



# COMOX VALLEY FARMERS' MARKET ASSOCIATION

## RULES OF MEMBERSHIP

### 1.0 Membership

- 1.1 To become a voting member of the Comox Valley Farmers' Market Association (CVFMA), one must be approved annually as a vendor. Membership is mandatory to vend and applicable dues and fees must be paid at the time of application.
- 1.2 All products sold at the market except seafood, must be produced in the Comox Valley Regional District or the Strathcona Regional District (CVRD/SRD).
- 1.3 Members selling fish or shellfish must reside in the Comox Valley Regional District or Strathcona Regional District and must have a current valid BC fish-vending license for the products they are selling, or they must be operating a local fish farm for the products they are selling. Any processed fish products being sold must be from fish caught by the member.
- 1.4 All members must read the market rules and their signature on the application contract signifies their agreement to follow these rules.
- 1.5 All applications must be approved prior to selling at the market. The Designative Representative (DR) of the CVFMA has the authority to approve applications for producers of primary agriculture products. Given no other changes in a specific category, the DR of the CVFMA is also authorized to approve prior members who are selling the same product as the previous year. All other applications must be approved by the Application Review Committee (ARC). Applications must detail all products to be sold. An additional application must be submitted and approved to sell any product not on the original application.

### 2.0 Dues and Fees

- 2.1. Membership Dues, as determined by the Board of Directors, by Board Resolution, are required to become a member of the CVFMA (see Dues and Fees Schedule).
- 2.2 A rental fee, as set by the membership at the annual general meeting as a special resolution, must be paid at each market. Any transaction at any market is subject to that fee (see Dues and Fees schedule). Membership in the CVFMA is valid from January 1 to December 31 of each year.
- 2.3 Any vendor who confirms attendance at any market and cancels without 24-hour notice before the start of that market or does not show up to that market, will be expected to pay the cancellation fee before the next market they are attending.

Your first fine would be \$20, your second would be \$40 and the third time you would no longer be welcome to vend at any market for the remainder of the membership year. This fine is accumulative across all the CVFM markets for the current membership year. If you do not give notice and/or do not show up to market it jeopardizes your relationship with the market.

Messages must be acknowledged by the designated representative to count within 24-hour notice.

Extenuating circumstances will be considered.

## Dues and Fees Schedule

<b>Membership Dues</b>	
Annual Membership Dues*	\$ 100 (Due January 1 of each year)
<b>Table Fees</b>	
Saturday Inside & Outside	\$20.00 or 5% of gross sales, whichever is more.
Wednesday Market/Sunday Market	\$10.00 or 5% of gross sales, whichever is more.
<b>Additional Fees</b>	
Additional Space Fee (See Rule #6.2)**	\$225.00 if paid in full by April 1st; \$250.00 if paid after.
<b>Cancelation Fees</b>	
Cancellation Fees (See Rule #2.3)***	\$20 (1st Offence)/\$40 (2nd Offence)/ Removed from Market (3rd /Offence)
<b>ALL PAYMENTS MUST ACCOMPANY APPLICATION.</b>	
<b>Payments can be made using Cash, Cheque (Payable to Comox Valley Farmers' Market Association), E-Transfer (emailed to: info@cvfm.ca) or Debit/Credit Card</b>	
*Membership Dues are Non-Refundable. The Board may consider a refund of up to 50% based on extenuating circumstances.	
** This is in addition to the Membership Dues	
***Must be paid prior to attending your next market	

