



Vendor Information and Application

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Surrey Urban Farmers Market

General Information for Vendors

The Surrey Urban Farmers Market Association is a volunteer organization that manages a weekly farmer's market. The market emphasizes fresh local produce and food products, plants, flowers and crafts. With Surrey's cultural diversity, we also intend to have a focus on featuring cultural associations at the market who may offer specialty imported food products.

We envision the market to be a gathering place where not only will our customers be able to buy food but will be able to feed their minds, with local community groups and entertainment at the market.

We will also strive to meet Metro Vancouver's Zero Waste challenge and set an example of generating as little trash as possible and demonstrating sustainable actions.

The Market location is steps away from the Surrey Central SkyTrain and bus loop, SFU-Surrey and Central City mall. We are located in the plaza of the North Surrey Recreation Centre, at the corner of 102nd Avenue and West Whalley Ring Road, just two blocks off of King George Highway. Within the downtown core there are over 21,000 residents, nearly 17,000 workers and 5,000 students. Within three kilometers of the market is a population of over 87,000 people.

The market runs each Wednesday from June 16th through September 29th from 1 – 6 pm.

Management

The Surrey Urban Farmers Market Association is a registered non profit organization. A Market Manager administers the market and relies on the contributions of a number of community volunteers.

The Surrey Urban Farmers Market has a set of guidelines and regulations for market vendors. In order to be accepted as a vendor, you must read and agree to all of these Regulations.

If you do not agree with the Regulations, please do not submit an application form.

Surrey Urban Farmers Market

Vendor Summary & Check List

- Read the Information and Regulations for Vendors to ensure that you are in agreement and able to meet all requirements.
- Complete the Application Form. If you are a Grower who needs to augment your supply of products with products from another grower, see regulation 10.
- If you are an Artisan, include photos representative of the products intended for sale.
- Mail, e-mail your application to the Market Manager using the address shown on the application.
- Please note that applications will be reviewed for approval and selection in the order received.
- If requested, make arrangements for the Vendor Committee to view your products or place of production.
- If approved, make arrangements to join the Surrey Urban Farmers Market Association by paying \$15 along with your stall fees.
- The Surrey Urban Farmers Market will review the approved vendors list to select an appropriate mix of products for sale. If you are notified that you have been selected, make arrangements to pay your stall fees immediately.
- Failure to pay fees within 5 business days may result in forfeiture of stall space.
- Call the Fraser Health Authority 604-587-7612 to determine if you require a Temporary Food Permit (food vendors). If so, you must obtain the permit prior to selling any products at the market.

Surrey Urban Farmers Market

Vendor Application Form		
CONTACT INFORMATION		
Contact Name	Vendor Business	
Mailing Address	Business Address (if different)	
City, Postal Code	City, Postal Code	
Phone	Fax	Email
Cell Phone	Website	
Vendor Type		
<input type="checkbox"/> Food Producer <input type="checkbox"/> Grower <input type="checkbox"/> Artisan <input type="checkbox"/> Other:		
MARKET DATES		
<input type="checkbox"/> Package 1 – Full-Time Vendor (16 dates) - \$375 *save \$105 by using this package* <i>Must be paid in two installments, \$187.50 due on or before June 16th, 2010, and \$187.50 due on or before August 4, 2010.</i>		
<input type="checkbox"/> Package 2 – Half-Time Vendor (Choose at least 8 dates on next page) - \$27 / market *save up to \$45 by using this package* # of dates: _____ x \$27 = _____ <i>Must be paid in two installments, half due on or before June 16th, 2010, and half due on or before August 4, 2010.</i>		
<input type="checkbox"/> Package 3 – Part-Time Vendor (Choose dates on next page) - \$30 / market # of dates: _____ x \$30 = _____		
ELECTRICITY		
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Additional \$5 charge per market day</i>		

SELECT YOUR MARKET DATES		
<input type="checkbox"/> June 16	<input type="checkbox"/> July 28	<input type="checkbox"/> Sept 8
<input type="checkbox"/> June 23	<input type="checkbox"/> Aug 4	<input type="checkbox"/> Sept 15
<input type="checkbox"/> June 30	<input type="checkbox"/> Aug 11	<input type="checkbox"/> Sept 22
<input type="checkbox"/> July 7	<input type="checkbox"/> Aug 18	<input type="checkbox"/> Sept 29
<input type="checkbox"/> July 14	<input type="checkbox"/> Aug 25	
<input type="checkbox"/> July 21	<input type="checkbox"/> Sept 1	

AMOUNT DUE		
Item	Cost	Total
Membership	1 time per year	\$15
Markets Dates	<input type="checkbox"/> All 16 Market Dates, \$375 <input type="checkbox"/> ___ Dates (min. 8), \$27 per market <input type="checkbox"/> ___ Dates (under 8), \$30 per market	
Electricity	\$5 x ___ dates	
Total Due		

Payments are due two weeks before the first market date you will attend. If you are booking the full market package or the 8 date package, you may pay 50% of the fee two weeks before the first market date, with the balance due by the end of your prepaid period.

