

Loutet Farm Community Market 2016

East 14th Street at Rufus Ave.

North Vancouver, BC

loutetcommunitymarket@gmail.com

Vendor Information & Code of Conduct

Thank you for your interest in joining the Loutet Farm Community Market this year. Please review the following information before submitting the Vendor Application Form.

There is a \$25.00 fee per 10' x 10' stall, and is due, in cash to the Market Manager before the start of the market.

Stall Set Up:

- The Market is open for set up at 8:30 am.
- Vendors are required to provide their own tables and/or tents. (Limited tables and tents are available on a first come basis).
- Vehicles should be moved from the market area 30 minutes before the official opening.
- Confine product display to the dimensions of the designated stall.
- Clearly display your business/farm name on a sign.
- Product pricing should be displayed in a clear and obvious manner.
- Vendors are not allowed to assign, sublet, or sell their market stall to another vendor.
- Stall sharing is allowed if both vendors are present in the stall to represent their products.

Products for Sale:

- All products for sale **MUST** be products of British Columbia, and grown or produced by the vendor.
- All products for sale must meet the laws, regulations, and rules, as specified by Federal, Provincial, and local Municipal bodies, health authorities, and the vendors certifying authority, (where applicable).
- It is the responsibility of the vendor to comply with Provincial and Federal sales tax requirements.
- The Loutet Farm Community Market must approve products for sale.
- Products should be of such quality that contributes to the positive reputation of the vendor, and the Loutet Farm Community Market.
- Attach ingredients labels to all prepared food sold at the market.

- Display proof of organic certification, transitional, and /or food safe handling, as applicable.
- For prepared food sold at the market, display a clearly visible sign stating that, **“THIS FOOD HAS BEEN PREPARED IN KITCHEN THAT IS NOT INSPECTED BY A REGULATORY BODY”**, or equivalent wording.
- All scales must be ‘legal for trade’.
- Vendors, whose products generate waste, must provide an easy to find trash receptacle at their booth.
- If a vendor wants to sell a food product not previously approved, they must first speak with the Market Manager. loutetcommunitymarket@gmail.com

Vendor Conduct:

- The Loutet Farm Community Market is a place of business and a public forum. Polite professional behaviour, as well as fair, and honest business practices is expected.
- Vendors who experience difficulty with customers, health officials, market volunteers, or another vendor should immediately refer the matter to the Market Manager.

Market Close: (Market Hours are 10:00 am – 12:00 pm).

- Finalize sales activities no later than 10 minutes after the close of the market.
- Aim to be packed and gone within an hour of closing.
- Move vehicles back into the market area, no sooner than 20 minutes after the market is closed.
- Remove all garbage and other visible signs of your stall no later than 1 hour after the market is closed.

Market Dates 2017: (Additional dates may be available):

May 27	August 26
June 24	September 23
July 29	October 28

Please contact the Market Manager at: loutetcommunitymarket@gmail.com if you have questions or comments, and to submit your **Vendor Application Form**.