



VENDOR GUIDELINES AND REGULATIONS 2026

UPDATED March 15, 2026

Please Read Entire Document

1. PRODUCTS: ALL PRODUCTS FOR SALE AND DISPLAY at the market MUST be pre-approved by the market manager, through the application procedure, in accordance with the BC Association of Farmers Market's "**locally made, baked or grown**" guidelines.

We do not accept **RESALE** items of any kind. All products for sale at the market **must meet federal, provincial and local regulations**, and must be clean, well-made, and of good quality.

Cannabis: As members of the BCAFM, the sale of cannabis and cannabis products are not allowed at our market.

For more details, please view their [Cannabis and Hemp Product Factsheet](#).

Product acceptance and vendor approval may be re-evaluated at any time by the Market Manager, Vendor Selection/Operations Committee and/or the CFMS Board of Directors.

Vendors are ONLY allowed to sell:

- fresh fruits, vegetables, cheese, honey, and eggs
- frozen pre-packaged meats and frozen ready-to-eat pre-packaged foods (e.g., pies, samosas, meals)
- home-prepared low risk foods; higher risk foods prepared in an approved facility
- locally handmade arts, crafts, pottery, body products, soaps, hygiene products
- pre-packaged non-alcoholic beverages.
- liquor only in sealed retail containers.
- take-away meals from food carts and food trucks
- edible plants and seedlings

NEW!!

2. Insurance Requirements

We require vendors that participate within the Cranbrook Farmers Market submit insurance paperwork at time of registration or as soon as possible to the Market Manager. All vendors must add **both** the City of Cranbrook **and** Cranbrook Farmers Market as additional insured. Please forward the following information to your insurance broker:

- **Additional Insured:**
 - City of Cranbrook – 40 – 10th Avenue South Cranbrook BC V1C 2M8
 - Cranbrook Farmers Market Society
 - **Location listed as:** Cranbrook Farmers Market
- **All vendors cooking food/beverages (this includes warming food/beverages) on site:** \$5 M Commercial General Liability policy with inclusive limits for bodily injury and property damage liability
- **Prepared food and all other vendors:** 2M Commercial General Liability policy with inclusive limits for bodily injury and property damage liability
- Cross-liability clause
- 30 days prior written notice of cancellation or material change

NOTE: Any vendors submitting insurance documents without the City of Cranbrook or Cranbrook Farmers Market added as additionally insured will not be able to attend the market until proof of insurance is received.

Where to Get Vendor Insurance:

There are many different places you can get an insurance policy to cover you for liability as a vendor. Check with your insurance broker to see if they have this kind of coverage. Here are some insurance options that our vendors have used:

- The [BCAFM Vendor Membership Program](#) – includes a group insurance rate (through Western Financial) as well as many other benefits “designed to help vendors protect and grow their business, while strengthening BC farmers’ markets.”
- [Duuu](#) – a more affordable choice for short term (if you’re only doing a few dates),

These suggestions are not necessarily endorsed by the Cranbrook Farmers Market, merely options commonly chosen by our own vendors.

A. Farm Vendors

A farm vendor is a person who produces agricultural products from land that they own or control or has a license to harvest from (such as wild foragers or fishers). Examples include produce, eggs, dairy, meat, fish and plant nursery products. A farm fresh vendor may sell value-added products made from their own farm product. Farm fresh vendors selling value-added food products or eggs, honey, dairy, meat and fish must also follow the prepared food vendor guidelines below and will need to seek approval from the Interior Health Authority to sell **high-risk foods** and provide their FoodSafe certification.

Farm Vendor - Required Documents:

- Insurance (If selling any value-added/prepared foods, you will also need to submit the documents below).

B. Prepared Food Vendors

Prepared food vendors range from products like pickles, to bakeries, to coffee, to confections. There are two categories of prepared foods: [Low Risk](#), which may be made in a home kitchen because it is usually dry, high acid, high salt, or high sugar and [High Risk](#), which may only be prepared in a commercial kitchen unless permission is given from the Fraser Health Authority. All prepared food vendors must comply with the Fraser Health Authority's Guideline for the [Sale of Foods at Temporary Food Markets](#) and high risk foods will be required to obtain and submit to us a "[Letter of Confirmation](#)". You can obtain this by applying for an [Application for Sale of Higher Risk Food at Temporary Food Markets](#) and sending it to YOUR regional health authority.

