

SALMON ARM COMMUNITY MARKET

OUR MISSION

- create a community gathering place for all
- provide natural food for healthy living
- maintain a suitable location in Salmon Arm as a market venue
- foster a supportive sense of community by providing a space for educational interactions between local non-profit groups, the Salmon Arm Community Market and the general public.

All vendors are required to contribute positively to the market mission and market ambience. It is expected that market vendors will behave responsibly, courteously and respectfully towards the general public, member vendors, the market manager and the board of directors. The day to day conduct, operation and control of the Salmon Arm Community Market (herein called **“the market”** and/or **“SACM”**) shall be governed in accordance with the following Rules & Regulations:

Please note that the location of SACM (5th Ave & 5th St. SW Rear annex of Centenoka Park Mall) herein after will be regarded as **“the market site”**

For the purpose of these SACM Rules & Regulations, any person who qualifies for, then signs the SACM application, agrees to abide by the SACM Rules & Regulations and occupies stall(s) at the market, will be called a **“vendor”**

GLOSSARY OF TERMS

Board of Directors – comprised of a President, Vice President, Secretary, Treasurer and three or more Directors. All are vendors/members of the market. The positions are elected for two year terms – elections to take place at the AGM.

Market Manager/Market Assistant – hired employees of the SACM that are paid to oversee the daily operations of the market. The manager and assistant have the authority to make decisions for the well being of the market and implement all SACM Rules & Regulations.

Seasonal Vendor – any person that has paid the seasonal rate for a stall as specified on the application form.

Daily Vendor – any person that has paid the daily rate to set up and sell product as specified on the application form. Payment must be made **before** set up on the day of the market.

Designated parking plan – the plan laid out by the market manager and board of directors for the market season. This allows qualifying seasonal vendors to obtain a permanent space for the market season.

Undesignated stall holder – those vendors who have not qualified for a permanent space and will occupy various spaces as designated by the market manager.

FEES & STALLS

1. There will be a limit of three (3) stall spaces per vendor and three (3) stall spaces per family (for the purpose of this section "family" is defined as an immediate family member and includes: father, mother, husband, wife, daughter, son, brother and sister) Vendors under the age of 16 years must be accompanied by an adult. Stalls are assigned each market day by the market manager. One 10 X 10 stall per vendor. An additional stall space may be applied for depending upon availability and product. The market manager may allot extra spaces with priority being given to produce vendors.
2. Farm vendors with "farm" license plates are allowed a single vehicle with dual wheels that are not larger than one ton in capacity. All other vendors are allowed a single vehicle with single wheels that are no larger than one ton.
3. Vendors vehicles may be parked adjacent to and/or behind their stalls where space permits, at the discretion of the market manager. Vehicles may not encroach on other vendor's stalls, nor be a hindrance to general market flow. During peak market season, it may become necessary to locate some vendors in the centre portion of the market. Vendors allotted these spaces will not be able to park their vehicles at their stalls. Vendors will be expected to drop their supplies at the allotted space, park their vehicles in designated parking areas and then return to their stall space to complete set up. During tear down of these stalls, vendors are expected to pack up as much as possible before retrieving their vehicles to load.
4. We reserve the right to have vehicles parked out of the market site if vendors outgrow the space.
5. Vendor parking is on the opposite side of the skateboard park. This requirement is in our lease with Centenoka Park Mall. We require co-operation regarding this matter and will be enforcing this rule. Please ask market manager for directions.
6. Vendors must contact the market manager before 7:00PM the night before market if they will be absent/late on market day.
7. If a vendor does not arrive before 7:30AM, their designated stall may be reassigned.

Unless pre-arranged with manager, all stall holders must be in their stalls by 7:30AM.

8. Drop in daily vendors are required to wait for stall placement until they have read and agreed upon SACM Rules & Regulations and paid the daily rate.
9. The market will take place between the hours of 8:00AM to 1:00PM Fridays each week. Season runs from the Friday before Victoria Day until the first Friday in October (unless otherwise decided at the AGM)
10. Vendors that have sold out may not remove their stalls or vehicles before 1:00PM unless they have received prior permission from the market manager. Exceptions are only available to those vendors occupying **outside rows**.

APPROVED PRODUCTS

1. Only products that are handcrafted, baked, grown, raised, caught, or wild harvested by the vendor can be sold, displayed or advertised at the SACM. Co-packing (cooperative packaging) arrangements are not considered producer only and therefore are not allowed. Co packing is any item(s) that have been sent off to be changed or altered that do not have at least 50% of the work, to that item, done by the vendor.

