

PRINCE GEORGE FARMERS' MARKET ASSOCIATION RULES AND REGULATIONS

The Prince George Farmers' Market Association (PGFMA) strives to provide opportunities for local producers with a convenient location to sell directly to consumers, while also providing consumers a convenient place to purchase local, quality products at a reasonable price.

Educational opportunities, as well as entertainment may also be a component that draws customers to the Market.

The PGFMA strives to present a mix of products that is 60% or more locally raised food or food products, and 40% crafts or artisan products.

The PGFMA is a member of the BC Association of Farmers' Markets and adheres to the "Make It, Bake It, Grow It" guidelines.

GENERAL INFORMATION

The PGFMA is open every Saturday from 8:30 am to 2 pm. The seasonal outdoor Markets runs from the first weekend in May to the 2nd weekend in October, while the indoor Market runs year round.

The PGFMA has a liability policy but it does not cover claims from a vendor for damage to product or person. Vendors are encouraged to obtain their own insurance for their products and liability.

All participants shall adhere to and support a respectful Market Environment. This requires that all vendors, staff and volunteers working on behalf of the PGFMA shall be treated with respect.

Because the PGFMA wishes to celebrate a healthy and diverse community, there are Community spots available to interested organizations. However any organization (or vendor) promoting any type of prejudice will be asked to leave immediately.

MARKET RULES FOR VENDORS

1. All vendors must be members of the PGFMA, and reside within the boundaries of School District 57. Membership is valid from AGM to AGM and entitles a member to:
 - vote at PGFM meetings
 - seek election to the Board of Directors
 - participate as a vendor at the Market upon approval by the Board of Directors.

If a vendor requires a substitute, that individual must be familiar with the product offered for sale and must have the applicable coverage if required. (eg. Food Safe)

2. Out of boundary vendors may apply to PGFMA and may be accepted as an associate (non-voting) member of the PGFMA for the purpose of vending items or products not readily obtained within the established boundaries. Acceptance of out of boundary vendors is at the discretion of the PGFMA Board of Directors.

3. Vendors must grow (raise), bake (cook) or make the products they vend. However, a vendor with permission from the Board, may sell other BC grown produce to cover seasonal shortfalls. All such items must be clearly labelled, stating the source of origin.
4. An application form must be completed each year with complete information as to items offered. Only the items listed on the application form can be sold. If, after submitting the application, a vendor wishes to add an item approval must be received prior to the item being sold. In addition each vendor must sign a Code of Conduct form yearly.
5. Products may be accepted after the following factors are considered:
 - Overall product mix and balance. The Board will determine if a cap is required to ensure that a reasonable mix of products are available.
 - Seasonal availability of products. Out of boundary vendors may be approved when items not available in the region are offered. eg Fruit trucks from the Okanogan region.
 - Producer's history with the Market including history of compliance to rules.
6. All food items sold at the PGFMA must be prepared or packaged in accordance with all laws, regulations and rules as specified by Local, Provincial or Federal Health authorities.
7. Vendors selling prepared foods may do so provided all appropriate rules are followed as indicated in the Temporary Food Markets Guidelines. These are available online at the BC Association of Farmers' Market website. A copy of the approval must be on file with the PGFMA. It is recommended that food producers attend a Market Safe training session.
8. All Food producers must have a Food Safe Certificate, a copy of which must be on file with the PGFM.
9. Products which are labelled "organic" must come with valid documentation from the producer.
10. Market hours are from 8:30 am to 2 pm. Vendors are expected to be in place by 8 am with vehicles removed by 8:15 am, and may not leave until 2pm. Exceptions may be made if prior arrangements are made with the Market Manager, or if you are sold out.
11. All members of the Market are expected to act in a responsible, respectful manner at all times. By signing the Application form and the Code of Conduct form a vendor agrees to abide by the PGFMA rules. The Market Manager (with 1 PGFMA Board Member) has the right to immediately ask a vendor violating the PGFMA Code of Conduct Policy to cease vending and leave the Market based on the severity of the incident. A follow-up meeting will be organized with all parties to review the incident.

