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Bulkley Valley Farmers' Market Association Market Rules

What Can Be Sold at the Market

In order to be sold at the Market, an item must fall into one of the following categories:

- Grown, Baked, or Made by the vendor and the vendor is producing the item at a location between Prince Rupert and Prince George; or
- Grown, Baked, or Made by the vendor and there are no producers of the item between Prince Rupert and Prince George and the product is otherwise a good fit with the objectives of the market (e.g., seafood); or
- with special permission from the Board, a service provider whose service is a good fit with the objectives of the Market; or
- Ready to eat food that complies with the BVFMA policy on ready to eat food vendors; or
- with special permission from the Board, any other item the sale of which furthers the objectives of the Market.
- A vendor may sell another vendor's approved product if:
 - ✓ it does not comprise more than 25% of their display space; and
 - ✓ appropriate signage and informational materials for both vendors are clearly displayed.

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"Grown" means:

- the producer has grown, from seed or cutting, the plant that is sold or from which the product is harvested; **or**
- the producer has grown to at least double its size, from a purchased seedling, the plant which is sold or from which the product is harvested; **or**
- the producer has raised the animal from which the product is derived from at least half of its life (e.g., meat, eggs, dairy, honey); **or**
- the wildcrafter has harvested the product from within the geographical boundary of permitted products at the Market (e.g., mushrooms).

"Baked" means:

- the producer has utilized basic ingredients, not purchased pre-mixed or pre-made components; **and**
- the product complies with the "Made" criteria as outlined in the Bulkley Valley Farmers Market Make Bake Grow Policy.

"Made" means:

- the producer has taken basic components and combined them with skill to create a whole new material or substance (e.g., soap); **or**
- the producer has taken basic components and applied skill to create a new item such that the appearance of the components themselves is substantially altered, and the value of the original components is substantially increased (e.g. knitted items, candles); **or**



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- the producer has taken purchased components and applied artistic vision and skill to craft unique finished items, and the value of the original components is substantially increased; **or**
 - an artist may sell reproductions of their own original creation if the original fits in one of the following categories: photograph, painting, graphic design and/or sketch.

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Definitions

- “Substantial” increase in value means a minimum of a 50% increase (e.g., if cost of goods was \$10, the final value must be at least \$15).
- “Unique” means one of a kind; acknowledging that an artist may produce multiple versions of a product that vary only slightly.

An item is not “Made” for the purpose of the Market if a vendor has:

- purchased components and assembled them; or
- purchased a product and altered it without unique artistry; or
- purchased a product and uniquely altered it, but the alteration does not substantially increase the value of the product as it was prior to the alteration.

All items sold at the market need to comply with the Bulkley Valley Farmers Market Make Bake Grow Policy.

Vending at the Bulkley Valley Farmers’ Market

Vendor Applications:

A vendor application must be completed and submitted to the Market Manager for consideration and approval before beginning to vend. A new application must be submitted each year. A copy of a previous application (with amended dates) is acceptable if there are no other changes.

If the vendor wishes to add items to their stall that were not on their initial application, they must submit a request to the Market Manager and not sell the new item(s) until they are approved. This includes changes to any aspect of their production that would affect their eligibility to attend the Market (e.g., moving outside our catchment area, using more purchased inputs and fewer home-grown or home-made inputs).

Other Requirements

Compliance

All vendors must:

- abide by the BVFMA constitution, bylaws, policies and market rules; copies of all of these documents can be found on the website at bvfm.ca;
- obey the Market Manager and comply with decisions of the Manager made to ensure the smooth operation of the Market;
- comply with all applicable Federal and Provincial laws and regulations regarding the



sale of their product(s); and,

- not claim their products or farm are “organic” or “naturally grown” unless they have and display the appropriate certification.

