



# Market Rules & Guidelines

1. All member vendors are to be located within the Peace Country Region that grows, makes, bakes, raises, produces, or wild harvests the products it sells at our Farmers' Market.
2. Guest vendors are vendors that attend the market occasionally or a vendor from outside of the Peace Country Region but still within BC, that grows, makes, bakes, raises or wild harvests the products it sells and are subject to follow same rules and guidelines as member vendors.
3. All applications will be reviewed, and vendors will be informed if they have been accepted via email.
4. All correspondence other than bookings must be sent thorough the markets' email, [fsifarmersmarket@gmail.com](mailto:fsifarmersmarket@gmail.com)
5. Membership purchased at the AGM shall be \$50 per person/organization per season and after the AGM, membership shall be \$75 per person/organization till August 31. Any vendor that wants to join after this date will automatically be a guest vendor till the AGM.
6. The season shall run from the AGM held in March till the following year's AGM in March.
7. Member vendors are to commit to selling their products once a month and attend at least 2-3 monthly meetings. **Please note that holidays and special events (mothers' day, fathers' day, Canada day, corn roast, thanksgiving, block party, etc.) DOES NOT count towards this commitment.**
8. All meeting minutes, agendas and reports will be emailed to all member vendors that provide their email address and will not be printed out for monthly meetings unless by special request.
9. The hours of the Market are from 9:00am to 2:00pm on Saturdays, times and days may differ for Christmas markets, winter markets and special events.
10. Vendors **must** be at their table and set up by 9am and **must** stay till 2pm even if you are **completely** sold out. Use this time to advertise your business or take special orders, etc. Please plan accordingly to ensure you have enough products.
11. Vendors must stay for the entire market, even if the market has a poor turnout or poor weather. For extreme weather, the Market Manager or designated board member will decide and inform vendors.
12. There will be no changing of tables or spots on the morning of the market, **NO EXCEPTIONS.**
13. No set-up is allowed until the Market Manager, or the designated board member has arrived. Setup time is from 7am till 9 am with **no exceptions.**
14. All vehicles must be parked away from the building at **least** 30 minutes prior to the market opening for customer safety and there will be **no vehicles allowed in the area past the gates for unloading effective immediately.**
15. Fees for member vendors are \$35 per table inside a venue. Due to limited spacing all vendors are only allowed one table. All shelving, racks, small tables **MUST** be approved by the Market Manager beforehand or if you want to change the layout of your extra displays. No blocking the walking spaces between each table.
16. Fees for member vendors surrounding the venue are \$20 per 10" x10' and guests are \$35, all vendors must supply any tables and chairs. Outside spots will be marked and vendors may



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set up their area how they like if it stays within the 10' x 10' area. Vendors may use their own 10' x 10' tent and must have tent at least 30 lbs. weights for each tent leg.

