STEVESTON FARMERS & ARTISANS MARKET
2017 RULES AND REGULATIONS

THE STEVESTON FARMERS & ARTISANS MARKET (SFAM) as used herein refers to the Richmond Agricultural and Industrial Society (RAIS) and its employees and agents.

The SFAM is overseen by the RAIS Board of Directors. The Board has adopted the following rules and regulations. At times, the SFAM committee may recommend to the Board to amend, delete, or modify its policies, rules and regulations. All participants at the SFAM will be expected to honour our Code of Conduct and behave in a respectful manner towards all in attendance at the market.

All participants in the SFAM must support and represent, in all displays, events, activities, goods and services, the value of an open and supportive environment, offering healthy and creative shopping choices while promoting local and regional food producers and artisans. This meeting place will be safe and inviting, and active in fostering a positive sustainable community in Steveston.

The Steveston Farmers & Artisans Market was established to:

- support and represent the market, community, health and family;
- manage and operate a sustainable, self-supporting community market;
- support and promote a sustainable and vibrant local agricultural industry by providing an outlet for the sale of locally-grown and locally-processed agricultural products, and by educating the community about its agricultural heritage and agriculture today;
- support and encourage the arts by providing an outlet for the sale of artisan crafts and other fine art products, and opportunities for local musicians and other entertainers to perform; and,
- to create a positive experience for people who come to market, and to provide opportunities for local non-profit groups to tell their community story, contributing to a sense of community.

2017 HOURS, DATES, AND LOCATION:

The SFAM will operate May 7, 21; June 4, 18; July 16, 30; August 6, 20; September 3, 17 and be located at the Easthope Parking Lot across the street from the Steveston Community Centre at 4111 Moncton Street, Richmond. The Market will be open on the dates listed above from 10:30am to 3:30pm. The SFAM will operate rain or shine and all vendors are expected to attend in inclement weather.

FEES and CANCELLATIONS

1. Vendor fees must be paid in full at least one week (seven days) prior to your first market date. Full Commitment vendors must pay the full season fee prior to opening day.
    a. Make cheque payable to: "Richmond Agricultural and Industrial Society".
    Please note the current fee for NSF cheques is $34.50 (fee subject to change).
    b. If paying by credit card, an invoice will be sent to you for online payment once your application is approved.
    c. Payment will not be processed until after your application is accepted.
2. Cancellation with notice: Notification must be received by phone, text or email no later than the Wednesday evening before Market day. Refunds are not issued for any cancellations.
3. Cancellation without notice: Any "no shows" without notice will be charged $60, due and payable before the next market.
    a. Registration for a subsequent SFAM will not be accepted until all cancellation without notice fees have been paid.

STEVESTON FARMERS & ARTISANS MARKET
4111 Moncton Street, Richmond, BC V7E 3A8

PHONE: 604-729-7326 FAX: 604-718-8096
WEBSITE: www.sfam.ca EMAIL: marketmanager@sfam.ca

4. Unforeseen Circumstances: In the rare event that the Market is cancelled/discontinued or closed due to unforeseen circumstances such as extreme weather or safety/security issues, vendors will not be reimbursed for such a cancellation.
5. Vendor Insurance: ***NEW FOR 2017*** We require all Food Service, Prepared Food, Farm, Fish and Wild Harvest, and Liquor vendors to have minimum of $2Millon 3rd Party Liability Insurance. We also recommend that all other vendors carry this type of insurance.
6. Electrical: all vendors using electrical equipment such as generators or similar power supply must declare and have their equipment pre-approved by the Market Manager or designate.
7. Vendor Withdrawal:
    a. Requests to withdraw will be made in writing and include the reason for withdrawal.
    b. The SFAM committee will consider withdrawals in extenuating circumstances only and if received 14 days prior to the Market day.
    c. If the request is accepted by the committee refunds will be determined by the SFAM Committee on a pro-rated basis at the Casual rate.

COMMUNICATION:
Concerns or comments should be passed on to the Market Manager or designate by phone, text or email. See the contact information listed below. If your concern has not been addressed to your satisfaction you can contact the SFAM Committee by email: committee@sfam.ca

WHAT CAN BE SOLD:

Steveston Farmers & Artisans Market observes and enforces a "Make it, Bake it, Grow it, Catch it" policy.

FARM, FISH & WILD HARVEST: fruits, vegetables, herbs, flowers and other agricultural and horticultural products, dairy products, fish, shellfish, meats, as well as food items that are made by the vendor from raw ingredients.

PREPARED FOOD: Processed foods generally prepared for off-site consumption, such as baked goods, jam, sauces etc.

FOOD SERVICE: prepared by the vendor, generally for consumption at the Market.

CRAFT & ARTISAN:

- All products must be handcrafted in B.C. and approved by the Market Manager, the SFAM committee and the jury committee. SFAM reserves the right to decline or limit products as they see fit.
- No items may be added to your table after the jury process. If you wish to introduce a new item for sale please contact the Market Manager.
- The Market Manager has the discretion to immediately remove any product that he/she considers objectionable. The Board of Directors must review the Manager's decision within 30 days and make an official ruling on the matter.
- Commercially made products are NOT permitted. Definition of commercial products:
    - Items imported (i.e. made in China, Japan etc.)
    - Items imported for charity purposes
    - Items manufactured and/or commercially sold.

LIQUOR: Craft brewers, distillers, wine producers and similar alcohol-based products sold for off-site consumption. All liquor vendors must provide a copy of their *Farmers Market Authorization* certificate.

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FOOD PROVIDERS AND VANCOUVER COASTAL HEALTH REQUIREMENTS:

Vancouver Coastal Health (VCH) is very strict on ensuring all food vendors are in compliance with prescribed regulations. Please ensure you are prepared and follow their requirements as detailed in the *Guidelines for Sale of Food at Temporary Food Markets* or your permit will not be issued.

Health Inspectors will attend the Market regularly to ensure compliance. If you are found non-compliant, your booth may be closed by VCH. It is your responsibility to ensure you are in compliance. Please contact the Richmond Health Department for further information or visit the VCH website.

Please contact us at marketmanager@sfam.ca if you have any questions about our Rules and Regulations.

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