



C R A N B R O O K
**FARMER'S
MARKET**

Vendor Information

Indoor Markets 2017

Rules of Operation:

1. Products: All products for sale and display at the market MUST be pre-approved by the market manager, Vendor Selection Committee, or the Cranbrook Farmer's Market (CFM) Board of Directors through the application procedure, following the **"locally made, baked or grown"** main criteria. All products for sale at the market must be clean, well made and of good quality. Product acceptance and vendor approval may be reevaluated at any time by the Vendor Selection Committee and/or the CFM Board of Directors.

2. Set up: The space will be ready to vendor set up usually 1h and 30 min before the market is open. Vendors must arrive and be set up at least 40 minutes prior to market opening. Please, find the market manager to find your stall space. You may unload from all sides of the lawn area, including the street and the parking area near the Ktunaxa Nation sign.

3. Your space: The CFM will provide you 9 wide X 7 deep feet space when indoors (10x10 feet when outdoor). You must bring everything you need to set up your stall (table, chairs, signage, floats, etc). You can access washrooms, water, etc. inside the building. Market patrons are also welcome to use these facilities. Some larger stalls and/or access to power may be available at additional cost. Please request 7 days prior to the market by email.

4. Tents: If we are outdoors (only), you can use a tent for shelter from sun/showers. In this case, you MUST have weights/tie down system. No tie down = no tent! There is an underground sprinkler system on the grounds, so no tent pegs/stakes are permitted.

5. Garbage: Each space must be kept clean and tidy at all times. Each vendor is responsible for their garbage and must provide their own garbage receptacle. No garbage should be left behind at the market area.

6. Parking: When you are done unloading, you **MUST** move your vehicle to another area. We suggest around to 3rd St. (short street behind the Ktunaxa building, across from Manual Training Centre) or at LEAST one block away. Market patrons should be able to use the parking lot and the street adjacent for parking.

7. Sales prior to 10am: The sale of goods is NOT permitted prior to 10am except to other vendors. This is a safety procedure as we don't want to encourage patrons to walk around the market when we have vendors still setting up their booth. So, please wait for the bell!

8. Take down: Vendors must stay until the close of the market, and must vacate their space within one hour of market closing. Please, be respectful, patient and careful with other vendors when moving your material out of the building. Do not park your car near to the building before the market closing. We strongly suggest to wait at least 10 minutes to allow patrons (especially elders and kids) to exit the building in safety.

9. Food Vendors: Vendors of food products **MUST** comply with all applicable Interior Health Regulations. Please visit the Interior Health website for more information:

<https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/Permits.aspx>

or contact the Market Manager for further information.

If you are displaying and packaging unwrapped prepared foods, or providing samples or product tasting, you must have a hand washing station, as required by the Interior Health Authority Hand washing stations can be simple, but must include the following:

- a) a source of warm potable (drinkable) water. I.e. a water jug left in the sun
- b) a free running spout
- c) liquid soap in a dispenser
- d) clean, dry, single use paper towels
- e) a discard or refuse container for the collection of the waste water

Please contact market manager for details if necessary.

10. Food Preparation: **NO OPEN FLAMES ARE ALLOWED INDOORS**. If we are outdoor, as required by the Cranbrook Fire department any vendor who operates a burner or open flame at the market must have Fire Extinguisher on site with a minimum rating of 2A 10BC. This is a vital

safety issue and no warnings will be given, the stall will be shut down until the extinguisher is present and no refund will be given.

11. Liquor License: Liquor vendors must send by email to the market manager their BC Liquor License 7 days prior to the first market with the correct market address and hours of operations.

12. Pets: Vendors are strongly discouraged from bringing pets to the market. Any pets on site must be under control of the owners at all times at the market, and must not compromise either the safety or comfort of patrons at the market, nor the ability of vendors to market their wares (e.g. food safety, etc.).

Penalties:

The market manager or designate has on-site authority to enforce all rules of operation and apply penalties when necessary. Not following the Rules of Operations can lead to:

- a) 1st Red Flag: Only a written warning (by email or on-site);
- b) 2nd Red Flag: \$10 fee to be charged and reduced priority for stall allocation on future markets (including outdoor markets).
- c) 3rd Red Flag: \$20 fee to be charged and moved to a lowest priority for stall allocation on future markets (including outdoor markets).
- d) 4th Red Flag: \$30 fee to be charged and moved to the lowest priority for stall allocation on future markets (including outdoor markets).
- e) 5th Red Flag: Definitive refused permit to attend future markets.

Criteria for vendor stall allocation:

- 1st Priority: Pre-paid **farmers and growers*** for the full season;
- 2nd Priority: Pre-paid farmers and growers*;
- 3rd Priority: Farmers and growers*;
- 4th Priority: Pre-paid **food/liquor vendors** for the full season;
- 5th Priority: Pre-paid food/liquor vendors;
- 6th Priority: Food/ liquor vendors;
- 7th Priority: Pre-paid **artisans/cosmetic vendors**** for the full season;
- 8th Priority: Pre-paid artisans/cosmetic vendors**;
- 9th Priority: Artisans/cosmetic vendors**;

* Farmers and growers = Those vendors who their primary products are fresh vegetables, fruits, meat, dairy, eggs, nuts, and honey.

** It might be a rotation among artisans/cosmetic vendors to keep the market product variety and to provide opportunities to many vendors as possible.

Confirmation: You will receive by email the “Confirmed Vendor List” 7 days before the market day. Please, make sure to check the list to avoid cancellation penalties and contact the market manager in case of any disparities, questions or concerns.

Waiting List: Be aware that your business might be on the waiting list for certain dates. We will inform you by email 7 days prior to the market date. If there is a cancellation or a change enabling your business participation, the market manager will contact you by email or phone.

Reimbursement: Your pre-paid fees can be used as a credit for future markets (including outdoor markets), or reimbursed with a \$5.00/market.

Cancellation:

You can request the cancellation of your business participation in a market date by email following these rules:

- a) More than 72h (3 days) prior to the market date: No cancellation fees or penalties;
- b) Between 72h (3 days) and 48h (2 days) prior to the market date: \$10 fee to be charged on next market and reduced priority for stall allocation on future markets (including outdoor markets).
- c) Less than 48 hours (2 days) prior to the market: \$20 fee to be charged on next market and moved to a lower priority for stall allocation on future markets (including outdoor markets).
- d) No Show: \$30 fee to be charged on next market and moved to the lowest priority for stall allocation on future markets (including outdoor markets).

Important: Repetitive cancellations (3 or more) can lead to a permanent market exclusion.