



**Abbotsford Farm & Country Market Society**  
 #1 - 31726 South Fraser Way, Abbotsford, BC V2T 1T9  
 Ph. 604-996-1542 Fax. 604-864-5769  
 info@abbotsfordfarmandcountrymarket.com

## 2012 Vendor Application Form

### PART A—CONTACT INFORMATION (Please fill out in full)

<b>Vendor Contact Name</b>		<b>Vendor Business Name</b>	
Authorized Signatory on Business? <input type="checkbox"/> Yes <input type="checkbox"/> No		Incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Mailing Address</b>		<b>Business Address (if different)</b>	
<b>City, Postal Code</b>		<b>City, Postal Code</b>	
<b>Phone</b>	<b>Fax</b>	<b>Email</b>	
( )	( )		
<b>Cell Phone</b>	<b>Website</b>		
( )			
<b>Vendor Type</b>			
<input type="checkbox"/> Food Producer <input type="checkbox"/> Grower <input type="checkbox"/> Artisan <input type="checkbox"/> Other:			

### PART B—VENDING PACKAGE (Please Choose from A, B or C, or select individual date(s) and calculate fees at \$30.00 plus 12% HST

<b>Package A— Full Season, all 24 Market Dates</b>			
<input type="checkbox"/> All 23 dates (\$621.00 plus HST = \$695.52) This is payable in two installments of \$347.76; first payment due on acceptance of registration, and a second payment on or before July 28 <sup>th</sup> .			
<b>Package B—10 Market Dates (Choose 10 dates below)</b>			
<input type="checkbox"/> 10 dates (\$280.00 plus HST = \$313.60) Payable upon acceptance.			
<b>Package C—5 Market Dates (Choose 5 dates below)</b>			
<input type="checkbox"/> 5 dates (\$140 plus HST = \$156.80) Payable upon acceptance.			
<b>Selected Market Dates</b>			
<input type="checkbox"/> May 12 <input type="checkbox"/> May 19 <input type="checkbox"/> May 26 <input type="checkbox"/> June 02 <input type="checkbox"/> June 09	<input type="checkbox"/> June 16 <input type="checkbox"/> June 23 <input type="checkbox"/> June 30 <input type="checkbox"/> July 07 (Berry Beat Festival – extended market) <input type="checkbox"/> July 14 <input type="checkbox"/> July 21	<input type="checkbox"/> July 28 <input type="checkbox"/> Aug 04 <input type="checkbox"/> Aug 11 <input type="checkbox"/> Aug 18 <input type="checkbox"/> Aug 25 <input type="checkbox"/> Sept 01	<input type="checkbox"/> Sept 08 <input type="checkbox"/> Sept 15 (Car Show – extended market) <input type="checkbox"/> Sept 22 <input type="checkbox"/> Sept 29 <input type="checkbox"/> Oct 06 <input type="checkbox"/> Oct 13

Fee Calculation: \$30.00 plus HST = 33.60 per date.  
 Plus \$25.00 membership if applicable.

**NOTE:** \$25 Annual Membership due upon approval of all applications. No HST payable on membership

**PART C—PRODUCT INFORMATION**

<b>Product Description</b> (Please mark organic products *)	<b>Production Process</b> (Brief description of the way your product is made and/or packaged)	<b>Ingredients / Components</b> (Please mark B.C. ingredients *)

**Attach additional sheets in above format if you need more room.**

Please also provide the following additional information separately:

1. A brief history of your business and people involved
2. Certificates for organic certified products
3. If you intend to sell different products throughout the market season, indicate the type of product and the approximate dates during which the product will be made available for sale
4. Vendors selling prepared food items are asked to attach a copy of their temporary Health Food Permit and Food Safe Certificate
5. List of other Markets in which you participate.
6. Artisans should attach at least 3 photographs or slides of their products. You will be contacted if the AFCMS wishes to view your work in person.
7. Any additional information about your business or product that you would like to have considered by the Market.