2. Quality products such as vine ripened, fresh produce, high quality baked and prepared foods, as well as professional level hand crafted items are expected. All products shall be sold by the producer or an immediate family member. An employee may also sell for a food vendor at the market, providing that they have had a part in the production of the product.
3. All products for sale must meet laws, regulations and rules as specified by Federal, Provincial and Municipal bodies, local health authoritative (Interior Health Unit), SACM and the certifying body the vendor belongs to. It is the responsibility of the vendor to understand and comply with said regulations. More information is available upon request from the market manager. **It is up to the vendor to know and comply with federal and provincial tax requirements.**
4. Resale of purchased goods is strictly prohibited except for products sold by SACM for fund raising purposes and for approved products by concession vendors.
5. Promotional items should be defined as those items given away with purchase and must be branded with the vendor's name/logo etc. They cannot be items sold to recoup costs, or make a profit (considered part of doing business) Items such as buttons, stickers and bags would be acceptable, but must have manager's approval prior to debut at the market.
6. Items that are meant to enhance the use or purpose of the vendor's product are not considered packaging and should not be included for sale. The exception to this rule is that it does not apply if the item is made by the vendor. Packaging should be items that hold, wrap, or protect the product.
7. Vendors shall have all prices clearly exhibited and where possible, individually priced items. Where vendors are selling by weight, they must have scales certified in accordance with the Weights and Measurements Act of Canada.
8. Only vendors who are approved "Certified Organic" may advertise and sell their product using the word "organic"
9. Only products authorized by these SACM Rules & Regulations, or by the Board of Directors, may be offered for sale at the market. The discretion as to the suitability of a product for sale, during the course of the market, belongs to the market manager and/or SACM board of directors. Where a quorum of directors is not present, the majority decision as to suitability shall be binding until the issue can be raised at the next director's meeting.
10. Persons operating a store front for their product will not be permitted to sell that product at the market. This excludes home based businesses and farm gates.
11. Hand crafted items must adhere to the 50% rule. A vendor must show artistic effort in their product(s) in order for them to be considered hand crafted. Combining two purchased elements does not meet hand crafted requirements. Craft vendors must fill out and sign a Declaration of Authenticity which is included with the SACM application. Vendors failing to adhere to the 50% rule will be subject to penalty. Product challenges regarding questionable items will be reviewed by the manager and/or board of directors as to the item's suitability for sale at the SACM. If any vendor has questions regarding the suitability of a product, they should review the item(s) with the manager.

12. Products that may be sold include (but are not limited to):

Fruit

honey and eggs

plants and flowers

home baked goods (bread, muffins, cookies, and items listed as “low hazard” in the 2017 guidelines from Interior Health) All baking must be individually wrapped.

Meat and Dairy with Health Authority and CFIA approvals.

Handicrafts

13. Food vendors are required to have letter(s) of approval from Interior Health and a current “Food Safe Certificate” on file with the manager. If lab testing was required for approval, please include lab test results (CARO)

14. Products that may NOT be sold at market include (but are not limited to):

Live animals

Prepared food designated as “potentially hazardous” by IH guidelines

15. Vendors will immediately cease to sell any product at the request of a representative of Interior Health or by the market manager.

16. Where a product has been disallowed because of a health concern, the vendor must obtain permission IN WRITING from Interior Health in order to sell the product. Following the submission of a letter from IH, the Board will decide whether to allow the product to be sold at the market.

VENDOR CONDUCT

1. The market is a place of business and a public forum. Polite, professional behaviour as well as fair and honest business practices, is expected.

2. Complaints about other vendors, their products, pricing issues, or the operation of the market are to be given in writing to the market manager. Public airing of these concerns is not permitted: nor is abusive behaviour or language.

3. Vendors experiencing difficulty with a customer, health official, market volunteers, or another vendor, should promptly refer the matter to the market manager.

4. Neither smoking nor alcohol consumption is allowed by vendors in the market.

5. Vendors are not allowed to bring pets to the market. Guide/Service dogs are allowed with proof of need.

6. Hawking is NOT permitted. Harassment is not allowed. The SACM is committed to providing and maintaining an environment where all individuals are treated with respect. It is expected that all contact between co-workers, the public and others will be respectful, professional and courteous at all times.

