



# SURREY URBAN FARMERS MARKET

## 2018 Vendor Information and Application

P.O. Box 127 Surrey Stn Main  
Surrey, BC V3T 4W4  
604-779-2413  
[info@surreymarket.org](mailto:info@surreymarket.org)

# Surrey Urban Farmers Market

## About Our Market!

The Surrey Urban Farmers Market (SUFM) Association is a volunteer organization that manages a weekly community farmers market. The market emphasizes fresh, local produce and food products, plants, flowers, handmade jewellery, and artisan specialty items. With the City of Surrey's well-known cultural diversity, we attempt to focus on offering diverse options and activities for everyone to enjoy. We also participate in a Food Nutrition Coupon program for low-income residents in Surrey.

The SUFM is a gathering place where our customers are not only able to buy food but they are also able to feed their minds as the market features local community groups and live entertainment every week.

The 2018 market season runs each Wednesday afternoon starting June 6<sup>th</sup> through October 3<sup>rd</sup> from 2pm – 6pm.

We also strive to meet Metro Vancouver's Zero Waste Challenge and set an example by generating as little trash as possible while demonstrating sustainable practices.

We are located in the plaza of the North Surrey Recreation Centre, at 102<sup>nd</sup> Avenue between City Parkway and University Blvd, just two blocks west of King George Boulevard. The Market location is steps away from the Surrey Central SkyTrain station and bus loop, SFU-Surrey, Central City shopping mall, the City Centre Library and Surrey City Hall. Within the downtown core there are over 21,000 residents, nearly 17,000 workers and 5,000 students. Within three kilometres of the market is a population of over 87,000 people.

The SUFM has developed regulations to be followed by all SUFM market vendors. In order to be accepted as a vendor, you must read and agree to all SUFM regulations (regulations are attached to this application form).

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

## About Us!

The Surrey Urban Farmers Market Association is a registered non-profit society. A volunteer board of directors administers the market and relies on the contributions of a number of community volunteers. A Market Manager oversees the operation on behalf of the Association.

# Surrey Urban Farmers Market

## Application Summary and Checklist

- Read the General Information for Vendors and SUFM Regulations 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 or e-mail your application to the Market Manager using the address shown on the application cover page.
  - ✦ Applications will be reviewed for approval and selection in the order received.
- If requested, make arrangements for the Vendor Committee to view your products, farm, or place of production.
- 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 season stall fees immediately.
  - In addition, make arrangements to join the Surrey Urban Farmers Market Association by paying the \$20 annual vendor membership fee in addition to your stall fees. This is a membership and operational fee, giving you voting rights at the Annual General Meeting.
  - ❖ Fees must be paid prior to or on your first scheduled market day. Failure to pay fees may result in forfeiture of stall space.
- Call the Fraser Health Authority 604-587-7612 to determine if you require a Temporary Food Permit (e.g. food vendors). If so, you must obtain the permit prior to selling products at the market. A Food Safe Certificate may also be required.

**Please note that you must submit an application and be screened for acceptance in order to participate. This package provides you with everything you need to get the process started.** We ask that you submit your application at least **two weeks** before your first desired Market date. Applications will be accepted starting January 2018.

If you have any questions at all, please call the Market at 604-779-2413 or email [info@surreymarket.org](mailto:info@surreymarket.org)

We hope to hear from you soon!

# Surrey Urban Farmers Market

## Vendor Application Form

**What type of vendor are you? Select at least one:**

- Farmer                       Prepared food                       Food Truck  
 Artisan/ Crafts                       Community Group ( Not-for-Profit Organization)  
 Liquor                       Other: \_\_\_\_\_

### Contact Information

<b>Contact Name</b>	<b>Business Name</b>
<b>Mailing Address</b>	<b>Farm or Business Address</b>
<b>City</b>	<b>Postal Code</b>
<b>Phone</b>	<b>Cell Phone</b>
<b>Email</b>	<b>Website</b>

**A brief history of your business and people involved.**

**List of other Markets in which you participate.**

# Surrey Urban Farmers Market

## About Your Product

If you intend to sell different products throughout the season, indicate the type of product and the approximate dates during which the product will be made available for sale.