Please read and sign below indicating your agreement:

Approved vendors are solely responsible for their products, equipment and other possessions, and for their business practices. By making application to the AFCMS for vendor status the vendor agrees to indemnify and save harmless the AFCMS, its directors, employees and agents from any loss incurred by the vendor, or from any action or claim of any nature made by any person.

**I have read the “General Information for Vendors” and “Regulations”**

(following pages) **and I agree to abide by all Regulations stated or as amended by the Abbotsford Farm & Country Market Society**, and I further agree to pay all associated membership and stall fees within the required timeframes. I understand that failure to abide by the Regulations or to pay fees shall result in my exclusion from the market without reimbursement of any membership or stall rentals pre-paid.

\_\_\_\_\_  
 Proprietor / Authorized Signature

\_\_\_\_\_  
 Date

# **Abbotsford Farm & Country Market Society**

## ***General Information for Vendors***

### **General Introduction**

The Abbotsford Farm & Country Market Society (AFCMS) is entering its ninth year providing a modern market with a traditional “make, bake, or grow” theme. The Market showcases the best in British Columbian grown and produced products along with the creative talents of both artisans and entertainers.

***The Abbotsford Farm & Country Market exists to celebrate the agricultural riches of our land and the talented people of our community in a fun, social and vibrant setting.***

The Market will again be held in the heart of downtown Abbotsford, on Montrose Avenue at George Ferguson Way, each Saturday morning from May 12<sup>th</sup> to October 13<sup>th</sup> between 9am and 1pm. Market vendors offer to the public the highest quality produce and fruit, plants, flowers and herbs, unique crafts and creative works of art.

Designed not only as a shopping place but also as a social community venue, the market features entertainment, raffles and contests for both vendors and shoppers.

**We have already had a tremendous response from both vendors and members of the community. You do not want to miss out on this exciting venture!**

These rules and regulations endeavor to capture the spirit of what the AFCMS has created. Your participation contributes to positive energy, diversity and health, which are important to a prosperous community. In the spirit of encouraging communication between all participants, we welcome concerns or comments regarding these guidelines.

Please note that you must submit an application and be screened for acceptance in order to participate. This package will provide you with everything you need to get the process started. If you have any questions at all, please do not hesitate to call the Market Manager, Bruce Fatkin, at 604-996-1542. We hope to hear from you soon, and we ask that you submit your application at least two weeks before your first desired Market date!

## **Management**

The Abbotsford Farm & Country Market Society (AFCMS) is governed by a volunteer Board of Directors. The Board has appointed Cedar Business Services to be the market management company for 2012 with Bruce Fatkin as manager.

The Board has developed a set of regulations for market vendors. In order to be accepted as a vendor, you must read and agree to all of these regulations. If you do not agree with the regulations, please do not submit an application form. You are encouraged however to make your objections known to the market manager.

## **Vendor Summary & Check List**

- Read the Information and Regulations for Vendors to ensure that you are in agreement and able to meet all requirements.
- Complete the Application Form. If you are a grower who needs to augment your supply of products with products from another grower, see regulation 10. If you are an Artisan, include photos representative of the products intended for sale.
- Mail, e-mail or fax your application to the market manager using the addresses, etc. shown on the application.
- Please note that applications will be reviewed for approval and selection in the order received.
- If requested, make arrangements for the Vendor Committee to view your products or place of production.
- If approved, make arrangements to join the AFCMS by paying \$25.
- The AFCMS will review the approved vendors list to select an appropriate mix of products for sale. If you are notified that you have been selected, make arrangements to pay your membership fee immediately. Failure to pay fees within 5 business days may result in forfeiture of stall space.
- Call the Fraser Health Authority 604-870-7904 to determine if you require a Temporary Food Permit (food vendors). If so, you must obtain the permit prior to selling any products at the market.

