



Burns Lake Farmers Market

Vendor Handbook 2024



Approved March 2024

Market is located at 258 Highway 16 W, Burns Lake

QUICK LIST OF GUIDELINES & STANDARDS

The Burns Lake Farmers Market (BLFM) and Burns Lake & District Chamber of Commerce (BLCOC) strive to provide opportunities for local farmers, bakers, and artisans with a convenient location to sell directly to consumers. While also providing consumers with a convenient place to purchase local, quality products at a reasonable price.

It is up to each vendor to know and comply with the laws, regulations, and rules specified by federal, provincial and municipal bodies, local health authorities, and the certifying body the vendor belongs to or claims endorsement, including Provincial and Federal sales tax requirements.

The following quick-list should be read and understood by all vendors and their staff attending the Market.

1. BLFM welcomes vendors from across the province to the Market.
2. Pay for booked stall space at least 24 hours prior to Market opening to the public for the day to ensure your space is reserved. Vendors who do not pre-pay are at risk of losing their space at the market.
3. Cancel at least 48 hours before market day.
4. Arrive no less than 30 minutes and no more than 1 hour before the Market's specified opening. Contact the Market Manager in case of an unexpected delay.
5. Remove vehicles from the market area 15 minutes before the official opening when vendor parking is not part of the stall rental agreement.
6. Display proof of certification for organic, transitional, and food safety handling, as applicable.
7. Ensure that product pricing is displayed in a clear and obvious way.
8. Sell only products approved by BLFM and are of a quality that contributes to your business's positive reputation and that of BLFM.
9. Bring up complaints with the Market Manager rather than airing them publicly at the Market.
10. Refrain from drinking alcohol or smoking at the Market. Personal pets are not to be brought to the Market.
11. Finalize sales activities 10 minutes after market close. Be packed up & clear of the market site within 1 hour.

GUIDELINES AND STANDARDS

A farmers' market is a lively, busy, and sometimes challenging environment. To ensure the Market's success as an effective, equitable and enjoyable outlet for producers to sell products directly to consumers, BLFM has established the following guidelines and standards. Please familiarize yourself with them, as they are the basis for decisions concerning your participation in these markets. Your adherence is respectfully required.

If you have any questions about the standards or guidelines, we invite you to contact the Market Manager. These guidelines are reviewed on an annual basis by BLCOC staff.

Market management reserves the right to make exceptions to the guidelines from time to time.

APPROVED VENDORS

1. The approved vendor's responsibility is to ensure that their representatives at the Market comply with all market rules and regulations.

B. APPROVED PRODUCTS

1. Only approved products can be sold, displayed, or advertised at BLCM.
2. An application form must be filled out each year.
3. All products for sale need to meet the laws, regulations, and rules specified by federal, provincial, and municipal bodies, local health authorities, BLCM, and the certifying body the vendor belongs to. It is up to the vendor to know and comply with Provincial and Federal sales tax requirements.
4. Resale of purchased goods by vendors is strictly prohibited.
5. No flea market or second-hand goods are permitted.

C. STALL ALLOCATIONS & CANCELLATIONS

1. The vendor's location, stall size, and other factors of assigning a stall space shall be at the discretion of a market staff member.
2. Vendors are asked to cancel at least 48 hours before market day.
3. Vendors who cancel or change an assigned stall date with a minimum of 48 hours notice before Market day will be refunded 100% of the rental fee. Cancellations with less than 48 hours notice will not receive a refund.
4. Cancellations without notice (i.e. no-shows) will be subject to a No-Show fee of \$25.00 which must be paid before attending another BLFM.
5. BLCOC reserves the right to allow exemptions when circumstances surrounding a cancellation are due to emergencies (i.e. Medical or family emergencies). These exemptions will be made on a case-by-case basis.