12. Consequences for non-compliance following a review of the incident will be as follows:
 - First offence - verbal warning
 - Second offence - written warning
 - Third offence - 2 week suspension of vending privileges
 - Fourth offence - The Board will suspend vending privileges for 1 year from the date of infraction or may suspend vending privileges indefinitely depending on severity of incident.

13. To ensure a positive atmosphere at the Market, Vendors are requested to address their concerns to the Market Manager (not to customers or other vendors) if they are experiencing difficulties with a customer or another vendor.

14. PGFMA locations are designated as non-smoking. Vendors are to leave the Market area to if they need to smoke. Drugs, alcohol or personal pets are not to be brought to the Market.

15. Permanent vendors who come on a weekly basis will be assigned a designated space. This space may not be assigned or sublet without the approval of the Market Manager. This is to ensure a mix of products is available within the market.

16. If you cannot attend a market you are to inform the Market Manager by Thursday prior as a temporary vendor may be able to use the space. If the Market Manager is not notified stall fees are to be paid in full for the missed date prior to being able to vend on future Market dates. The PGFMA Board of Directors reserves the right to allow exemptions when circumstances to cancel a date are due to emergency situations (i.e. Medical or family emergencies or crop failure). These exemptions will be made on a case-by-case basis and require a letter of explanation from the vendor to the Board.

17. Vendors are responsible for their space and are encouraged to keep it attractive to customers. It is the responsibility of the vendor to clean their area after the market. Vendors are required to remove their garbage at the end of the day. Outdoor vendors are not to use public trash cans.

18. Vendor spaces are allocated based on the personal requirements of each vendor including:
 - Product placement
 - Vendor history at the Market
 - Vendor requirement for electricity
 - Product mix

19. No open flame cooking is to occur unless prior approval is received from the PGFMA Board of Directors. This will generally be limited to cooking demonstrations or special events organized by the PGFMA.
20. Each vendor is required to provide own table and chairs. If outdoor vendors choose to use a shelter, all 4 corners must be secured with sufficient weight to prevent the shelter from being blown away. Unsecure shelters create a safety hazard to other vendors and our customers. The Market Manager has the authority to request the removal of any inadequately secured canopy which poses a risk
21. If paying on the day of the Market, collection of fees will occur between 9 to 10 am. It is expected that vendors will have their booth fees available during those times without being dependent on sales. If paying by cheque any NSF cheque must be replaced immediately upon notification including all associated processing fees. Failure to do so will result in suspension of vending privileges until the vendor account is up to date.
22. Vendors need to have a sign in their booth displaying their business name. Any required documentation such as Food Safe or Certified Organic must also be displayed. A certificate of approved items will be supplied to each vendor and must be presented to the Market Manager upon request.
23. Signage outside your booth boundaries poses a tripping hazard to our customers and is not permitted.
24. Aggressive hawking of products is not permitted. Vendors are encouraged to address customers as they pass by saying hello or inviting them to try a sample or view their products. However, interfering with customers from another vendor is not acceptable.
25. Vendors are reminded that customers are the most important persons in the Market. Parking stalls close to the Market are to be kept open for customer use.
26. For the Third Ave Market (Wilson Square) vendors, the Regional District parking lot located on George St between First and Second Avenue is available unless it is occupied by a function of the Regional District. For the year round Market on 6th, the City Hall parking lot is available.
27. Food Trucks are permitted to park within the market perimeter with permission.

PRODUCT CHALLENGE

From time to time concerns are raised as to the quality or origin of products available at the Market. The PGFMA adheres to the MAKE IT, BAKE IT, GROW IT policy.

If the Market Manager has a concern about a vendor's product they have the right to request that product be removed from the table until such time as a product review can occur.

Any concerns are to be addressed through the use of the Market Complaint Form.