PRODUCT INFORMATION		
Product Description (Please mark organic products)	Production Process (Brief description of the way your product is made and/or packaged)	Ingredients/Components (Please mark BC ingredients)

Attach additional sheets in above format if you need more room.

Please provide the following additional information:

1. A brief history of your business and people involved.
2. Certificates for organic certified products.
3. If you intend to sell different products throughout the market season, indicate the type of product and the approximate dates during which the product will be made available for sale.
4. Vendors selling prepared food items will need to secure a Health Food Permit from Fraser Health, and will need to submit a copy before setting up at the market. A Food Safe Certificate may also be required.
5. List of other Markets in which you participate.
6. Artisans should attach at least 3 photographs or slides of their products. You will be contacted if we wish to view your work in person.
7. Any additional information about your business or product that you would like to have considered by the Market.

Please read and sign below indicating your agreement:

Approved vendors are solely responsible for their products, equipment and other possessions, and for their business practices. By making application to the Surrey Urban Farmers Market for vendor status the vendor agrees to indemnify and save harmless the Whalley Community Association, the City of Surrey and the Surrey Urban Farmers Market, its directors, employees and agents from any loss incurred by the vendor, or from any action or claim of any nature made by any person.

I have read the "General Information for Vendors" and "Regulations" (following pages) **and I agree to abide by all Regulations stated or as amended by the Surrey Urban Farmers Market** and I further agree to pay all associated fees within the required timeframes. I understand that failure to abide by the Regulations or to pay fees shall result in my exclusion from the market without reimbursement of any pre-paid fees.

Proprietor / Authorized Signature

Date

Our Rules and Regulations

These rules and regulations endeavor to capture the spirit of what the Surrey Urban Farmers Market has created. Your participation contributes to positive energy, diversity and health, which are important to a prosperous community.

Please note that you must submit an application and be screened for acceptance in order to participate. This package will provide you with everything you need to get the process started. If you have any questions at all, please do not hesitate to call the Market Manager. We hope to hear from you soon, and we ask that you submit your application two weeks before your first desired Market date!

Surrey Urban Farmers Market Regulations

General

1. The Surrey Urban Farmers Market shall make regulations for the operation of the market and shall amend, add or delete such regulations at their sole discretion.
2. A Market Manager shall represent the Surrey Urban Farmers Market.
3. "Product" refers to any item that has been grown, any food product that has been prepared, or any craft item or work of art that is intended to be displayed or offered for sale at the Surrey Urban Farmers Market.
4. "Vendor" refers to any person or business entity that meets the Place of Residence and Local Production regulations set out below.
5. "Food Service Provider" refers to any business entity that does not meet the Place of Residence and Local Production regulations set out below that has been granted approval to sell products at the Surrey Urban Farmers Market where no local supplier exists.
6. The Surrey Urban Farmers Market reserves the right to limit or prohibit the sale of any commodity and the distribution of literature, political or religious material, or any article deemed not to be in the best interest of the market, and at their sole discretion, may eject persons from the market area.
7. The Surrey Urban Farmers Market is not responsible for lost, stolen or damaged articles or money.

Vendor Place of Residence and Local Production

8. All vendors must live and produce their products in the Province of British Columbia.
9. All vendors must be personally and actively involved in the production of all products available for sale at the market except as noted in #10 below.
10. Recognizing that Growers may not have sufficient supplies of products at all times during the market season, Growers may augment their supply of products for sale with products produced by another British Columbia Grower as long as these products do not constitute more than 20% of the total products for sale by the vendor over the course of the vendor's participation at the market. Growers must provide details concerning the source of such products to the Market Manager for approval before such products can be sold at the Market.
11. All vendors and associate salespersons must be knowledgeable about all aspects

of the production of the products and be willing and able to answer questions in this regard.

Vendor Applications

13. All prospective vendors must submit a completed application form.
14. Applicants may be required to submit samples or photographs of their products.
15. Applicants may be required to verify by demonstration that products meet these regulations.