PRODUCT CHALLENGES

1. Product challenges may be made for suspected misrepresentation of product by a vendor. Vendors can submit a written complaint if they feel that another vendor is misrepresenting their products. Due to the sensitive nature of this issue, please give to the market manager immediately.

2. Any product challenge must be signed by the person bringing the challenge and should be supported by physical or verbal evidence of the suspected violation. The challenge must be made on the day of – or within a week – that the violation is observed: challenges alleging wrong doing(s) on past occasions will not be accepted.

3. The vendor receiving the challenge MUST respond to the challenge in writing. Failure to admit to, or deny a challenge, may result in determination that the challenge is valid.
4. A committee consisting of the market manager and two or more members of the SACM Board of Directors will conduct a visit to the vendor's place of operations, in a timely manner, to make a determination on the product challenge.
5. If the vendor is found to be in violation, they may be suspended or removed from the market, at the discretion of the SAFM directors.

NOTE: Please ensure the basis for your challenge is factual, rather than a misunderstanding. Any claim, factual or otherwise, made publicly could be subject to charges of slander or harassment. Protect yourself while protecting the integrity of the Market. Do NOT air these concerns publicly. Submit challenges in writing and the SACM will take them seriously.

RESELLING

1. If a vendor is suspected of not making, baking or growing the item in question, they will be subject to an inspection (by an appointed committee) of their workplace, facility, business place, farm, orchard, etc....without notice or warning from SACM. After completing their inspection, the committee will present their finding to the market manager and SACM board of directors, at which time a verdict will be made.

GENERAL CONDUCT

1. All vendors occupying stall space are responsible for keeping their stall(s) and surrounding area clean and tidy. Upon departure, all litter must be removed from the space. Do not use the SACM garbage cans for culled products or used packaging etc. Take it with you when you leave the market place.
2. A vendor's signature on a current SACM application form is a binding contract between the vendor and SACM Society. As such, the SACM board of directors, at their discretion and with or without recourse to other legal enforcement, may prohibit any person from renting stall space, and may require person(s) to leave the market site in the event the said person fails to, or refuses to, abide by the SACM rules & regulations.
3. The market manager's decision(s) will prevail on the day of any dispute. If a vendor wishes to disagree with the manager's decision, a letter from the vendor must be given to the SACM board of directors and will be dealt with at the next director's meeting.
4. Every vendor shall be responsible for providing their own canopy (if desired) and tables. Canopies must conform to the allotted space of 10 X 10. Vendors will personally arrange for any need electricity or special outlets. Discuss with the manager regarding availability.

WEIGHTS ARE MANDATORY FOR ALL CANOPIES. THIS IS A SAFETY ISSUE. WEIGHTS MUST BE ON THE GROUND – HANGING IN CANOPY ROOF IS NOT ALLOWED. EACH LEG OF THE CANOPY SHOULD BE ANCHORED WITH 20 POUND WEIGHTS IN THE EVENT OF STRONG WINDS.

NON-COMPLIANCE OF RULES & REGULATIONS

1. The SACM has established rules & regulations to ensure that the market meets the objectives of all of the stakeholders (consumers, vendors and the society). The SACM board of directors, its management and designated agents, will implement and enforce all of the rules & regulations pertaining to the operation of the SACM under its control, in a fair and equitable manner.
2. The market manager has the authority to enforce these rules & regulations. Conflict with the market manager may result in suspension or expulsion from the SACM. Where a decision has been rendered under this sub-section of the rules & regulations, that decision may be appealed by the vendor or another member at the next meeting of the Board. Should the appeal be successful, the vendor is considered to be a Member in Good Standing again.

FOR YOUR INFORMATION

1. If a member is suspended from vending, they are considered to be a Member Not in Good Standing. Given that a suspended member is not in good standing, the member is not entitled to vote at special meeting, general meeting, or annual meeting.
2. All vendors selling processed food(s) must have proper documentation from Interior Health and a copy of their current Food Safe Certificate available for inspection at all markets.
3. SACM will not be responsible for liability insurance for any vendor's product. All vendors must carry their own insurance – this is especially important for food vendors. The SACM board will consider this issue when approving applications.
4. All vendors must be aware that the SACM liability insurance does not cover inside vendor canopies. It is recommended that you get a rider on your home insurance policy – available for a minimal extra fee. Talk to your insurance broker or go to the website link below:

http://www.bcfarmersmarket.org/vendors/insurance_vendors