



Vendor Information and Application

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Surrey Urban Farmers Market

General Information for Vendors

The Surrey Urban Farmers Market (SUFM) Association is a volunteer organization that manages a weekly farmers market. The market emphasizes fresh, local produce and food products, plants, flowers and crafts. With the City of Surrey's well-known cultural diversity, we attempt to focus on cultural associations at the market that offer specialty food products. We also participate in a Food Nutrition Coupon program for low-income residents in Surrey.

The SUFM is a gathering place where not only are our customers able to buy food but they are able to feed their minds as the market features local community groups and live entertainment every week.

We also strive to meet Metro Vancouver's Zero Waste Challenge and set an example by generating as little trash as possible while demonstrating sustainable practices.

The Market location is steps away from the Central City SkyTrain station and bus loop, SFU-Surrey and Central City shopping mall. We are located in the plaza of the North Surrey Recreation Centre, at 102nd Avenue between City Parkway and University Blvd, just two blocks west of King George Boulevard. Within the downtown core there are over 21,000 residents, nearly 17,000 workers and 5,000 students. Within three kilometers of the market is a population of over 87,000 people.

The market runs each Wednesday afternoon starting June 15th through September 28th from 1 – 6 pm.

Management

The Surrey Urban Farmers Market Association is a registered non-profit society. A volunteer board of directors administers the market and relies on the contributions of a number of community volunteers. A Market Manager oversees the operation on behalf of the Association.

The SUFM has developed regulations to be followed by all SUFM market vendors. In order to be accepted as a vendor, you must read and agree to all SUFM regulations.

If you do not agree with the SUFM regulations, please do not submit an application form.

Surrey Urban Farmers Market

Vendor Summary & Checklist

- Read the General Information for Vendors and SUFM Regulations to ensure that you are in agreement and able to meet all requirements.
- Complete the Application Form. If you are a Grower who needs to augment your supply of products with products from another grower, see regulation 10.
- If you are an Artisan, include photos representative of the products intended for sale.
- Mail or e-mail your application to the Market Manager using the address shown on the application.
- Applications will be reviewed for approval and selection in the order received.
- If requested, make arrangements for the Vendor Committee to view your products or place of production.
- If approved, make arrangements to join the Surrey Urban Farmers Market Association by paying the \$10 membership fee in addition to your stall fees.
- The Surrey Urban Farmers Market will review the approved vendors list to select an appropriate mix of products for sale. If you are notified that you have been selected, make arrangements to pay your stall fees immediately.
- Failure to pay fees within 5 business days of the date due may result in forfeiture of stall space.
- Call the Fraser Health Authority 604-587-7612 to determine if you require a Temporary Food Permit (food vendors). If so, you must obtain the permit prior to selling products at the market.
- Please note that you must submit an application and be screened for acceptance in order to participate. This package provides you with everything you need to get the process started. If you have any questions at all, please do not hesitate to call the Market Manager. We hope to hear from you soon, and we ask that you submit your application **two weeks** before your first desired Market date!

Surrey Urban Farmers Market

Vendor Application Form			
CONTACT INFORMATION			
Contact Name		Vendor Business	
Mailing Address		Business Address (if different)	
City, Postal Code		City, Postal Code	
Phone	Fax	Email	
Cell Phone		Website	
Vendor Type			
<input type="checkbox"/> Food Producer <input type="checkbox"/> Grower <input type="checkbox"/> Artisan <input type="checkbox"/> Other:			
MARKET DATES			
<input type="checkbox"/> Full-Season (16 dates) - \$400 (\$25 per market) *Save \$112 with this package* <i>Must be paid in two installments, \$200 due on or before June 15th, 2011, and \$200 due on or before August 4, 2011 or the weekly rate will be charged.</i>			
<input type="checkbox"/> Half or More Season (Choose at least 8 dates on next page) - \$27.50 / market *Save up to \$67 by using this package* # of dates: _____ x \$27.50 = _____ <i>Must be paid in two installments, half due on or before June 15th, 2011, and half due on or before August 4, 2011 or the weekly rate will be charged.</i>			
<input type="checkbox"/> Drop-In Vendor (Choose dates on next page) - \$32 / market # of dates: _____ x \$32 = _____			
ELECTRICITY			
<input type="checkbox"/> Yes (Additional \$5 per market day) <input type="checkbox"/> No			

Surrey Urban Farmers Market

SELECT YOUR MARKET DATES		
<input type="checkbox"/> ALL DATES <input type="checkbox"/> June 15 <input type="checkbox"/> June 22 <input type="checkbox"/> June 29 <input type="checkbox"/> July 6 <input type="checkbox"/> July 13	<input type="checkbox"/> July 20 <input type="checkbox"/> July 27 <input type="checkbox"/> Aug 3 <input type="checkbox"/> Aug 10 <input type="checkbox"/> Aug 17 <input type="checkbox"/> Aug 24	<input type="checkbox"/> Aug 31 <input type="checkbox"/> Sept 7 <input type="checkbox"/> Sept 14 <input type="checkbox"/> Sept 21 <input type="checkbox"/> Sept 28

AMOUNT DUE		
Item	Cost	Total
Membership	1 time per year	\$10
Season Package	<input type="checkbox"/> Full Season Vendor (\$400) <input type="checkbox"/> Half or More Season (\$27.50 per date) <input type="checkbox"/> Drop In Vendor (\$32 per date)	
Electricity	\$5 x ____ dates	
Total Due		

PRODUCT INFORMATION		
Product Description (Please mark organic products)	Production Process (Brief description of the way your product is made and/or packaged)	Ingredients/Components (Please mark BC ingredients)

Attach additional sheets in above format if you need more room.

