

Shuswap Food Action Society operates the Downtown Salmon Arm Market.

The purposes of the Shuswap Food Action Society are:

- a. to address and prevent food insecurity and associated problems by carrying on programs and activities that provide the general public with access to affordable, safe and nutritious food that has been locally produced.
- b. To educate the public on the importance of local, sustainable food systems for food security and for the health of our environment, our citizens and our local economy by offering lectures, seminars, courses and other educational events to the general public including indigenous communities, local producers, local government and non-profit groups by collecting and disseminating information on that topic.
- c. To solicit and receive gifts, bequests, trusts, funds, and property and beneficially, or as a trustee or agent, to hold, invest develop, manage, accumulate and administer funds and property for the purposes of the Society, and to disburse funds and property to registered charities as well as "qualified donees" under the provisions of the Income Tax Act; and
- d. to undertake activities ancillary and incidental to the attainment of the aforementioned charitable purposes.

Downtown Salmon Arm Market Rules and Policies

Market Day:

§ The Market will be open to the public from 9 a.m. to 1:30 p.m. each Saturday from June 29th until October 5th, except on Sept. 28th, during Applefest, it will run from 10-3.

§ Vendors should be prepared to arrive by 8:30 a.m. After unloading, vendors will be required to park their cars across at the SASCU parking lot.

§ Vendors must supply their own tables, chairs, and shelter, and are responsible for creating a safe environment. A full vendor space will accommodate a 10' by 10' canopy.

§ Since site use, and therefore layout, may vary from week to week, vendors cannot be guaranteed the same location each week.

§ Vendors are responsible for keeping their stall space and surrounding area clean and tidy at all times, and for clearing up any litter from around their stall at the end of each market. Food and beverage vendors will provide adequate garbage receptacles for their patrons and are responsible for all garbage attributable to their patrons and its removal off site. We encourage compostable and recyclable containers.

§ Vendors who wish to keep animals on site must clear this prior to the market day with the Market Manager. Vendor's animals must be kept in appropriate containment or on a leash. Food vendors must adhere to Interior Health regulations on animals.

§ Pre-qualified vendors must confirm their attendance with the Market Manager by 5 p.m. on the Wednesday prior to Market Day. A stall space cannot be guaranteed for more than one week unless it is paid for in advance.

§ The board reserves the right to limit the number of vendors in total and within like product categories and reserved spaces. The Market Manager will use his/her discretion to balance the types of products and services at the Market and give preference to local (Shuswap) vendors.

Table Fees

- Annual membership fee to Shuswap Food Action Society is \$10
- Occasional vendor stall space \$20/market
- Full market (15 weeks/\$13.33 per market) \$200
- Nonprofit group: free

*Refunds for prepaid space will be considered on a case by case basis and must be applied for in writing to the Board. The date of receipt of the request by the Board will be considered the start date of the request. Retroactive refunds will not be considered.

Booking Policy

- Priority for booking will be:
- 1st: Vendors with Full market purchase (15 weeks)
- 2nd: Vendors who wish to book week by week.
- NOTE: Farm/Produce vendors will be given priority booking up to 50% Market space until Wednesday 5pm weekly (without impact to full and partial season prebooked spaces)

Vendors (General Rules)

§ All vendors must become members of the Shuswap Food Action Society which manages the Farmer's Market.

§ In order to foster a spirit of community at the Market, all vendors are expected to treat each other and customers with courtesy and to work together in a spirit of cooperation, and open, positive communication.

§ To ensure a full and vibrant market, the Manager must know in advance which reserved vendors will attend. Notice of cancellation of a reserved space must be received by the coordinator by 5 p.m. Wednesday. Except in the case of an emergency occurring after that time, a vendor with a reserved space will be charged for that day.

§ The Farm Market will have liability insurance to cover the hours of the market for general site liabilities, but will not accept responsibility for the negligence of individual stallholders or their products. Every stallholder is asked to ensure that their homeowner, business, or other insurance covers them for

the participation in the market.

§ The Market Manager may prohibit any person from renting stall space, request removal of product that falls outside the policies of the Market, and may require persons to leave the Market in the event that they fail to abide by the policies of the market or direction of the Market Manager.

§ The Vendor has the right to appeal to the Board by written submission within 30 days of the prohibition, request, or expulsion. Such appeals will be heard at the next scheduled meeting of the Board.

