

Sorrento Village Farmers' Market
Application for Membership and Vendor Space - 2018

(Membership includes one person one vote)

Name: _____ Phone Number: _____

Complete Mailing Address: _____

Email address or alternate contact info: _____

I wish to attend:

- Every market - my membership fee of \$10 & my stall fee of **\$165.00** are enclosed
- Alternate markets - my membership fee of \$10 & my stall fee of **\$105.00** are enclosed
- Occasional Vendor – my membership fee of \$10. I will pay a **\$25.00** stall fee each time I attend.
- Non-profit – no fees required.

My farm, growing or production center is at _____
(Complete street address – not mailing address)

List of crops or products which I will sell: (attach list if necessary)

Food Vendors (see page 4) _____ High Risk Food _____ Low Risk Food _____ Alcohol Sales

I, _____, hereby agree to indemnify and hold harmless the Sorrento Village Farmers' Market Society and its members, directors, officers and contractors from any claims arising out of or in connection with products I bring to the Market, the selling of my products, any item used in my market space for weather protection or as a selling aid, or for any losses or damages, however incurred. *I understand that I must carry my own insurance coverage for my product and equipment. Food vendors must carry liability insurance and provide copies with their application.*

I agree to abide by the Policy Statement of the Market, confirm that I have 'made, baked or grown' all products sold by me and I have the necessary health authority approvals.

I have read and agree to comply with the Policy statements that form part two of the application for membership to the Sorrento Village Farmers' Market.

Once approved full time vendors must commit to attend market a **minimum of 16 weeks per season** to secure a permanent stall.

Signature _____ Date _____

Return this form including all necessary documents and the appropriate fees payable to:

Sorrento Village Farmers' Market PO Box 59, Sorrento, BC V0E 2W0

Market Applications must be received by March 31st for the current season. Applications received after the deadline may be considered; upon review & available space. This is an application only and does not constitute a contract. If the Market can't accommodate an applicant vendor, they will be notified and all fees will be refunded.

Conflict Resolution Policy

Sorrento Village Farmers' Market

All vendors are required to review and sign the Policy Statement and the Conflict Resolution Policy to be submitted with their vendor application and fees.

All vendors will be respectful to the Sorrento Village Farmers' Market Board of Directors, the Market Manager, fellow vendors and customers.

Any vendor issues/concerns/grievances that cannot be resolved by the parties involved will be directed to the Market Manager who will attempt to resolve the situation within market hours on day of the occurrence. Under no circumstances will vendors allow their dispute to disrupt or upset on-going Market activities.

If the situation cannot be resolved by the Market Manager on the day of the dispute, the vendors will be requested to submit a detailed description of the incident /dispute in writing within 5 days to the Market Manager. The Market Manager will also prepare a written statement outlining their attempt at a resolution and will forward both documents to the President and Board of Directors.

All issues escalating to this point will be brought before the Board of Directors who will hold a specially convened meeting within 48 hours.

The Board may request a meeting with the vendor(s) to further discuss the issue.

Any issues/concerns/grievances related to the Market Manager should be directed to the President for discussion/resolution by the Board of Directors.

The Board has the authority to make the final decision on the outcome of any grievance and the penalties for any non-compliance.

Penalties for Vendor Non-Compliance:

Category # 1: - General Grievance

Any grievance/issue deemed as a breach of the Code of Conduct that cannot be resolved by the Market Manager will be escalated to the Board of Directors who will determine any penalties on a case-by-case scenario.

Category # 2: - Verbal Threatening /Abuse

First Offence: reported to the Board, reviewed and response/warning letter from the Board issued to the vendor and placed on file.

Second Offence: temporary suspension from the market (4 market days)

Third Offence: termination from the Sorrento Village Farmers' Market.

Category # 3: - Physical Threatening/ Abuse

Zero tolerance resulting in immediate termination from the Sorrento Village Farmers' Market. Law enforcement may be notified.

Category # 4 – Abusive/Harassing Actions

Any vendor that acts in an abusive manner, either verbal or physical, that uses disparaging language, remarks, actions or harassment towards the Market, Board of Directors, Market Manager or vendors will result in termination of membership.

No Show Policy

Sorrento Village Farmers' Market

A vendor is considered a "no show" if they do not provide advance notice to the Market Manager that they will be absent on market day.

Vendors are required to notify the Manager by Wednesday before a market if they plan to be absent.

Vendors who fail to give proper cancellation notice, with the exception of illness or emergencies, will be issued a Notice of Violation for the first infraction. If a vendor fails to give proper notice a second time, they will lose their assigned stall space and will be placed on the on-call list for the remainder of the season

Any vendor who abuses the No Show Policy after being placed on the on-call list will not qualify for an assigned stall space for the following season.

SVFM reserves the right to allow exemptions when circumstances are due to emergency or extraneous situations. Exemptions will be made on a case-by-case basis and will require a letter of explanation from the vendor addressed to the Market Manager.

I have read and agree to comply with the Policy Statement, the Conflict Resolution Policy and the No-Show Policy for the Sorrento Village Farmers' Market. I understand that I am responsible for myself/my employees/volunteers and that failure to comply with these rules may result in suspension or revocation of my membership.

I agree to have my email address added to the Sorrento Village Farmers' Market mail list so I can receive email updates and market information.

Business Name: _____

Vendor Name: _____

Vendor Signature: _____

Date: _____

Food Vendors

Sorrento Village Farmers' Market

In 2017 Sorrento Village Farmers' Market introduced policies concerning food products. There may be some confusion about which documents are required, so we want to clarify what you need.

Essentially there are three categories; High Risk Food, Low Risk Food, and Alcohol.

If you don't know whether your product is considered higher or lower risk see the guidelines on the BCAFM website: <http://www.bcfarmersmarket.org/resources/subpage/health-and-safety>

Look for the link: "Guidelines for the Sale of Foods at Temporary Food Markets (2016)". Pages 8 and 9.

To complete this application please identify which type of vendor you are on page 1, and attach a copy of the appropriate documents.

Your application will not be considered 'complete' until you have submitted the required documents.

HIGH RISK FOOD VENDOR

- Liability insurance
- Health Board permit
- FOODSAFE or MarketSafe Certificate

LOW RISK FOOD VENDOR

- Liability insurance
- FOODSAFE or MarketSafe Certificate

ALCOHOL VENDOR

- Liability insurance
- Authorization from LCLB
- Serving It Right certificate

ORGANIC GROWERS

- If you are a grower of fruit, vegetables or meat/poultry, and you claim Organic, you must display your Organic certificate in your stall. It doesn't need to be attached to your application, but you must display it in your stall.

FOODSAFE ANNOUNCEMENT

- Effective July 29, 2013, all FOODSAFE Level 1 certificates issued in BC are valid for 5 years. Certificates issued prior to July 29, 2013, will expire July 29, 2018. See; <http://foodsafeca.ca/>
- If issued *after* July 29, 2013 you don't have to renew until your five year period is reached.
- To rectify, simply re-take the Level 1 course or take the Level 1 Refresher online course offered by Open School BC. The approximately three-hour Refresher course covers all the essentials of the FOODSAFE Level 1 training program.
- Here's a link to Open School BC; <https://www.openschool.bc.ca/online/foodsafeca>