Surrey Urban Farmers Market

Please provide the following additional information:

1. A brief history of your business and people involved.
2. Certificates for organic certified products.
3. If you intend to sell different products throughout the market season, indicate the type of product and the approximate dates during which the product will be made available for sale.
4. Vendors selling prepared food items will need to secure a Temporary Food Permit from the Fraser Health Authority, and will need to submit a copy before setting up at the market. A Food Safe Certificate may also be required.
5. List of other Markets in which you participate.
6. Artisans should attach at least 3 photographs or slides of their products. You will be contacted if we wish to view your work in person.
7. Any additional information about your business or product that you would like to have considered by the Market.

Please read and sign below indicating your agreement:

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.

I have read the "General Information for Vendors" and "Regulations" (following pages) **and I agree to abide by all Regulations stated or as amended by the Surrey Urban Farmers Market** and I further agree to pay all associated fees within the required timeframes. I understand that failure to abide by the Regulations or to pay fees shall result in my exclusion from the market without reimbursement of any pre-paid fees.

Proprietor / Authorized Signature

Date

Surrey Urban Farmers Market

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. The Surrey Urban Farmers Market is a member of the BC Association of Farmers Markets. As such, all participants in the market must be in compliance with BC Association of Farmers Markets rules and regulations.
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 have sufficient supplies of products at all times 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. A membership fee and documentation will be required for the other grower(s).
11. All vendors and associate 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

13. All prospective vendors must submit a completed application form.

Surrey Urban Farmers Market

14. Applicants may be required to submit samples or photographs of their products.
15. Applicants may be required to verify by demonstration that products meet these regulations.

Vendor Approval Process

16. Representatives of the Surrey Urban Farmers Market will review applications and products.
17. 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.
18. Vendors who are recommended for approval must join and maintain membership in the Surrey Urban Farmers Market for an annual fee of \$10.00 in order to be placed and remain on the Approved Vendor List.
19. Vendors who are not approved will be notified by email or letter.
20. The Surrey Urban Farmers Market, at their sole discretion, has the authority to approve or not approve applications.
21. The Surrey Urban Farmers Market, at their sole discretion, may immediately revoke the membership of any vendor who fails to abide by these regulations.
22. Membership fees will not be refunded under any circumstances. However, the \$10.00 membership fee will be credited to the following year if the vendor is approved but not provided with space in the year paid.

Vendor Selection Process

23. 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.
24. 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.
25. Vendor stall fees will not be refunded if Surrey Urban Farmers Market membership is revoked for failure to abide by these regulations.
26. 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

27. Selected vendors must attend all markets for which stall space has been assigned.
28. Vendors who due to unforeseen circumstances beyond their control are unable to attend must notify the Market Manager immediately upon determining their unavailability.
29. Vendors who do not attend and do not notify the Market Manager within 24 hours in advance are still liable for the stall rental fee for that week. 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. 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.
32. Vendors must display a clear and visible sign denoting their business name.
33. 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.

Surrey Urban Farmers Market

34. Where vendors are selling products by weight, which have not been weighed and prepackaged ahead of time, they must have scales that have been certified in accordance with the provisions of the Weights and Measures Act.

35. Vendors must clearly and visibly display signage showing the price of each product for sale.

36. Vendors must comply with vehicle load in and load out requirements, which are provided in a separate document

37. Stalls must be completely assembled and vendors ready to do business by 12:45 pm.

The Market Manager may reassign stall space where the vendor has not assembled their stall by 12:45pm or has notified the Market Manager that they will not be attending.

38. Vendor stalls must not be disassembled before 6:00 pm.

39. Vendors must keep their stall space and the surrounding area clean and tidy at all times during market hours.

40. Vendors must return their stall space to its original state including the removal of all rubbish at the close of the market.

41. Vendors are asked not to smoke within their stalls or the marketplace.

42. Vendors shall not accost or badger shoppers or members of the public.

43. Vendors must at all times be in compliance with all applicable laws, statutes, and regulations, including but not limited to those concerning Health and Safety and the collection of sales taxes. Vendors who are selling or providing samples of food items, baking or other consumables are particularly advised that they may be required to obtain a Temporary Food Permit from the Fraser Health Authority, which is issued free of charge. A copy of this permit must be available for inspection at the vendor's stall. For further information please contact the Fraser Health Authority at 604-587-7610.

44. 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.

45. Vendors selling produce as organically grown must provide certification to the Market Manager and must display certification at their stall.

46. 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 neighbors and their customer flow when sampling products.

47. All vehicles that are not an authorized part of a Vendor Booth's must be parked in the designated vendor parking area.

48. 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.