17. All vendors are responsible for their own set up and take down, must supply their own table coverings, and keep their area neat and free of debris. **Vendors are responsible for ensuring that their own members' selling are following the Market Guidelines and all health and safety requirements.**
18. Vendors are responsible for any sales tax on their products.
19. All vendors are expected to rotate throughout the venue inside and outside. There are several special spots, inside and outside, that have been identified for any vendors who have serious medical reasons, and they will be rotated through those spots. If you have a medical condition, please include it in your application or speak with the market manager.
20. **Member vendors** wanting to book a table for each Saturday, contact the Market Manager by text at **(778)256-7971** between the hours of 9am till 6pm Monday to Tuesday prior to the weekend and **Guest vendors** 9am till 6pm on Thursdays for bookings. The Market Manager will respond to you within 24 hours to confirm a spot, just leaving a message **does not automatically guarantee a spot.**
21. In the event a vendor is unable to attend, the Market Manager must be informed by Thursday at 6pm. **Failure to do so or not show up will result in payment of table fee due before being allowed to book a table again.** If you have an extreme emergency, the phone will be monitored for text messages Friday evening from 6pm-9pm and Saturday morning 7am till noon, the remainder of the time the market manager phone will be turned off. **Repeated offenses in no-show or last-minute cancellations can result in the termination of the vendors membership.**
22. All vendors **MUST** pay for their spot prior to getting their assigned spot and setting up.
23. Please do not contact members on any of their personal social media, phone, or email unless you have received permission from the members themselves.
24. The **Executive Members have the authority and right to interpret the rules of the Market and the right to ask Vendors to remove questionable items not 100% in Market compliance or to leave the market.** Any unresolved conflicts may be brought to the next monthly meeting.
25. Please **be kind and courteous to all vendors and customers as per the Code of Conduct policy.** In the event of a complaint or disagreement, please endeavor to quietly settle the problem or/and engage an executive member to be of assistance.
26. Due to health regulations, no crafting that creates fumes may be done on premises and no pets or dairy products (milk, cream, cheese, butter, yogurt, etc.) are to be sold.
27. Vendors are not allowed to bring pets, drink alcohol or smoke at the market, or on the property of the market site.
28. Only service dogs are allowed in the market area.
29. Vendors must not be at the market while under the influence of alcohol or drugs, not aggressively sell their product, and not make negative comments about other vendors.



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30. All advertising is done for the entire market and not for any individual vendor, each vendor is responsible for promoting their own products. The Social Media Chair regularly posts to our Facebook page and Instagram, talk to them for tips on increasing traffic to your social media. Please share the markets' posts to help boost the traffic.
31. All vendors are required to participate in all fundraising/customer appreciation events by donating a product from your table with a business card with a value of minimum of \$15.
32. Only new products shall be offered for sale, we are not a flea market or garage sale.
33. No music playing at tables as the noise level is already high within the venue.
34. In the event of a fire alarm or emergency, all vendors must take their cash boxes, immediately evacuate the premises while assisting any vendors or customers needing help, meet at the muster station as stated by the venue and remain there until given the right to re-enter the market or leave.
35. Verbal, then written warnings will be given for violations of the Market Rules & Guidelines.

**Disclaimer:** The Fort St. John Farmers Market Society will not be responsible for any damages caused by vendors, the public, weather, or any acts of God. Vendors should take note and be aware that they are solely and financially responsible for any damage caused by them, whether to a person, property, vehicles, or products on display.

## FOOD VENDORS

1. Food vendors need to have any necessary documents for their product **before** selling and a copy given to the Market Manager. **Foodsafe or Marketsafe certificates must be displayed during market hours. It is the vendors' responsibility to ensure that all the necessary guidelines are being followed and copies have been submitted to the Market Manager.**
2. Northern Health Authority sets the rules and guidelines for the selling of food products, the market does not! If the Northern Health inspector visits and your product doesn't have the proper documents, **they can shut the entire market down immediately.** If unsure, visit [BCCDC Guidelines](#) for guidelines or contact the Health Inspector at Northern Health at [Northern Health](#).
3. It is the vendor's responsibility to provide evidence that a food is a **lower risk food** if such evidence is requested by their Market Manager or their local Health Authority.
4. Vendors must always have a copy of the letter of confirmation or Permit/License to Operate during any sales event to verify that the products have been prepared in an approved, commercial food premises and that the products have been reviewed and accepted by a Health Authority for **any high-risk foods**.
5. A satisfactory means of cleaning hands and utensils (for vendors), should be provided as per the following:
  - a) the use of hand wipes is satisfactory where only **prepackaged food or whole fresh fruits and vegetables** are sold.
  - b) if **samples/product tasting** are undertaken then running water, soap in a dispenser and paper towels need to be used.



