

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

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

1. Arrive between 8:30 AM and 9:00 AM 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.  
E-mail: [marktmanager@sfam.ca](mailto:marktmanager@sfam.ca)
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 2020 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.

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Vendor name (please print)

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Signature

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Date

SFAM Vendor Contract V.250118

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**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)

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## 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: \_\_\_\_\_

***It is recommended that all vendors maintain proper insurance however if your vendor category does not require insurance as outlined above, 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: \_\_\_\_\_