All prepared food vendors must keep on hand at each market and submit copies of these Required Documents:

- Insurance
- FOODSAFE Level 1 certificate or MarketSafe.
- A hand-washing station (if sampling food on site.)
- Products labeled with all ingredients and the vendor's contact information.
- A sign displayed stating that the products were made in a home kitchen (unless a commercial kitchen was used to prepare all of the products being sold).
- Proof of pH levels in each recipe for such products as salsa, jams, preserves or pickles.
- [Low Risk Food Vendors](#) may require pH or aW testing and/or email confirmation from their Health Authority stating their products are low risk.
- [High Risk Food Vendors](#) must acquire a [Letter of Confirmation](#) from their regional Health Authority.

C. Eat On-Site Vendors

Eat on site vendors are vendors who prepare food/drinks on-site that is intended for immediate consumption. Examples are sausage carts, fried bread, crepe making, samosas, etc. **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 Fraser Health Authority. You will likely also be required to apply for a [Temporary Food Premises Permit](#) from OUR Regional Health Authority (Interior Health) depending upon your set up and circumstances. Please contact the Interior Health Authority to determine what requirements you must fulfill.

Eat On Site Vendors - Required Documents:

- Insurance (5M CGL)
- FOODSAFE Level 1 certificate or MarketSafe.
- Temporary Food Premises Permit

D. Food Trucks:

Required Documents:

- **Insurance** (5M CGL)
- If you are operating a food truck, you must have a valid **Fire Decal** (?)
- You must have a valid **Permit to Operate** from your Regional Health Authority.
- You must have a valid **City of Cranbrook Business License**
- You must have a valid **Food Safe**.

e. Alcohol Vendors

Alcohol vendors are required to provide **Serving it Right** and a **Market Authorization** Permit from the Liquor and Cannabis Regulation Branch of BC. Alcohol vendors must only provide samples to legal adults and are expected to practice good judgement in the sampling and sale of alcohol.

For more information about obtaining Market Authorization, you can consult the province's website [here](#).

F. Artisan and Cosmetic Vendors

Required Documents:

- Insurance
- Photos of products
- *Spa & Beauty vendors also require **cosmetic notification numbers**. Read more below:*

Spa and Beauty Vendors

To ensure quality and safety for our customers, spa and beauty vendors are required to supply a **cosmetic notification number**. Click [here](#) for the Canada Health guidelines. Click [here](#) for the form you need to submit to Health Canada. After submitting each of your products you will receive a Cosmetic Notification Number – it is those numbers you need to submit to the market. [Here is more information about this process.](#)

No therapeutic claims: Avoid making therapeutic claims, such as modifying body functions or preventing or treating a disease or condition (e.g. “prevents acne”). These types of claims are only allowed on drugs or natural health products, not on cosmetic products. Instead, stick to claims about the product's cosmetic effects (e.g. “cleanser for acne-prone skin”). [Here is more information.](#)

G. Edible Pet Product Vendors

We require that pet product vendors that make and sell pet food, treats, supplements or other edible products provide a FoodSafe permit to ensure that all products are prepared, stored and managed in a safe manner. Products containing CBD are NOT Allowed.

Required Documents:

- Insurance
- Food Safe or Market Safe

3. CRITERIA FOR STALL ALLOCATION - PRIORITY:

Placement within the market is determined by number of vendors attending, products offered (produce and meat products shaded if possible) and need for electricity.

	1st Consideration: Product	2nd Consideration: Membership	3rd Consideration: Distribution Channels
1st Priority	Farmers and Growers *	Regular Returning Full Season Vendors	Does NOT have the same products available in others location/channel
2nd Priority	Food/Liquor Vendors	Regular Returning Full Season Vendors	The vendor has the same products available in other location/channels
3rd Priority	Artisans/Cosmetic Vendors**	Regular Returning Full Season Vendors	

* Farmers and Growers = Those vendors whose primary products are fresh vegetables, fruits, meat, dairy, eggs, nuts, and honey. We will endeavor to place vendors with perishable goods on the more shaded park side of the road.