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6. To minimize direct food handling at the market, except for fresh fruits and vegetables, food samples intended for tasting at the market should be portioned and packed in the home kitchen in individually portioned (e.g. in paper cups, on toothpicks) and not offered as bulk items.
7. **Home prepared/packaged food must have at least a list of all ingredients used, business name and date prepared on their label attached to all their products.**
8. The following documents are required, in addition to Foodsafe or Marketsafe certificate, to be submitted to the Market Manager by paper copy or email to [fsjfarmersmarket@gmail.com](mailto:fsjfarmersmarket@gmail.com)  
Failure to do this can result in denied membership to market.
  - **Food Vendors (low risk ingredients)** must have a sign displayed at their table that is clearly visible to the consumer at the point of sale stating that “THIS FOOD HAS BEEN PREPARED IN A KITCHEN THAT IS NOT INSPECTED BY A REGULATORY AUTHORITY” if the products being sold are **low risk** ingredients and is prepared at home.
  - **Vegetable and Fruit Vendors** must have all their produce washed with no visible soil or compost present and has in or on it any poisonous or harmful substances.
  - **Canned Food Vendors** must use proper sealing jars, jars may be refilled only if they are in good condition, cleaned and properly sanitized before reuse, sealing rings and lids are not to be reused; all canning needs to be processed in boiling water, and the seal should be airtight to prevent the entry of spoilage organisms. A list of ingredients is required and proof of ph. levels in each recipe.
  - **Food Vendors (high risk ingredients)** must have obtained approval from the local Health Authority for the sale of **high-risk foods** and are not allowed to sell unless they have produced a Letter of Confirmation or a copy of their Permit/License to operate. Temporary Food Market vendors who also own/operate the food premises where the higher risk food is being prepared should have a copy of their Permit or License to Operate with them. Vendors who are not the owner/operator of the food premises where the higher risk food is being prepared should obtain a letter of confirmation from the Health Authority where the facility is located. The letter of confirmation specifies that the higher risk foods listed can be sold at a temporary food market.
  - **Eat on Site Vendors** are vendors who prepare food to be consumed on site. **Vendors who prepare the food in a kitchen and transport it hot to the market for sale and vendors who prepare the food on site are both from this category.** All vendors must have the correct documentation about prep kitchens, food safety plans, and approval from the Northern Health Authority. You may also be required to apply for a Temporary Food Permit, depending upon your set up and circumstances. Please contact the Northern Health Authority to determine what requirements you must fulfill. If you are cooking onsite food, you will be required to supply confirmation of Liability Insurance (\$2 million), Temporary Food Permit, FSJ Business License, Tech Safety BC Permit (For 4 Walled Food Trucks), and a Fire Inspection Certificate.  
[bccdc Mobile Food Guidelines](#)



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- **Meat Vendors** must submit their permit/license and the health safety plan of the commercial facility where your meat is butchered and/or prepared. A list of ingredients used is required and all products must be kept frozen until purchased by the consumer. All packages must have proper labelling on them. Vendors must submit an application to sell raw meat, poultry or fish products to the local Health Authority at least 30 days prior to the start of the market.
- **Baker Vendors** using high risk ingredients in their products must be maintained at 4°C or colder from the point of packaging through to sale to the consumer and must have proper labelling.
- **Egg Vendors** are subject to the following, shells are sound and not cracked/leaking, shells are washed, clean, and free of any fecal material or feathers, eggs are maintained at an internal temperature of 4°C during transportation and storage/display at the market, crates used to contain the eggs are clean and maintained in a sanitary manner, and the minimum information on crates ungraded, should indicate the name of farm/producer and the packaging or sale date.
- **Honey Vendors** must be labeled with ingredients and name and principal place of business of the person by or for whom the food was manufactured, prepared, produced, stored, packaged, or labelled.
- **Edible Pet Product Vendors** that make and sell pet food, treats, supplements or other edible products are required to provide a FoodSafe certificate to ensure that all products are prepared, stored, and managed in a safe manner.
- **Spa and Beauty Vendors** are required to supply a **cosmetic notification number to ensure quality and safety for customers**. Go to Canada Health [cosmetics guidance](#). After submitting each of your products you will receive a Cosmetic Notification Number, it is those numbers you need to submit to the market. (this is for any product that touches skin, like lotion bars, bath bombs, chapstick, soap, etc.)