Mark and Paula Lamming
Lynda Maximenko
Christy Auer
Peggy Speir
Kirstin French
Hayley Read