



FRIDAY FARMERS' + ARTISANS' MARKET

Vendor Agreement + Guidelines

May 18 to October 5, 2018, 2018 | 1 pm to 6 pm

In keeping with the Gibsons Public Market core vision of celebrating local food and food for the soul which includes art, music, literature and anything that nourishes the spirit, our Friday Farmers' + Artisans' Market will launch Friday May 18, 2018.

The Gibsons Public Market will be the place to be on Fridays from Victoria Day long weekend to Thanksgiving. Pick up fresh fruits and vegetables, seedlings for your own garden, frozen seafood, fresh flowers, fresh bread, local honey and preserves, local chocolate and other ready to eat foods. Shop from an array of local artisans and explore the work of the Sunshine Coast's talented potters, photographers, glass blowers, jewellery designers and more. Visit with friends, listen to live music, have a beverage, sample our local merchants and bistro and start the weekend enjoying a stroll through Gibsons Landing.

Call for Vendors

We all benefit from a vibrant and abundant market. Our rules for vending are very simple. We want our efforts and our vendor's efforts focused on selling goods and produce and connecting customers to the value of home-grown, homemade quality goods. To have a clean and orderly vending space, to attend regularly, and to work cooperatively with fellow vendors. Everything sold at the Market needs to be made, baked, grown or raised by you in British Columbia.

Premier Vendor Table

No weekly table fees. Pay up front for the 21 week season and in return receive first choice of reserved vending spaces and a 20% discount on table fees. The Premier Tables will be featured directly and named in marketing materials so your customers will know that you have a space with us. Spaces may be subject to change.

Premier Table: 21 Weeks @ \$20/week = \$420

(\$420 one-time payment or two \$210 payments made by May 11 and May 18)

Power: \$35 one-time flat fee for the season



Vendor Table

Spaces are chosen after Premier Vendor Table spaces are determined. Weekly payments are due during setup of each Friday Market event.

Vendor Table: \$25/week

Consignment Table

Can't spend the entire afternoon at the market? Farmers can drop off produce to be sold during the Friday Market at the Consignment Table. This option is to allow for greater product variety and to provide an outlet for smaller gardeners without the full-time vendor commitment. Items need to be identified and a short conversation will be required so that staff know something about what they are selling on your behalf. Farmers collect their sales amount for the day at 6 pm less a 25% commission to the market.

To Register

Contact:

Friday Farmers' + Artisans' Market Manager (*to be hired*)
fm@gibsonspublicmarket.com or 604.886.8814

Hours of Operation, Set-Up & Tear-Down:

- Set up any time after 11:30 am
- You must be on site before 12:30 pm or you will lose your space
- The site is closed to all vehicle traffic at 12:30 pm
- The Friday Market and Gibsons Public Market open at 1 pm
- The Friday Market closes at 6 pm
- Do not sell before 1:00 pm or after 6 pm
- The parking lot re-opens to traffic at 6:30 pm
- Vendors are responsible for their own set-up and clean-up
- Vendors may bring vehicles on site for loading and unloading, but there is no vendor parking on site—the public market has dedicated customer parking, but not enough for vendors
- **Premier Table Vendors** are permitted to miss 4 weeks without a penalty but must give at least **5 days notice**. If a Premier Vendor misses 4 weeks, they will lose their Premier Table spot (the vendor space will be reallocated at the manager's discretion) and the vendor's name will no longer be listed in market promotions.



Other things all Vendors need to know:

- If your table requires **electricity**, this must be confirmed with the market manager in advance
- **Washrooms** are available for vendors and customers on all levels of the public market
- We are participating in the **BC Farmers Market Nutrition Coupon Program**. If you sell produce or fruit, please ask us about being a part of the program
- Benches and patio chairs will be available at the front of the public market for customers to sit, relax, eat and enjoy the atmosphere of the Friday Market

Prepared food vending requirements

All food Vendors must follow the following requirements from Vancouver Coastal Health:

High Risk Foods:

Vendors of high risk foods must submit a written application to Vancouver Coastal Health before sales can commence. A copy of this approval must be on file with the Market Manager.

Please contact Chris Morse at Vancouver Coastal Health: Chris.Morse@vch.ca

Application for Sale of Higher Risk Food at Temporary Food Markets:

<http://www.vch.ca/Documents/Application-for-sale-of-higher-risk-food-temp-market.pdf>

If you vend at other markets and have already completed this step, you do not need to do so again. Simply provide a copy of your existing approval letter with this agreement.

Low Risk Foods:

Vendors of low risk foods must display a sign that is clearly visible to the consumer at the point of sale stating that: "THIS FOOD HAS BEEN PREPARED IN A KITCHEN THAT IS NOT INSPECTED BY A REGULATORY AUTHORITY." Or equivalent wording

Commercial Kitchen:

Vendors whose food has been processed in a commercial kitchen must provide documentation to the Market Manager. Other approvals are not necessary in this instance

Temporary Food Permit:

If you are preparing food at the market, you must display a Temporary Food Permit from Vancouver Coastal Health and have a copy on file with the Market Manager

If you plan to sell prepared foods of any kind, you must meet Vancouver Coastal Health regulations:

www.vch.ca/Documents/Guidelines-for-sale-of-foods-at-temporary-food-markets.pdf



FRIDAY FARMERS' + ARTISANS' MARKET

Vendor Application

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About you:

Name: _____
Street Address: _____
Email: _____ Phone: _____

About your business:

Company Name: _____
Street Address: _____
Email: _____ Phone: _____

Examples of products or services I plan to vend:

If you are an artisan and have not previously participated in the Friday Farmers' + Artisans' Market, please submit photos of your products (preferably .jpg or hard copies) to the Market Manager (fm@gibsonspublicmarket.com).

We want to help promote you and the Friday Market. Do you have a farm/business presence on social media?

Website: _____
Facebook: _____
Twitter: _____



Registration options:

I would like to register as a:

Premier Table
\$420/21 wks

Vendor Table
\$25/wk

Consignment Table
25% commission

* Do you want Power? (\$35 one-time flat fee for the season) Yes____ No____

Premier table payment options:

Premier Table – One Payment:

One payment of \$420

Premier Table – Two Payments:

Two \$210 payments by May 11 and May 18

- I have made/grown 100% of the products I sell. Reselling is NOT permitted
- I hold a current FoodSafe, MarketSafe or Health Authority certification for my food product
- I agree that we all benefit from a vibrant and abundant Friday Market. It is my responsibility to bring high quality goods to the market, to have a clean and orderly vending space, to attend regularly, and to work cooperatively with my fellow vendors. I agree to have my vehicle off site by 12:30 pm

I agree to abide by all guidelines set out in the Vendor Agreement + Guidelines.

I have read and agree to comply with the Temporary Food Markets Guideline for the Sale of Foods at Temporary Food Markets.

PRINT VENDOR NAME

VENDOR SIGNATURE

DATE