<b>Product Name</b> *Please mark organic products with a star	<b>Production:</b> <ul style="list-style-type: none"> <li>The way your product is made and/or packaged.</li> <li>What location(s) does the products come from?</li> </ul>	<b>Ingredients/ Components</b> Please list all ingredients of your product.

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

# Surrey Urban Farmers Market

## For Artisans, Bakeries, and Producers:

- Attach at least 3 photographs or slides of your products along with a description. You will be contacted if we wish to view your work in person.

## For Farmers: Choose one of the following to describe your products:

- Certified Organic (paperwork will need to be provided to the Market)
- Grown without pesticides, herbicides or synthetic chemical fertilizers
- Conventionally grown
- BC SPCA Certified / OceanWise (for livestock/seafood)

### Additional Farms

Growers at the SUFM are permitted to bring up to 20% of their produce from an additional approved farm. All farms must be listed on this form to be eligible for approval. A vendor membership is required for each additional farm. Attach more pages in this format as needed to list all additional farm information.

#### Additional Farm 1

<b>Farm Name</b>	<b>Owner Name</b>
<b>Farm Address</b>	<b>Owner Phone</b>
<b>City</b>	<b>Postal Code</b>
<b>Owner Email</b>	<b>Owner Website</b>

#### Additional Farm 2

<b>Farm Name</b>	<b>Owner Name</b>
<b>Farm Address</b>	<b>Owner Phone</b>
<b>City</b>	<b>Postal Code</b>
<b>Owner Email</b>	<b>Owner Website</b>

# Surrey Urban Farmers Market

## Market Packages

**Drop-In** (Choose dates below) - \$35/market/stall (pay as you go)

# of dates: \_\_\_\_\_ x \$35 = \_\_\_\_\_

**Half or More Season** (Choose at least 9 dates below) - \$32.50/market/stall

# of dates: \_\_\_\_\_ x \$32.50 = \_\_\_\_\_ (pre-paid)

**Full-Season** (all 18 dates) - \$540 (\$30/market pre-paid)

## Select Your Market Dates

<input type="checkbox"/> June 6 [week 1]	<input type="checkbox"/> July 18 [week 7]	<input type="checkbox"/> Aug 29 [week 13]
<input type="checkbox"/> June 13 [week 2]	<input type="checkbox"/> July 25 [week 8]	<input type="checkbox"/> Sept 5 [week 14]
<input type="checkbox"/> June 20 [week 3]	<input type="checkbox"/> Aug 1 [week 9]	<input type="checkbox"/> Sept 12 [week 15]
<input type="checkbox"/> June 27 [week 4]	<input type="checkbox"/> Aug 8 [week 10]	<input type="checkbox"/> Sept 19 [week 16]
<input type="checkbox"/> July 4 [week 5]	<input type="checkbox"/> Aug 15 [week 11]	<input type="checkbox"/> Sept 26 [week 17]
<input type="checkbox"/> July 11 [week 6]	<input type="checkbox"/> Aug 22 [week 12]	<input type="checkbox"/> Oct 3 [week 18]

## Payment

Item	Cost	Total
<b>Vendor Membership</b>	1 time per year	\$20
<b>Additional Vendor Memberships</b>	# additional memberships: _____ x \$20 (if required)	
<b>Season Package</b>	<input type="checkbox"/> Drop In Vendor (\$35 per date) <input type="checkbox"/> Half or More Season (\$32.50 per date) <input type="checkbox"/> Full Season Vendor (\$540 - \$30 per date)	

### Other Fees: Tents and tables are subject to availability

<b>Electricity</b>	_____ dates x \$5	
<b>10' X 10' Tent</b>	_____ dates x \$10	
<b>6' Table</b>	_____ dates x \$5	
<b>Total Due*:</b>		
<p><b>*Total due to be paid prior to your first scheduled market day.</b>                      *Any refunds are issued post-season subject to SUFM Rules and Regulations.</p>		

# Surrey Urban Farmers Market

## Regulations

These regulations endeavour 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.

