



## 2018 Application Package

### Community Non-Profit Booth

Application  
Vendor Contract  
Statement of Insurance  
Rules and Regulations



**STEVESTON FARMERS & ARTISANS MARKET**  
4111 Moncton St. Richmond, BC V7E 3A8

WEBSITE: [www.sfam.ca](http://www.sfam.ca) EMAIL: [marketmanager@sfam.ca](mailto:marketmanager@sfam.ca)



2018 APPLICATION
Community Non-Profit Booth

Application Date: \_\_\_\_\_

[ ] New Applicant [ ] Previous Vendor

Form with fields: Applicant Name, Website, Business Name, Email, Address, City/Province, Postal Code, Telephone, Cell Phone

On-site Contact name and phone# (if different than above)

Form with fields: Contact Name, Phone

The Steveston Farmers & Artisans Market has designated up to two market booths per market for use by a Richmond non-profit or community organization. There is a small fee of \$20 per market to cover administration and table fees. Up to two market dates can be purchased at \$20. Additional market dates may be purchased at the rate of \$50 per table as space allows. The purpose of this booth is to support other non-profit organizations by providing an opportunity to promote your organization and the services you provide to the community. SFAM may allow non-profit organizations the opportunity to operate a food booth at one market per season. Please be aware that any initiatives involving food is subject to Vancouver Coastal Health rules and regulations and prior approval of the Market Coordinator. Please discuss your plans with the Market Coordinator to ensure you obtain the proper accreditation. These spaces are on a first-come basis and may be subject to approval for market mix requirements. All items for sale at the food booth must be pre-approved by the Market Coordinator at least two weeks in advance.

Please indicate your interest for this booth: [ ] To promote our organization [ ] Food Booth

Please select desired dates:

May 6 [ ] May 20 [ ] June 3 [ ] June 17 [ ] July 15 [ ] July 29 [ ] August 5 [ ] August 19 [ ] September 2 [ ] September 16 [ ]

Applicants will be notified of their status within two weeks of the date application is received.

Up to 2 market dates: [ ] 10' x 10' - 100sq. feet = \$20.00 x \_\_\_ Markets = \_\_\_\_\_

Additional dates: [ ] 10' x 20' - 200sq. feet = \$50.00 x \_\_\_ Markets = \_\_\_\_\_

Electricity/Propane \$5 per market x \_\_\_ Markets = \_\_\_\_\_

All pricing includes GST TOTAL PAYMENT ENCLOSED \$ \_\_\_\_\_ (GST#802333112 RT0001).

Payment in full is being made by: [ ] cheque [ ] credit card

Please make cheque payable to: "Richmond Agricultural and Industrial Society". If paying by credit card, an invoice will be sent to you for online payment once your application is approved. Payment will not be processed until after your application is accepted.

Mandate or Mission Statement of your organization:

Three horizontal lines for writing the Mandate or Mission Statement.

Signature of Organization Representative \_\_\_\_\_ Date \_\_\_\_\_

Staff Use Only section with fields: Date Application Received, Received by, Jury date, Juried by, Approved by, Date Approved, Applicant Notified, Date Notified, Missing Info, Total Fees Due, Processed by, Paid by (Credit, Cheque, Square), REDMS4932691

## **Steveston Farmers & Artisans Market (SFAM) Vendor Contract**

### **As an approved vendor of Steveston Farmers & Artisans Market, I agree to:**

1. Arrive between 8:30am and 9:15am on market days depending on my set up needs.
2. Move and/or park my vehicle(s) as requested by SFAM staff or volunteers before 10:00am. Vehicles must be removed from the market area 30 minutes before opening. A parking area will be designated for vendors.
3. Contact the Market Coordinator in the event of an unexpected delay in arriving for set up on market day.
4. Complete tent set-up and product displays by 10:15am, 15 minutes prior to the official start of market day. Due to safety concerns, SFAM requires all tents to be weighted as Steveston is prone to windy days. (It is the responsibility of the vendor to supply their own tent weights.)
5. Commence selling promptly at 10:30am.
6. Sell only products that have been approved by SFAM and are of a quality that contributes to the positive reputation of both my business and that of SFAM. (See 2018 Rules and Regulations)
7. Ensure that my product pricing is displayed in a clear and obvious way.
8. Confine product display to the dimensions of the designated stall space (10' X 10')
9. Display prominently my business/farm name on a sign that can be read clearly from a distance, and to also display proof of certification for organic, transitional, and/or food safety handling, as applicable.
10. Attach ingredient labels to all prepared foods sold for home use and/or display ingredients for items sold for consumption at the market as required by Vancouver Coastal Health.
11. As a food vendor, follow the *Guidelines for Sale of Foods at Temporary Food Markets* available on the SFAM website or from Vancouver Coastal Health, and ensure I carry any required permits i.e. Food Safe.
12. Remain at my stall until closing at 3:30pm should I sell out of product early. I will plan to display a "sold out" sign and remain at my booth until closing time.
13. Cease sales promptly at 3:30pm, and be packed up, including garbage and any other visible signs of my booth, and cleared of the area within 30 minutes.
14. Move my vehicle(s) back into the vending area no sooner than 15 minutes after closing time.
15. Submit complaints in writing to the SFAM Coordinator or committee rather than airing them publicly at the market.
16. Not bring pets to the market.
17. Refrain from drinking alcohol or smoking at the market.
18. Comply with the Rules and Regulations of the Steveston Farmers & Artisans Market.