# **Abbotsford Farm & Country Market Society Regulations**

## *General*

1. The Abbotsford Farm & Country Market Society (AFCMS) shall make regulations for the operation of the market and shall amend, add or delete such regulations at their sole discretion.
2. A market manager shall represent the AFCMS.
3. "Product" refers to any item that has been grown, any food product that has been prepared, or any craft item or work of art that is intended to be displayed or offered for sale at the Abbotsford Farm & Country Market.
4. "Vendor" refers to any person or business entity that meets the Place of Residence and Local Production regulations set out below.
5. "Food Service Provider" refers to any business entity that does not meet the Place of Residence and Local Production regulations set out below that has been granted approval to sell products at the Abbotsford Farm & Country Market where no local supplier exists.
6. The AFCMS reserves the right to limit or prohibit the sale of any commodity and the distribution of literature, political or religious material, or any article deemed not to be in the best interest of the market, and at their sole discretion, may eject persons from the market area.
7. The AFCMS is not responsible for lost, stolen or damaged articles or money.

## *Vendor Place of Residence and Local Production*

8. All vendors must live and produce their products in the Province of British Columbia.
9. All vendors must be personally and actively involved in the production of all products available for sale at the market except as noted in #10 below.
10. Recognizing that growers may not have sufficient supplies of products at all times during the market season, growers may augment their supply of products for sale with products produced by another British Columbia grower as long as these products do not constitute more than 20% of the total products for sale by the vendor over the course of the vendor's participation at the market. Growers must provide details concerning the source of such products to the market manager for approval before such products can be sold at the market.
11. All vendors and staff must be knowledgeable about all aspects of the production of the products and be willing and able to answer questions in this regard. The primary vendor does not have to be present in the booth if staff meets the above criteria.
12. Persons or business entities that do not meet the Place of Residence and Local Production regulations may make application to the AFCMS to become Food Service Providers.

## *Vendor Applications*

13. All prospective vendors must submit a completed application form.
14. Applicants may be required to submit samples or photographs of their products.
15. Applicants may be required to verify by demonstration that products meet these regulations.

### *Vendor Approval Process*

16. Representatives of the AFCMS will review applications and products.
17. Applications will be evaluated based on the quality of goods, general appeal of goods, ability of the vendor to meet the regulation requirements, and ability of the vendor to contribute to the overall mission of the Abbotsford Farm & Country Market.
18. Vendors who are recommended for approval must join and maintain membership in the AFCMS for an annual fee of \$25.00 in order to be placed and remain on the Approved Vendor List.
19. Vendors who are not approved will be notified in writing.
20. The AFCMS, at their sole discretion, has the authority to approve or not approve applications.
21. The AFCMS, at their sole discretion, may immediately revoke the membership of any vendor who fails to abide by these regulations.
22. Membership fees will not be refunded under any circumstances. However, the \$25.00 membership fee will be credited to the following year if the vendor is approved but not provided with space in the year paid.

### *Vendor Selection Process*

23. The AFCMS shall determine, at their sole discretion, the number of vendors in each category and the mix of available products in any single category to be offered stall space for each market date.
24. Vendors selected from the Approved Vendor Lists will be offered the opportunity to participate for one or more individual market days or for the full season (24 market days).
25. Selected vendors must confirm their participation by submitting their vendor stall fees within five business days of being notified of selection or as otherwise agreed with the manager.
26. Vendor stall fees will not be refunded if AFCMS membership is revoked for failure to abide by these regulations.
27. Selected vendors will be evaluated on an ongoing basis and preference for future stall space allocation given to those who have best demonstrated a contribution to the overall mission of the Abbotsford Farm & Country Market.

### *Vendor Market Requirements*

28. Selected vendors must attend all markets for which stall space has been assigned. Pre-paid stall assignments will be guaranteed up to 45 minutes prior to the Market opening. After this time, vacant spaces will be allocated on a first come, first served basis to other parties. Vendors are not guaranteed the same stall assignment or location each week.
29. Vendors who due to unforeseen circumstances beyond their control are unable to attend must notify the market manager immediately upon determining their unavailability. Cancellation with less than 24 hours notice requires a phone call.
30. Vendors who do not attend and do not notify the market manager in advance are subject to revocation of their AFCMS membership and therefore their right to participate as vendors. Vendors who show up unannounced, except for backyard gardeners, may be charged \$10.00 plus HST in addition to the regular booth fee.