** There may be a rotation among artisans/cosmetic vendors to maintain the market product’s variety and to provide opportunities for as many vendors as possible. We also consider the following criteria:

1. HISTORY of market participation, including the number of years, frequency of attendance, and number of cancellation requests and/or no-shows.
2. Past COMPLIANCE with Cranbrook Farmer’s Market Guidelines and Rules of Operation.
3. The UNIQUENESS of the product, considering the overall mix and balance of all the vendors.

4. Actual producer and/or staff with involvement/knowledge of product staffing the booth in the market.
5. Seasonal availability; Consumer demand.
6. Number of vendors with the same or similar products; and limited availability of the product elsewhere.
7. The QUALITY of the goods or services offered – Reviewed by the Vendor Selection Committee and/or of the Board of Directors.
8. Businesses with existing Retail/Brick and Mortar locations may be accepted according to BC Farmers Market Association Guidelines.
9. Any other consideration thought relevant by the market manager, Vendor Selection Committee or Board of Directors.

4.MARKET MIX

For regular outdoor markets, our goal is to have:

60% of vendors offering produce and value-added food products, and

40% crafts, art, health and beauty products and other types of items for sale. That mix will not necessarily apply to the indoor markets, or other special markets.

5. SET UP AND TAKE DOWN:

All vendors MUST follow the setup guidelines for each market. The setup guidelines are tailored for each market location and/or special events. Vendors will receive guidelines by email before the market date

Set Up TIMES:

Vendors should arrive at minimum 30 minutes before market start Vehicles should be removed by 15 minutes before market start

TRAFFIC FLOW: Vendors must park vehicles as close to the assigned stall as possible, always ensuring that there is a through lane for other vendors to get by. Vendors will Unload/Load as quickly as possible, and park vehicles outside of the market area. Vendors will be respectful, patient and careful with fellow vendors when moving your materials and vehicle.

TAKE DOWN:

Vendors must stay in their booth and must not pack up until the close of the market even if you sell out.

Vendors must not park or move a vehicle into the market area before the market is closed.

Vendors must wait 10 minutes after closing before bringing in a vehicle to load. This ensures that shoppers have cleared the area and that Vendors have had time to take down BEFORE bringing in a vehicle.

Vendors should vacate their space within 45 minutes of market closing.

IMPORTANT:

- You should FIRST take down your booth, pack your belongings and then bring your vehicle to the market area. Remember to allow patrons (especially elders and kids) to exit in safety.

ROADWAY TRAFFIC

*All Vendors Must adhere to One Way Traffic on the roadway

*BARRIERS will remain in place with signage (No Street Traffic) at BOTH ends of the Market Area until One Hour after Market Close.

*Paid staff and designated volunteers are responsible for enforcing traffic guidelines. Safety vests are mandatory for barrier positions.

*** At No Time are vendors to be directing, assisting or enforcing traffic on the Market Site.

YOUR SPACE: The CFM will provide you with a designated 10' x 10' space in the market. **Do not place any items outside of your designated space.** This will be strictly enforced.

You must bring everything you need to set up your stall (table, chairs, signage, floats, etc). Additional stall space and/or access to power may be available at additional cost.

1. **TENTS:** When the market is set up outdoors, we recommend the use of a tent for shelter from sun/showers.

You MUST have weights/tie down system.

We recommend 25 lbs. per corner. **No tie down = no tent!**

There is an underground sprinkler system on the Rotary Park grounds. When this is our location NO tent pegs/stakes are permitted.

2. GARBAGE: Each space must be kept clean and tidy always. **Each vendor is responsible for their garbage** and must provide their own garbage receptacle. No garbage should be left behind at the market area. Encourage recycling and avoid single use plastics wherever possible.

3. PARKING: When you are finished unloading, you **MUST** move your vehicle to **OUTSIDE** of the Market Boundary. Parking across the sidewalk is not permitted. Please, leave the closest parking spots for market patrons.

EXCEPTION:

Some produce vendors may be permitted to have access to their truck.