### **3.0 Vendor Product/Product Eligibility**

- 3.1 The vendor must grow, make, bake, raise or wild harvest all goods for sale at the market. Consignment sales and the resale of products is prohibited.
- 3.2 For food products, where primary ingredients used in a product are available from local sources within the CVRD/SRD these ingredients should be used. When the ARC assesses applications, preference will be given to vendors whose products use locally produced ingredients. Baked goods for sale must be made from scratch by the vendor not using commercial mixes or products.
- 3.3 The value of the container or packaging in which a product is sold must be incidental to the price of the actual product.
- 3.4 To be considered a product, any item must be substantially altered from any purchased inputs.
- 3.5 All Vendors must abide by Provincial laws when using the term "organic". Vendors of Certified Organic products must clearly display their organic certification at their booths.
- 3.6 Persons conducting a storefront operation (exclusive of farm gate sales & home based businesses), are not permitted to sell at the Market. Exceptions may be made for vendors, upon application to the ARC, if the following conditions are met: Vendors must have vended for one full season at the CVFMA prior to opening a storefront. And: a) vendors must submit a letter to the Board informing them of the storefront prior to opening. Or: b) If vendors have not vended for one full season, their product must add significantly to the diversity of products sold at the market, be in the spirit of the market, and their sale is in the best interest of the market. And in both cases: A person who is actively involved in production of the products must be present at the market to represent their business.
- 3.7 Vendors of crafts or manufactured items shall have these products juried by the ARC prior to the date of sale. Crafts and manufactured items must be value-added agricultural products whose primary components are produced in the CVRD/SRD or products related specifically to farming, gardening, food, or food production, and wholly made by the Vendor. In the event of shortage of space at the Market, vendors of eligible products will be given priority.

#### **4.0 Food Safety**

- 4.1 Farm produce and food products should be clean and of good quality. It is the vendor's responsibility to ensure that food products are acceptable to the Environmental Health Office. All vendors selling food must have successfully completed the Food Safe Level 1 or Market Safe program.
- 4.2 Concessionaires must provide a copy of a Food Safe Certificate for all servers and a copy of their permanent health certification.

#### **5.0 Operations/Conduct**

- 5.1 The Designative Representative of the CVFMA who is responsible to the Board of Directors has on-site authority to enforce all the rules herein of the market. If a vendor does not abide by all the rules, the Designative Representative of the CVFMA may take any action appropriate, up to the barring the vendor from selling that day. Directors may decide to bar that vendor from subsequent markets, to cancel their membership for that year or bar them in perpetuity. A vendor may appeal any decision in writing to the Board of Directors. If unsuccessful, a final appeal can be made to the membership at a general meeting.
- 5.2 To ensure compliance with the market rules concerning the origin of products sold and/or table fees assessed, members agree to submit to an inspection of their operations and/or a review of their market sales, if requested by the Board of Directors.
- 5.3 CVFMA members and staff are expected to treat each other and the public with respect.
- 5.4 Suggestions and criticisms received in writing must be referred to the CVFMA Board of Directors.
- 5.5 **Vendors are required to be set-up prior to the opening hour and remain set-up until the closing hour. No moving vehicles are allowed on the grounds from 30 minutes before opening until 15 minutes after closing.**
- 5.6 Vendors will be designated a space at each market by the Designated Representative of the CVFMA. If a designated space is vacant 30 minutes prior to the start of the market, the Designative Representative of the CVFMA may fill or remove it.
- 5.7 Vendors are responsible for cleaning up their stall area before leaving the market.
- 5.8 Vendors are responsible for supplying their own water and garbage can, if required.
- 5.9 Soliciting is not permitted at the market.
- 5.10 Every market day, no matter the weather, all canopies and umbrellas are required to have sufficient weight on the 4 corners of the stall to keep the cover in place during windy conditions. Sufficient weight is considered to be a minimum of 25lbs per corner or two 5/16" x 10" tent pegs per leg. In the case of umbrellas, a heavy metal base in addition to 25lbs of weight is sufficient. On occasions when the market is moved temporarily to a location where tent pegs cannot be used, vendors are required to have weights. Tent pegs are available for purchase for \$10 per set. Vendors not in compliance will not be allowed to erect their tent and will receive a warning. The next time the vendor is not compliant, they will be sent home and prohibited from participating in that market until they have sufficient tent weights or pegs.
- 5.11 All vendors are required to provide some form of payment to the musicians performing at any of our markets. Payment can be in the form of a vendors own product or purchased product from a fellow vendor, cash, market tokens or gift certificate. The dollar value of the payment is up to each vendor but it is recommended that it be at minimum in the \$3-\$5 range. Payment shall be given to the volunteers that will come around and collect from vendors during market hours.

#### **6.0 Saturday Market Only**

- 6.1 **With the exception of selling to other vendors, selling before opening is not allowed at the Saturday Market.**
- 6.2 At the Saturday market, on the fairgrounds, 12 ft. of frontage is allocated to each member. Members of one year or more may apply for an additional 8 ft. of space or to vend off more than one frontage for an annual fee as set by the membership. Applications for the additional frontage must be made two weeks prior to the first market (see Dues and Fees Schedule).