§ The Board has the right to withdraw the membership of a vendor who fails to abide by the policies. The vendor in question may appeal the decision by a written submission to the Board within 30 days of being notified of the withdrawal of their membership. Membership fees will not be returned in these cases.

Farm Vendors

§ All agricultural and related products must be locally produced. For the purposes of this Market, we will give preference to those falling within Columbia Shuswap Regional District. Outside growers will be considered if local growers not available.

§ Growers must sell only their own farm products. However, with the Manager's permission, growers may sell a limited amount of products from a local farm.

§ Producers who do not have an adequate amount of product to sell at the market are encouraged to share a space with another grower.

§ All products for sale, included value-added products, must meet Interior Health regulations. It is the responsibility of individual vendors to understand these regulations.

§ Dumping of product below fair market value is not permitted. Fair market value will be determined by the average pricing of surrounding vendors plus or minus 15%.

Craft Vendors

§ All crafts must be produced from original materials by the seller. No assembled items, kits, or resale items are permitted. Starting materials must be significantly altered in a value added fashion by the artisan.

§ All craft products must be of original, unique work or design, and be of acceptable quality standards. Products must meet basic expectations of product life, function and safety. The Market Manager and the Board reserve the right to

limit the sale of any product.

§ Shuswap Food Action Society reserves the right to regulate the type and nature of products offered for sale and display, in order to maintain the diversity and quality of the market.

Value-Added Food Products and Concessions

Interior health regulations. It is the responsibility of individual vendors to understand the regulations.

§ Vendors of high risk foods must provide copies of approval from Interior Health each season and a complete product list along with their application before selling at the Market.

§ Vendors of low risk foods must provide copies of any available pH testing results and a complete product list along with their application before selling at the Market.

§ A copy of your current Food Safe certification must be present with your vendor application and be available on site at all times, to be shown on demand. We prefer that a laminated version of our Food Safe Certificate be on display in your stall.

§ The Market encourages, and will give preference to, food products making use of local farm products.

§ All handlers of processed food must wear appropriate, clean and presentable protective clothing.

§ All value-added and processed food products require clear and legible labels, including the name and contact information of producer and the list of ingredient in order of predominance. You may label each item or have labels clearly displayed on your table beside the appropriate food items

§ All open prepared food must be kept covered at all times. Open, prepared food must be served using appropriate, clean tools (e.g., tongs, cloth napkins). Vendors handling cash must wash their hands before touching open prepared food.

§ Food vendors will provide equipment/supplies as regulated by Interior Health for washing of hands and equipment.

Salmon Arm Downtown Market

2019 Application for Membership and Vendor Space

Name: _____

Phone Number: _____

Mailing Address:

Email address or alternate contact info: _____

I wish to attend:

- Every market - my membership fee of \$10 & my season fee of \$200.00 are enclosed
- Occasional markets - my membership fee of \$10 & my stall fee of \$15.00 each time
- Non-profit or community group (no fee)

Location of farm, production or growing:

(Complete street address – not mailing address)

List of crops or products which I will sell: (attach list if necessary):

Food Vendors Only: My products are: ___ *low-risk foods* or ___ *high-risk foods* _____ *alcohol*

I, _____, hereby agree to indemnify and hold harmless the Shuswap Food Action Society and its members, directors, and contractors from any claims arising out of or in connection with products I bring to the Market, the selling of my products, any item used in my market space for weather protection or as a selling aid, or for any losses or damages, however incurred. I understand that Market insurance does not cover my individual products or equipment. Food vendors must carry liability insurance and provide copies with their application. I confirm that I have 'made, baked or grown' all products sold by me and I have the necessary health authority approvals.

I have read and agree to comply with the Market Rules. Once approved, full time vendors must commit to attend market a minimum of 12 weeks per season to secure a permanent stall.

Signature _____ Date _____

Return this form including all necessary documents and the appropriate fees payable to:
Shuswap Food Action Society PO Box 152, Canoe, BC V0E 1K0 or via email to
shuswapfoodactioncoop@gmail.com. Online PayPal payments can be made.

Market Applications must be received by March 31st for the current season. Applications received after the deadline maybe considered; upon review & available space. This is an application only and does not constitute a contract. If the Market is unable to accommodate an applicant and/or vendor, they will be notified, and all fees will be refunded.