



# 2025/2026 FAQs, Additional Market Information & General Guidelines

The following information is where you will find the answers to many frequently asked questions (FAQs) and additional market guidelines adopted for the 2025/2026 regular and winter season market by the Fort St John Farmers' Market Association.

The Membership Application, Booking Form, and Code of Conduct policy are complementary documents to this.

All vendors should take note and be aware that during markets they are solely and financially responsible for any damages, whether to a person, property, vehicles, or products on display. Furthermore, the FSJ Farmers' Market Association cannot be held responsible for any damages caused by vendors, the public, weather, or any acts of God.

Violations of these market guidelines will be dealt with on a case-by-case basis and in alignment with the association [bylaws](#).

## Membership Fees:

Membership fees for the 2025/2026 membership year are as follows:

1. Membership purchased at the Annual General Meeting (AGM) will be \$50 per person/organization, per season.
2. More than one person from an organization may purchase a membership; however, each organization will only have one vote.
3. Please note on your membership application who the designated representative is for your organization.
4. Memberships purchased after the AGM shall be \$75 per person.
5. Membership fees can be paid by debit or cash.

More information regarding memberships is located on the [Membership Application](#).

## Market Locations:

Market Season	Location	Day(s)	Hours
2025/2025 winter season	Pomeroy Hotel	select days	10am - 2am
2025 regular season	Festival Plaza, FSJ	Saturdays and some other special event dates	9am - 2pm
2025/2026 winter season	TBC	TBC	TBC



## Booth Fees:

Information regarding booth fees is located on the [booking form](#).

## Market Contact Information:

1. The preferred method to book a market booth is through the market phone at 778-256-7971.
  - Please include your vendor name in your booking request.
  - Email bookings can also be placed by emailing [fsjfarmersmarket@gmail.com](mailto:fsjfarmersmarket@gmail.com).

## Market Bookings:

Information regarding market bookings located on the [booking form](#).

## Stall/table set-up considerations:

1. Booth locations are assigned by the Market Manager who balances numerous considerations when making suitable booth placements for all vendors.

### **General:**

1. Insurance and venue rental requirements stipulate that there must be a designated representative of the FSJ Farmers' Market onsite before vendors can begin setting up. For market purposes, a designated representative is first and foremost our Market Manager, followed by their designate (ie. the Assistant Market Manager), and then any other Director. It is important for the security of the entire Fort St John Farmers' Market Association that no one can begin setting up for a market until the Market Manager, or their designate, has arrived at the market venue.
2. There are several special spots (inside and outside) identified to support vendors with specific requirements (example: physical requirements, allergies, mobility challenges, etc.).
  - This type of information can be included on your membership application so the Market Manager is aware of these considerations ahead of time.
3. All shelving, racks, and/or extra tables will be pre-approved by the Market Manager beforehand. Please take care to avoid blocking the walking spaces between each booth, fire extinguishers, and fire exits.
4. All vendors should make a continued effort to keep their booth neat, presentable, and free of debris.
5. Setup time for regular markets at the Festival Plaza is from 7-900am.
  - At the Festival Plaza, driving up to the building and unloading supplies and sales items will happen between 7-7:30am.
    - The goal is to quickly unload and then move all vehicles.
    - You must have someone spotting you while you back up.
  - All vehicles should be out of the way from the building at least 30 minutes prior to the market opening for vendor and all other pedestrian safety.
6. All vendors are responsible for their own set up and take down and are to be set up by the start of the market.
7. Regular season markets at the Festival Plaza begin at 9am.
8. Winter season markets (2025/2026 venues TBC) generally begin at 10 am, but will be confirmed.
9. Special event market hours will be decided and communicated on a case-by-case basis.
10. Sales prior to the start of the market are not permitted. Vendor sales and pre-sale pick-ups are not included in this rule.



11. Vendors should try to plan their inventory accordingly to fill the full market hours. If a vendor completely sells out before the close of market, their booth cannot be dismantled until the close of the market.
12. Booths are to remain assembled until the official close, regardless of turnout or being sold out.
  - Vendors who have sold out prior to the end, may place a sign saying "sold out" in their booth if they choose to leave their booth.
  - Poor market turn out is not an acceptable reason to pack up a booth early.
13. Please don't change table spots without a prior discussion and approval with the Market Manager, or their designate.

#### ***Inside vendors:***

14. Inside booth locations are communicated by the Market Manager (or their designate).
15. Due to limited spacing inside of the Festival Plaza, all inside vendors will only be able to book one booth.
  - Inside vendors at the Festival Plaza will have a chair and an 8 foot table provided for them.