31. Vendors must assemble their booths in the space assigned by the market manager. A request for change of assigned space or the need to expand outside of the assigned space must first be approved by the Market manager.
32. Vendor stalls must be clean, well maintained and appealing. Due to unpredictable winds, any tents, awnings table coverings or displays must be appropriately secured.
33. Vendors must display a clear and visible sign denoting their business name. Vendors are encouraged to present their booth, assigned space and their staff in an appropriate manner. In the event that a vendor sells their entire product, a "sold out" sign must be displayed until the end of the Market. Vendors are not allowed to disassemble their booth prior to the designated closing time.
34. Vendors are permitted to sell only those products presented and approved in the application and approval process. If vendors wish to alter the products for sale, permission must be obtained from the market manager.
35. Where vendors are selling products by weight, which have not been weighed and prepackaged ahead of time, they must have scales that have been certified in accordance with the provisions of the Weights and Measures Act.
36. Vendors must clearly and visibly display signage showing the price of each product for sale.
37. Vendor stalls must be completely assembled, including product signage, and vendors ready to do business by Market opening. To allow for a smooth flow of vehicle traffic and for other vendors to get into the market area, vendors must unload and park their vehicle in the designated vendor parking area prior to setting up their booth spaces. All vehicles to be clear of the market area by 8:45 a.m.
38. Vendor stalls must not be disassembled before 1:00pm. Vendor vehicles are not allowed into the market until 15 minutes after Market closing time. To assist with the smooth take-down of the market, vendors are required to take down their stalls prior to bringing their vehicle into the market place. Failure to follow this rule may result in forfeiture of future market opportunities or a financial penalty.
39. Vendors must keep their stall space and the surrounding area clean and tidy at all times during market hours. All vendors are to clean up their space after the market closes, including sweeping up any debris and removing trash.
40. Vendors **must** submit their sales report for each market attended.
41. Smoking by vendors is not allowed within the market area.
42. Aggressive hawking of products is not permitted, however, vendors are encouraged to address shoppers as they pass by the front of the stall and by saying hello or offering samples.
43. Vendors must at all times be in compliance with all applicable laws, statutes, and regulations, including but not limited to those concerning Health and Safety and the collection of sales taxes. Vendors who are selling or providing samples of food items, baking or other consumables are particularly advised that they may be required to obtain a Temporary Food Permit from the Fraser Health Authority, which is issued free of charge. A copy of this permit must be available for inspection at the vendor's stall and a copy must be supplied to the market manager prior to the first participation date. For further information please contact the Fraser Health Authority at 604-870-7904.
44. All vendors shall immediately cease to sell and remove from the market any product(s) deemed potentially hazardous by any health authority or by the market manager.
45. Vendors selling produce as organically grown must provide certification to the market manager and must display certification at their stall.

46. The market encourages vendors to offer their products for customer sampling. All products made available for sampling must be prepared by those with Food Safe or Market Safe certification, and served as individual samples. Please respect your neighbors and their customer flow when sampling products.
47. Every vendor selling prepared food products must have Food Safe or Market Safe certification and be prepared to submit a copy to the market manager.
48. Every vendor selling food products including raw, prepared, and mixed, must submit to the market manager, a complete list of products to be offered for sale prior to opening each market day.
49. All vehicles that are not pre-approved as an integral part of a vendor booth's display must be parked in designated vendor parking or at least two blocks away from the market venue. (See map of designated vendor parking)
50. Vendors who bring live animals to the market must ensure that they are restrained to the stall area and pose no threat to the public. Animals must be removed from the market area immediately upon request of the market manager. No animals are allowed in food vendor stalls with the exception of certified service animals.

### *Market Harassment Policy*

Harassment is not allowed. The Abbotsford Farm and Country Market is committed to providing and maintaining a collegial working environment that is free from harassment; where all individuals are treated with respect and dignity. Every employee, volunteer, vendor and customer has the fundamental right to work, sell and shop in an environment free of harassment. Therefore it is expected that all contact between co-workers, the public and others be respectful, professional and courteous at all times.

### *Failure to Comply Statement*

Failure to follow any of these regulations and policies may result in forfeiture of market dates, financial penalty and/or may jeopardize the vendor's long-term relationship with the Market.