4. SALES: The sale of goods is **NOT** permitted prior to market opening, except to other vendors. This is a safety procedure as we don't want to encourage patrons to walk around the market (especially children) when we have vendors still setting up their booth. **Wait for the bell!**

5. SMOKING/ALCOHOL: Vendors, staff and volunteers **MUST** refrain from drinking alcohol. Smoking is not permitted within 25 feet of the market area (including doorways).

6. FOOD VENDORS: Vendors of food products **MUST** comply with all applicable Interior Health Regulations. If you are displaying and packaging unwrapped prepared foods you **must have a hand-washing station**, as required by the Health Authority.

7. Communicable Disease Guidelines for Food Vendors:

If you are ill, or someone in your household is ill, **do not prepare or package foods**, including low risk foods;

Vendors are encouraged to pre-package prepared foods to minimize direct contact by customers;

Prepared foods (i.e. bakery items for e.g., breads, muffins) that are not pre- packaged at the time of sale should be protected by a barrier (i.e. sneeze guard) or stored away from customer access; vendors will package the product at time of sale.

8. BURNER OR OPEN FLAME: Burners or open flame are NOT allowed at indoor markets.

For outdoor markets, any vendor who operates a burner or open flame **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.

9. NEW! PETS: Vendors must **not have pets at their market stall under any circumstances.**

10. NOISE and BEHAVIOUR: Excessive noise (ie. Singing, screaming, generators, music from stereos) is NOT permitted. Aggressive hawking of products is also not permitted. Foul language and hostile behavior will not be tolerated in the market. Vendors provoking public altercations or disruptions may be subject to immediate and permanent suspension from the market.

11. COMPLAINTS: Complaints about other vendors, their products, pricing issues or the overall operation of the market are to be given in writing to the market manager.

Public airing of concerns at the market is not permitted. Vendors experiencing any difficulty with the public, health officials or market volunteers must refer the matter promptly to the market manager.

12. INJURY ACCIDENTS ON MARKET SITE: All injury accidents must be promptly reported to the Market Manager. There is a First Aid Kit at the Green Market Tent.

13. CONFIRMATION OF ATTENDANCE: Being accepted to become a vendor in the market does NOT imply confirmation of attendance in all requested market dates. As we have a limited number of vendor spaces for each market, a vendor might be in the waiting list on some dates. The market manager will determine the vendors who will attend each market and their stall location based on our Vendor Selection and Stall Allocation Priority criteria.

14. Vendors will receive by email the “Confirmed Vendor List” 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: If there is a cancellation or a change enabling your business participation, the market manager will contact you by email or phone.

15. PENALTIES FOR NON-COMPLIANCE OF MARKET RULES:

The market manager or designate has on-site authority to enforce all Rules of Operation and apply penalties when necessary. Cranbrook Farmers Market has Policy in place for Conflict Resolution and Appeals. If you are involved in an incident, you must complete Report Forms as directed by the Market Manager.

NOTE: If actions put public safety at risk, are racist and/or prejudiced, threatening or violent then the board has the authority to skip steps 1-2 and immediately refuse the vendor from returning.

Failure to follow the Cranbrook Farmers Market Rules of Operations can lead to:

Level 1. Verbal warning with a written email follow-up.

Level 2. Suspension from 1 market (pre-paid vendors will forfeit the fees paid, others will have a \$35 penalty added to their next invoice,

Level 3: Applications for future markets will be refused

16. CANCELLATION: You can request the cancellation of your participation in any market date **by email only** to vendors@cranbrookfarmersmarket.com according to the following guidelines:

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 for future markets

c) **Less than 48 hours (2 days) prior to the market date:**

\$20 fee to be charged on next market and moved to a lower priority for stall allocation on future markets.

d) **No Show:**

\$35 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 can lead to a permanent market exclusion

Reimbursement: Your pre-paid fees can be used as credit for future markets (outdoor or indoor markets) or reimbursed with a \$10.00 administration fee per reimbursement request. The annual registration/membership fee (\$15) is not refundable.

FEES 2026:

Regular Vendors:

\$35 + gst per market date; If 20 or more dates are selected then \$30 + gst

Food Trucks and Alcohol Vendors:

\$50 + gst per market date; If 20 or more dates are selected then \$45 + gst