D. PAYMENT, GUARANTEEING STALLS & LIABILITY INSURANCE

1. Payment is required a minimum of 24 hours before the Market.
2. Vendors who register and pay for the whole season at one time will receive a 15% discount on their total charge.
3. Pre-paid stall assignments will be guaranteed up to 30 minutes before the Market opening. After this time, vacant spaces will be allocated on a first-come, first-served basis.
4. BLCOC has a liability policy, but it does not cover a vendor's claims for damage to a product or person.
Vendors must obtain their own insurance for their products and liability.

E. PRIMARY PRODUCER (FARM) VENDORS

1. Signage displaying growing methods of edible farm products is not mandatory, but when used, will follow these guidelines:
 - a. Farms and products that are not certified organic must not display signage that includes the phrases "organic" or "organically grown" or "non-certified organic."
 - b. Vendors who misrepresent non-organic products risk receiving a rule violation or

penalties levied by the Canadian Food Inspection Agency.

2. All other required permits and licenses must be brought to the Market and made available when requested. (Example: Food Safe certificates)
3. Vendors wishing to sell prepared foods must meet the requirements of all prepared foods at the Market. Please read Section F. Prepared Food Vendors and refer to the document "Guideline for Sales of Food at Temporary Food Markets."
4. All farmers producing food (farm, dairy, meat, and poultry) are subject to the document "Guidelines for Sale at Temporary Food Markets." Please refer to this document for additional information.

F. PREPARED FOOD VENDORS

Before applying: Prepared Food Vendors should consult the Guidelines for Sale of Food at Temporary Markets available through Northern Health.

1. Vendors who sell prepared foods are required to have FoodSafe or MarketSafe.
2. Vendors who use a home-based uninspected kitchen are required to display a sign that is clearly visible to the consumer at the point of sale stating that "THIS FOOD HAS BEEN PREPARED IN A CLEAN HOME KITCHEN AND NOT IN A KITCHEN

INSPECTED BY A REGULATORY AUTHORITY."

3. Higher Risk Prepared Foods must be stored to maintain a temperature of less than 4 degrees C or, if frozen, less and -18 degrees C. Eggs in a cooler require ice packs to maintain 4 degrees or below. Frozen meat or poultry can be rotated into coolers if the product is kept in a frozen, hard state at all times.
4. All required permits such as FoodSafe and MarketSafe certificates shall be brought to the Market and made available when requested. Vendors selling high-risk foods must have the proper permits.
5. Attach ingredient labels to all prepared foods sold for eating outside of the Market. Display ingredients at point of purchase for items sold for eating at Market.
6. Prepared food labels should also include the name and contact information of the producer.

G. MULTI LEVEL MARKETING VENDORS

1. Vendors must have "cash n carry" products available for purchase.
2. Only one representative from each business will be permitted to vend.

H. FOOD SERVICE VENDORS (FOOD TRUCKS)

1. All Food Service Vendors must have a current Mobile Food Service Permit

from an appropriate Health Authority and be eligible to sell food at farmer's markets.

2. At least one operator must have completed FoodSafe. Submit Food Safe certificate upon application.
3. Food Service Vendors must carry liability insurance, including product liability. **Burns Lake & District Chamber of Commerce must be included as an additional insured.** Submit proof of insurance before your first market date.
4. **Food Service Vendors must provide their own power.**
5. Stall locations are not guaranteed from week to week.
6. Food Service Vendors are to sell only the items described in their application or other items as approved by BLFM. Changes to menu offerings require prior approval from BLFM staff.
7. The food service vehicle area must be kept free of garbage and in good condition at all times.

I. FARM FIRST POLICY

1. Full refunds will be given for farmers who need to cancel dates at the beginning of their season (i.e. crops are late) & at the end of their season (i.e. crops get early frost/drop off early) **only if the vendor cancels at least 48 hours before the market day.**

J. SIGNAGE, PRICING & LABELLING

1. Vendors are required to display a sign bearing their business name.
2. All items for sale at the Market must be marked with their price. Pricing must utilize one or more of the following techniques:
 - a. Individual price stickers on each item
 - b. Individual price signs for each type of item
3. A list of prices on a large sign or board
4. BLFM does not regulate pricing.

If you have any questions, please call 250.692.3773 or email info@burnslakechamber.com