#### ***Outside vendors:***

16. Outside booth locations are communicated by the Market Manager (or their designate). Generally, they are 10' x 10' in size.
17. More than one booth per vendor can be booked for outside spots.
  - In these circumstances, booth fees will equal how many 10' x 10' spaces are booked.
  - Outside vendors may "chain" together their booths. Please get pre-approval from the Market Manager, or their designate, before setting up in this layout.
    - In these circumstances, each vendor will still be responsible for their individual rental fees, totalling how many booth spaces they have reserved.
18. Outside vendors at the Festival Plaza will supply their own tent, tables, table coverings, signage, and chairs.
19. A tent is recommended for outside vendors. A 30lb weight for each tent leg is required.

### **Market cancellations due to unanticipated circumstances (including smoke and other extreme weather events):**

1. Due to unanticipated and extenuating circumstances beyond the FSJ Farmers' Market Association's control, there may be external situations which require us to cancel a market. The Market Manager, or their designate, will communicate this to the membership as timely as possible.
2. In situations where extreme weather (including smoke) is expected to affect a scheduled market, the Market Manager, or their designate, will inform the vendors as early as possible the morning of the market about any changes to the market plan. This will first be done by text from the market phone and then followed up by an email.
3. No booth fees will be collected from vendors who wish to cancel their bookings in these situations.
4. If extreme weather (and/or smoke) occurs during market hours, the Market Manager, or their designate, will communicate to affected vendors about packing up their booths before the close of market.
5. Our rental agreements with building owners (ie. City of Fort St. John, Pomeroy Hotel, etc.) requires that for a market to proceed, there is a designated person (a Director) onsite during the market hours. There are several Directors for the 2025/2026 market season who are willing to stay during markets that may run during severe weather in order for vendors who wish to sell to still set up

### **Communications and Monthly Meetings:**



1. All members are encouraged to submit relevant topics for the monthly meeting(s).
2. All communications will be emailed to all member vendors that provided their email address from the Association's primary email: [fsjfarmersmarket@gmail.com](mailto:fsjfarmersmarket@gmail.com).
3. Any member requiring a mailed copy will need to advise the Association on their membership form, and provide a mailing address.
4. A small number of printed copies of meeting documents will be provided at each meeting for attendees to share.
5. The Board of Directors encourages the membership to attend in-person and participate in all general meetings. However, they recognize and respect that individual circumstances might prevent in-person attendance. As such, a ZOOM link will be sent out prior to a meeting for those who cannot attend in person to allow for participation in those instances.

### **Social Media:**

1. All advertising is done for the entire market and not for any individual vendor.
2. The Social Media Chair regularly posts to our Facebook page and Instagram.
3. Please share the markets' posts to help boost the traffic.

### **Specific Vendor Requirements:**

#### ***General:***

1. The Fort St. John Farmers Market is not a critter sale, flea market, or a garage sale. Only items that fall within the make, bake, or grow requirements are to be sold.
2. Individual vendors cannot play music in their booth without prior approval from the Market Manager, or their designate.
3. Vendors are responsible for any sales tax on their products.
4. All vendors are encouraged to participate in all fundraising/customer appreciation events by donating a product from your table with a business card.
5. Only service dogs required by a vendor are allowed.
6. Vendors shall not smoke within the market venues, or near the booths of other vendors when on the market premises.
7. Vendors must not be at the market while under the influence of alcohol or drugs

#### ***Artisan vendors:***

1. The Market Manager is well-versed in the rules and guidelines governing artisan vendors. However, it is the vendors responsibility to obtain the necessary approvals to sell their items at the market.
  - The BC Association of Farmers Markets has developed a [quick guide](#) to help vendors navigate the requirements for the sales of cosmetics.
2. Health regulations require that no crafting that may create fumes may be done on premises.

#### ***Food vendors:***

1. The Market Manager is well-versed in the rules and guidelines governing growers and food vendors specific to Northern Health and the BC CDC. However, it is the vendors responsibility to obtain the necessary approvals through Northern Health to sell their food items at the market.
  - The BC Association of Farmers Markets has a [resource page](#) that will guide you through the



requirements set by the BCCDC and Northern Health.

2. Food vendors need to provide any necessary documents to the Market Manager for their product before selling.
3. Foodsafe or Marketsafe certificates must be displayed during market hours.
4. Vendors are strongly encouraged to have in their possession a copy of the confirmation letter or a copy of their Permit/Licence to operate and any product documentation during any sales event to verify that the products have been reviewed and accepted by the Health Authority.

### **In the Event of an Emergency:**

1. In the unlikely event of an emergency, all vendors should take their cash boxes as they immediately evacuate the premises.
2. During an evacuation, everyone needs to meet at the muster point and remain there until given permission to re-enter the market or leave.
  - The muster point for the Festival Plaza is located at the south/front entrance of the swimming school (by the Rotary Spray Park).