

## Regulations

These 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.

### 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 follow BC Association of Farmers Markets rules and regulations. Please go to [www.bcfarmersmarket.com](http://www.bcfarmersmarket.com) for more information.
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 always have sufficient supplies of products 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

12. All prospective vendors must submit a completed and signed application form and pay an application fee. Application fee is non-refundable.
13. Applicants are required to submit samples and/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 \$40.00 to be placed and remain on the Approved Vendor List.
18. Vendors who are not approved will be notified by email.
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. Vendor refunds and method of refunds are decided at the end of each market season.

25. 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

26. Selected vendors must attend all markets for which stall space has been assigned.
27. Vendors who due to unforeseen circumstances beyond their control are unable to attend must notify the Market Manager through email and phone call immediately upon determining their unavailability.
28. 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 current season.
29. Vendors are required to notify the Market Manager by Wednesday at noon prior to the scheduled market date if unable to participate and 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.
30. Vendors must assemble their stalls in the space assigned by the Market Manager.
31. A standard market stall space is 10 feet x 10 feet.
32. Vendors taking an excess of 10 feet x 10 feet may be subject to an additional stall fee.
33. 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.
34. Vendors must display a clear and visible sign denoting their business name.
35. 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.
36. Where vendors are selling products by weight, which have not been weighed and pre-packaged ahead of time, they must have scales that have been certified in accordance with the provisions of the Weights and Measures Act.
37. Vendors must clearly and visibly display signage showing the price of each product for sale.
38. Vendors must comply with vehicle load in and load out requirements, which are provided in a separate document.
39. Stalls must be completely assembled and vendors ready to do business 15 minutes prior to the market's scheduled opening time.

40. Vendor stalls may be disassembled only after the market ends at its scheduled closing time.
41. Vendors must always keep their stall space and the surrounding area clean and tidy during market hours.
42. Vendors must return their stall space to its original state including the removal of all garbage and recyclables at the close of the market.
43. Vendors are asked not to smoke within their stalls or the marketplace.
44. Vendors shall not accost or badger shoppers or members of the public.
45. Vendors must always be following all applicable laws, statutes, and regulations, including but not limited to those concerning Health and Safety and the collection of sales taxes. **Vendors selling or providing samples of food items, baking or other consumables are advised that they may be required to obtain a Temporary Food Permit from the Fraser Health Authority minimum of 30 days before selling at your first market day. A copy of this permit, or copy of the letter that vendor is not required to apply for the Temporary Food Permit must be provided to the Market Manager and be available on-site for inspection at the vendor's stall. For further information please contact the Fraser Health Authority.**
46. 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.
47. Vendors selling produce as organically grown must provide certification to the Market Manager and must display certification at their stall.
48. 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.
49. All vehicles that are not an authorized part of a Vendor's Booth must be parked in the designated vendor parking area.
50. 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.
51. 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.



## General Information & Regulations for Vendors

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.