General Market Operations

General rules of the market include:

- vendors should not arrive at the Market earlier than 90 minutes prior to the Market’s opening time;
- vendors cannot not sell product before the Market’s opening time, except to other vendors;
- vendors must display a sign with their name (personal, farm, or business) and their general location (e.g., “Smithers” or “Houston”);
- all product, displays, signs, et cetera must be kept within the boundaries of their rented space unless prior permission has been obtained from the Manager;
- vendors should make all reasonable efforts to keep the Market safe;
- vendors should not dismantle their stall or leave the Market area before the Market’s closing time unless they are sold out of product, in which case they must leave in a manner that causes minimal disruption to the Market. Driving through the Market area when it is open is prohibited;
- vendors must clean up their stall space and surrounding area before leaving the Market for the day; and,
- vendors must inform the Manager within one week of a change to their current phone number, address or e-mail.

Specific to Outdoor Markets:

- vendors, particularly those that need to drive into the market area, need to arrive at the Market no later than 30 minutes prior to the Market’s opening time;
- vendors need to adequately secure canopies and all display materials against wind;
- **please note that for safety reasons there is no vehicle movement in the Farmers’ Market area during operating hours;** and,
- vendors need to take their own garbage away from the Market site (and not deposit it in the Town or Central Park receptacles).

Vendor Vehicles at the Outdoor Market:

- must be out of the Market area (or parked in a designated space within the Market area) at least 30 minutes prior to the Market’s opening time;
- must be parked in designated areas so that customer parking is maximized; and,
- must not be operated within the Market area during the hours the Market is open.

Miscellaneous

The following general rules must also be adhered to:

- pets, livestock, or used items are not allowed to be sold at the BV Farmers’ Market;
- it is prohibited for vendors to collude with other vendors to raise or lower prices, or to pressure other vendors to raise or lower prices; nor is it permitted to give away excess product for free;



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- vendors must properly supervise their children at all times;
 - vendors must not bring dogs into the Market area (except service dogs); and,
 - please note that vendors may not smoke in the Market area.

Education/Information Booth

Stall spaces can be rented to provide information or education, provided it is not political, religious, or a subject of controversy, that it fits with the flavour of the Market, and with the following additional conditions:

- the applicant must be a local not-for-profit organization, or a business that is locally owned and operated and that is not a franchise;
- applicants that wish to rent a stall more than once per season require permission from the Board; and,
- the applicant may not sell anything at the booth.

Recommendations to Vendors

Conflict Resolution

Concerns, suggestions, and disagreements may be brought to the Manager or a Board member at any time. The BVFMA has dispute and harassment policies, as well as a BVFMA Member Complaint Form that can be used to facilitate conflict resolution. In addition, ten percent of the voting members can requisition an extraordinary general meeting as per the BC Societies Act.

Insurance

Please be aware that the BVFMA insurance covers accidents that may occur at the Market, but does not cover product liability, vendor liability or theft. As such, the BVFMA insurance policy may not provide all the coverage that an individual vendor may require and as such, vendors are strongly encouraged to have their own insurance. Vendors are welcome to review a copy of the BVFMA's policy.

Vendor Exclusions

- Anyone presently holding a business license cannot sell at the Market if that business is open on Saturday mornings during Market hours.
- Anyone presenting petitions, selling tickets, or carrying out other activities inconsistent with the objectives of the BVFMA will not be permitted at the Market.

BVFMA Fees

The following table outlines BVFMA fees. The Stall Rental fee is the same for both the outdoor and indoor markets. Stall size for the outdoor markets is 10 feet frontage and as far back as is available; indoor market stall space is approximately 8 feet by 6 feet. The BVFMA does not guarantee that all vendors who desire electricity will be able to access it. Canopy and table



rentals are on a first-come-first-serve basis.

Table 1. Fee structure for the Bulkley Valley Farmers’ Market Association. Stall rental fees, canopy rentals, table rentals and plug fees are per market.