Vendor Approval Process

16. Representatives of the Surrey Urban Farmers Market will review applications and products.
17. Applications will be evaluated based on the quality of goods, general appeal of goods, ability of the vendor to meet the regulation requirements, and ability of the vendor to contribute to the overall mission of the Surrey Urban Farmers Market.
18. Vendors who are recommended for approval must join and maintain membership in the Surrey Urban Farmers Market for an annual fee of \$15.00 in order to be placed and remain on the Approved Vendor List.
19. Vendors who are not approved will be notified in writing.
20. The Surrey Urban Farmers Market, at their sole discretion, has the authority to approve or not approve applications.
21. The Surrey Urban Farmers Market, at their sole discretion, may immediately revoke the membership of any vendor who fails to abide by these regulations.
22. Membership fees will not be refunded under any circumstances. However, the \$15.00 membership fee will be credited to the following year if the vendor is approved but not provided with space in the year paid.

Vendor Selection Process

23. The Surrey Urban Farmers Market shall determine, at their sole discretion, the number of vendors in each category and the mix of available products in any single category to be offered stall space for each market date.
24. Vendors selected from the Approved Vendor Lists will be offered the opportunity to participate for one or more individual market days or for the full season.
25. Selected vendors must confirm their participation by submitting their vendor stall fees within five business days of being notified of selection.
26. Vendor stall fees will not be refunded if Surrey Urban Farmers Market membership is revoked for failure to abide by these regulations.
27. Selected vendors will be evaluated on an ongoing basis and preference for future stall space allocation given to those who have best demonstrated a contribution to the overall mission of the Surrey Urban Farmers Market.

Vendor Market Requirements

28. Selected vendors must attend all markets for which stall space has been assigned.
29. Vendors who due to unforeseen circumstances beyond their control are unable to attend must notify the Market Manager immediately upon determining their unavailability.
30. Vendors who do not attend and do not notify the Market Manager in advance are subject to revocation of their Surrey Urban Farmers Market membership and therefore their right to participate as vendors.
31. Vendors must assemble their stalls in the space assigned by the Market Manager.
32. Vendor stalls must include a clean, well maintained, appealing and securely

affixed tent or awning, table coverings and suitable display areas for their product, all to be provided by the Vendor.

33. Vendors must display a clear and visible sign denoting their business name.

34. Vendors are permitted to sell only those products presented and approved in the application and approval process. If vendors wish to alter the products for sale, permission must be obtained from the Market Manager.

35. Where vendors are selling products by weight, which have not been weighed and prepackaged ahead of time, they must have scales that have been certified in accordance with the provisions of the Weights and Measures Act.

36. Vendors must clearly and visibly display signage showing the price of each product for sale.

37. Vendor stalls must be completely assembled and vendors ready to do business by 12:45 pm.

38. The Market Manager may reassign stall space where the vendor has not assembled their stall by 12:45pm or has notified the Market Manager that they will not be attending.

39. Vendor stalls must not be disassembled before 6:00 pm.

40. Vendors must keep their stall space and the surrounding area clean and tidy at all times during market hours.

41. Vendors must return their stall space to its original state including the removal of all rubbish at the close of the market.

42. Vendors are asked not to smoke within their stalls or the marketplace.

43. Vendors shall not accost or badger shoppers or members of the public.

44. Vendors must at all times be in compliance with all applicable laws, statutes, and regulations, including but not limited to those concerning Health and Safety and the collection of sales taxes. Vendors who are selling or providing samples of food items, baking or other consumables are particularly advised that they may be required to obtain a Temporary Food Permit from the Fraser Health Authority, which is issued free of charge. A copy of this permit must be available for inspection at the vendor's stall. For further information please contact the Fraser Health Authority at 604-587-7612.

45. All vendors shall immediately cease to sell and remove from the market any product(s) deemed potentially hazardous by any health authority or by the Market Manager.

46. Vendors selling produce as organically grown must provide certification to the Market Manager and must display certification at their stall.

47. The market encourages vendors to offer their products for customer sampling. All products made available for sampling must be prepared in compliance with Fraser Health Authority. Please respect your neighbors and their customer flow when sampling products.

48. All vehicles that are not an authorized part of a Vendor Booth's must be parked in designated vendor parking or at least two blocks away from the market venue.

49. Vendors who bring live animals to the market must ensure that they are restrained to the stall area and pose no threat to the public. Animals must be removed from the market area immediately upon request of the Market Manager.