---

*Vendor name (please print)*

---

Signature

---

Date

SFAM Vendor Contract V.250118

---

**STEVESTON FARMERS & ARTISANS MARKET**

4111 Moncton Street, Richmond, BC V7E 3A8

4921965

WEBSITE: [www.sfam.ca](http://www.sfam.ca) EMAIL: [marketmanager@sfam.ca](mailto:marketmanager@sfam.ca)



## Statement of Insurance

**REQUIRED FOR: Prepared Food, Food Service, Farm, Fish & Wild Harvest, and Liquor Vendors**, and all other vendors who hold existing insurance. Please complete this section:

I, \_\_\_\_\_, from \_\_\_\_\_  
(full name) (vendor name)

hereby confirm that I have personal injury insurance and commercial general liability of a minimum \$2 million. I have enclosed a certificate of insurance naming Richmond Agricultural and Industrial Society, Steveston Community Society, and City of Richmond as additional insured.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If uninsured, please complete this section:***

I, the undersigned, acknowledge that the Richmond Agricultural and Industrial Society, doing business as Steveston Farmers and Artisans Market, requires and recommends that all participants and vendors have commercial general liability and personal injury insurance; however, as consideration for the privilege of the use herein granted by the Steveston Farmers and Artisans Market, wish to freely enter the following agreement:

**1. Indemnification and Hold Harmless.** The undersigned hereby agrees to protect, defend, indemnify and hold harmless the Steveston Farmers and Artisans Market and its board, officers, agents, employees and volunteers from and against all liabilities, obligations, claims, damages, penalties, causes of action, judgements and expenses (including, without limitation, actual attorney fees and expenses) imposed on or incurred by or asserted against the Steveston Farmers and Artisans Market by the undersigned.

**2. Duty to Exercise Reasonable Care.** The undersigned hereby expressly acknowledges their duty to exercise reasonable care while at the Steveston Farmers and Artisans Market.

**3. Waivers and Releases.** To the extent the above provisions do not cover a contingency, the undersigned hereby expressly agrees to waive and release the Steveston Farmers and Artisans Market and its assignees from any and all claims, obligations, direct or indirect, known or unknown, that the undersigned may have against the Steveston Farmers and Artisans Market or its assignees. The undersigned hereby acknowledges the relinquishment of any and all past, present and future rights, potential or real, as they may lie against the Steveston Farmers and Artisans Market.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

---

**STEVESTON FARMERS & ARTISANS MARKET**

4111 Moncton Street, Richmond, BC V7E 3A8

WEBSITE: [www.sfam.ca](http://www.sfam.ca) EMAIL: [marketmanager@sfam.ca](mailto:marketmanager@sfam.ca)

## STEVESTON FARMERS & ARTISANS MARKET 2018 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.

### 2018 HOURS, DATES, AND LOCATION:

**The SFAM will operate May 6, 20; June 3, 17; July 15, 29; August 5, 19; September 2, 16** 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 the 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.
  - d. Vendor stall will not be assigned until payment is received.
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.

4. **Vendor Insurance:** We require all Food Service, Prepared Food, Farm, Fish and Wild Harvest, and Liquor vendors carry a minimum of \$2M Third Party Liability Insurance and to provide a certificate of insurance to the SFAM. We also recommend that all other vendors carry this type of insurance. Insurance Certificate must meet the following conditions:
  - a. a minimum of \$2 Million per occurrence including bodily injury, death and property damage;
  - b. the following be named as additional insured:  
City of Richmond  
6911 No. 3 Road, Richmond, BC, V6Y 2C1  
  
Richmond Agricultural and Industrial Society  
4111 Moncton Street, Richmond, BC, V7E 3A8  
  
Steveston Community Society  
4111 Moncton Street, Richmond, BC, V7E 3A8
5. **Electrical:** all vendors using electrical equipment such as generators or similar power supply must declare and have their equipment pre-approved by the Market Coordinator or designate.
6. **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.
7. **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.

#### **COMMUNICATION:**

Concerns or comments should be passed on to the Market Coordinator or designate by email at [marketmanager@sfam.ca](mailto:marketmanager@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:** Foods prepared by the vendor for off-site consumption, such as baked goods, jam, sauces etc. All products must meet Vancouver Coastal Health requirements.

**FOOD SERVICE:** prepared by the vendor, generally for consumption at the Market and in compliance with Vancouver Coastal Health requirements.

#### **CRAFT & ARTISAN:**

- All products must be handcrafted in B.C. and approved by the Market Coordinator, 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 Coordinator.
- The Market Coordinator has the discretion to immediately remove any product that he/she considers objectionable. The SFAM Committee must review the Coordinator'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
  - 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.

#### **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](mailto:marketmanager@sfam.ca) if you have any questions about our Rules and Regulations.