	Regular Vendor		First Time Vendors*		Youth Vendor** (≤ 15 years)	Community Member (non-voting)	Education/ Information Booth
	Members	Non-members	Members	Non-members			
BVFMA Membership	\$25.00	N/A	\$25.00	N/A	\$25.00	\$15.00	N/A
Stall Rental Fee	\$20.00	\$30.00	\$10.00	\$15.00	\$10.00	N/A	\$20.00
Half Stall Rental Fee	\$10.00	\$15.00	\$5.00	\$7.50	\$5.00	N/A	\$10.00
Market Canopy Rental	\$15.00	\$15.00	1st free, then \$15.00		\$15.00	N/A	\$15.00
Market Table Rental	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	N/A	\$5.00
Plug Fee (110 volt)	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	N/A	\$3.00
Plug Fee (220 volt)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	N/A	\$6.00

* First time vendors have never vended at the Bulkley Valley Farmers’ Market before.

**Youth vendors need to be accompanied by an adult.

Fee Payments

Only members in good standing can vote at the Annual General Meeting. If you are not able to make the meeting, vendors need to pay their annual membership at or before attending their first Market Day of the season. Vendors can pay by e-transfer but need to bring proof of payment to the market to show to the Market Manager. Vendors must be prepared to pay all fees owed for the day at the beginning of the Market day.

Stall Rental Fee Payment Options

At or before attending their first Market day for the outdoor season, vendors **wishing to hold their space** must provide a deposit equal to the total rent they would owe for 4 Market days, and this deposit must be replenished (using the same formula) each time it reaches zero. For example: members renting one stall space, payment would be \$20 x 4 = \$80.

If a vendor pays for a whole season in advance (outdoor or indoor), they will receive 3 free stall rentals for the season. If a vendor pays for ½ a season in advance (outdoor or indoor), they will receive 1 free stall rental.

Refunds & Cancellations

- If a vendor has a medical, family, or farm emergency, the stall fee will be refunded or paid forward on the first occasion and may be refunded or paid forward on subsequent occasions at the Manager’s discretion.
- If a vendor notifies the Manager by noon on Friday that they will not be attending the next Market, their fee will be refunded or paid forward at the Market Manager’s discretion.
- All other cancellations will not result in a refund. If a vendor is not at the Market by 30 minutes before the opening time, their stall may be given to another vendor. Their stall



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fee will not be refunded (subject to the 'emergency' clause above).

- If a vendor has paid for a season (outdoor or indoor) and:
 - ✓ becomes incapable of attending, the remaining unused fees will be refunded, or
 - ✓ decides not to continue attending, they may apply to the Board for a refund of the unused fees and the Board will exercise its discretion as to whether a refund is fair.

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The Assignment of Stalls

The Manager will be solely responsible for assigning stalls; however, she/he may apply to the Board for clarification or direction at any time. The BVFMA Stall Allocation Policy details the process used by the Market Manager. No vendor can have a stall assigned that interferes with the logistics or safety of the Market.

Timeline for Applications & Stall Assignments

Applications sent at least 6 weeks before the first day of the season (outdoor or indoor) will be processed prior to stall assignment.

Applications sent less than 6 weeks before the first day of the season (outdoor or indoor) will be processed after initial stall assignment. Any vendors approved will be given stalls on a first-come-first-served basis from those stalls that remain.

Enforcement of the Rules

The Manager has on-site authority to enforce all the Rules of the Market. If a vendor does not abide by all the Rules, the Manager may take any action appropriate, including forfeiting a portion of the deposited fees, and up to barring the vendor from selling that day.

The Board may decide to take action to expel, suspend, or otherwise discipline a vendor for conduct which is:

- improper or unbecoming,
- out of compliance with the constitution, bylaws, policies and/or market rules, and/or,
- likely to endanger the reputation or hinder the interests of the Association.

There is a provision in the BVFMA bylaws for members who are the subject of proposed expulsion, suspension or discipline to respond at or before the Board Resolution.

Definitions

- "BVFMA" means the Bulkley Valley Farmers' Market Association
- "Board" means the Board of Directors of the BVFMA.

- "Manager" means the manager of the BVFMA market hired by the Board
- "Market" means the Bulkley Valley Farmers' Market.