### 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 by approval of voting members. The Surrey Urban Farmers Market is a member of the BC Association of Farmers Markets. As such, all participants in the market must be in compliance with BC Association of Farmers Markets rules and regulations. *Please go to [www.bcfarmersmarket.com](http://www.bcfarmersmarket.com) for more information about BCAFM.*
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 Regulation#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, as well as booth signage for these products stating the source. A vendor membership fee and documentation will be required for the other grower(s).
11. All vendors and 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



# Surrey Urban Farmers Market

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

## **Vendor Approval Process**

15. Representatives of the Surrey Urban Farmers Market will review applications and products.
16. 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.
17. Vendors who are recommended for approval must join and maintain vendor membership in the Surrey Urban Farmers Market with a non-refundable annual fee of \$20.00 in order to be placed and remain on the Approved Vendor List and become a member of the Market Association.
18. Vendors who are not approved will be notified by email or letter.
19. The Surrey Urban Farmers Market, at their sole discretion, has the authority to approve or not approve applications.
20. The Surrey Urban Farmers Market, at their sole discretion, may immediately revoke the membership of any vendor who fails to abide by these regulations.

## **Vendor Selection Process**

21. 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.
22. 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.
23. Vendor stall fees will not be refunded if Surrey Urban Farmers Market membership is revoked for failure to abide by these regulations.
24. 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**

25. Selected vendors must attend all markets for which stall space has been assigned.
26. Vendors who due to unforeseen circumstances beyond their control are unable to attend must notify the Market Manager immediately upon determining their unavailability.
27. Vendors are expected to attend all markets applied for and approved, and if a cancellation is necessary vendors are expected to reschedule any missed markets for future dates within the season whenever possible.

# Surrey Urban Farmers Market

28. To enable us to market attending Vendors to customers, Vendors who do not attend and do not notify the Market Manager by *Monday at noon prior to your scheduled market date* are still liable for the stall rental fee for that week unless other arrangements are made with the Market Manager. The Vendor may be subject to revocation of their Surrey Urban Farmers Market membership and their right to participate.
29. Vendors must assemble their stalls in the space assigned by the Market Manager.
30. A standard market stall space is 10 feet x 10 feet.
31. Vendors taking an excess of 10 feet x 10 feet may be subject to an additional stall fee.
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. Vendors must comply with vehicle load in and load out requirements, which are provided in a separate document.
38. Stalls must be completely assembled and vendors ready to do business 15 minutes prior to the market's scheduled opening time.
39. Vendor stalls may be disassembled only after the market ends at its scheduled closing time.
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 604-587-7610.
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.

# Surrey Urban Farmers Market

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 neighbours and their customer flow when sampling products.

48. All vehicles that are not an authorized part of a Vendor's Booth must be parked in the designated vendor parking area.

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.

50. All vendors are required to provide sales information to the Market Manager for each market date, indicating the type of vendor and total sales made that day.

**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 Surrey Urban Farmers Market Association, its directors, employees and agents and the City of Surrey 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" and I agree to abide by all Regulations stated or as amended by the Surrey Urban Farmers Market.** I further agree to pay all associated fees within the required time frames. 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

\_\_\_\_\_  
Printed Name

Please make cheques out to "Surrey Urban Farmers Market"

Vendor Application and payment can be sent to:

Surrey Urban Farmers Market  
P.O. Box 127 Surrey Stn Main  
Surrey, BC V3T 4W4  
604-779-2413

***or***

*e-transfer payment to* [info@surreymarket.org](mailto:info@surreymarket.org)