



## The Langley Community Farmers' Market Society

The Langley Community Farmers' Market Society (LCFMS) is a non-profit organization with a plan to provide Langley and surrounding areas with locally grown foods, farm products, and other locally made products. We host a weekly farmers' markets (Market) to facilitate a direct producer-to-consumer relationship. By providing this service, we aim to preserve and promote local agriculture, enhance local community, and improve overall quality of life.

By becoming a vendor of the Market, you are joining a community of people working towards a healthy sustainable future.

### Governance:

The LCFMS is governed by an elected board of directors who work closely with the market management team to develop policies for regulation of market operations and to clarify participation in the Market. The LCFMS has the right to change, delete or modify its policies. All policies will be enforced in a fair and respectful manner.

### Our Goals:

**Local:** The mission of the LCFMS is to create a food secure community by improving access to local, healthy, affordable food. Local is considered the shortest possible distance between the producer and the consumer for seasonal items grown and made in BC.

**Sustainable:** The LCFMS aims to be a sustainable non-profit society, meaning its outputs do not exceed inputs on any resource level including human, financial, creative, and environmental.

**Community-Oriented:** A community approach actively seeks participation from, and development with, community members including neighbourhood residents and supporters, area businesses, and community organizations including non-profit and NGOs. The LCFMS strives to increase awareness of local food issues and increase education about, and in support of, regional agriculture.

### Our Policies:

A farmers' market is a lively, busy, and sometimes challenging environment. To ensure the success of the markets as effective, equitable, and enjoyable outlets for producers to sell products directly to consumers, LCFMS has established the following Policies. Please familiarize yourself with them, as they are the basis for decisions concerning your participation in these markets.

**Your adherence is respectfully required.**



## LCFMS Vendor Policies

### 1. VENDOR ELIGIBILITY

- a. All prospective vendors must apply in advance of the market season and have their application reviewed for acceptance by LCFMS.
- b. Application to be a vendor with LCFMS does not guarantee acceptance.
- c. All accepted vendors must become members of the LCFMS and pay a **non-refundable annual membership fee of \$10**.
- d. **Reselling of product is not permitted.** All products must be made, baked, grown, or otherwise produced by the vendors themselves. See Policy 3 (Acceptable Product) for additional information.

### 2. APPLICATION, JURY PROCESS AND APPROVAL

Highest priority for vendor spaces is given to **FARMERS, GROWERS, and PRODUCERS**. In fairness to all, we strive for a diversity of products and to **encourage a variety of dates**.

**The LCFMS reserves the right to schedule vendors on its discretion according to the demand for their product / number of vendors selling the same product / number of spaces available.**

- a. All prospective vendors must submit a completed application form, together with photocopies or scanned copies of all other documentation required for their category.
- b. All applicants are advised to be very clear about what they plan to sell and list all items in their application.
- c. Prospective craft vendors, note that all crafts must be handmade by the applicant. No kit crafts, imported crafts or items crafted by someone other than the applicant will be accepted.
- d. All vendors must provide proof of insurance.
- e. All prepared Food Vendors must have Food Safe and approval to sell from Fraser Health.

### 3. ACCEPTABLE PRODUCT

- a. The LCFMS is a member of the BC Association of Farmers' Markets (BCAFM) and adheres to its "make it, bake it, and grow it" guidelines. Only approved products that are homemade, home-baked, home-grown, home-raised, caught, or wild harvested **by the vendor** can be sold, displayed, or advertised at the Market.

### 4. CERTIFICATION for ALCOHOL VENDORS

- a. Alcohol vendors must be compliant with Liquor Control and Licensing Branch legislation. Licenses must be submitted with application to LCFMS and must be available from the vendor on Market day.



- b. All alcohol servers must have “Serving It Right” certification. Certification must be available from the vendor on Market day.

## 5. VENDOR CODE OF CONDUCT

- a. Vendors experiencing any difficulty with customers, health officials, market volunteers or another vendor must **refer the matter promptly to the Market Manager**.
- b. Public airing at Market of conflicts of any type may result in immediate suspension of vendors involved, at the discretion of the LCFMS.
  - a. Stall fees are \$40 per Market date, per 10'x10' stall space. Each vendor must prepay their next scheduled date one week prior. This includes opening day.

## 6. SETUP AND TAKE-DOWN

- **All additional information pertaining to SETUP and TAKE DOWN will be sent to each vendor on market date approval.**
  - a. Vendors may begin setup no earlier than 12:30 pm unless prior arrangements have been made with the Market Manager.
  - b. Vendors must be setup in their stalls by 2:30 p.m. Stalls not occupied by these times may be reassigned at the sole discretion of LCFMS staff.
  - c. Vendors must keep their stalls open and set up until the closing time, even if they are sold out (a sign on the table indicating such is acceptable). However, empty tables may be taken down to keep displays looking abundant.
  - d. Vendors are to be off site one hour after closing time.
    - a. **All items for sale at the Market must be clearly marked with their price.**

## 7. INSURANCE

LCFMS **does not** provide individual coverage for vendors, or customers who are within the bounds of a vendor's tent or who are injured by a vendor's equipment or products.

**All vendors are required to purchase insurance** with minimum \$1,000,000 liability and include proof of this in their application.

Please contact your local insurance provider for more information. If you are a BCAF member, you may be eligible for a discount on general liability insurance rates. You can learn more at: [www.bcfarmersmarket.org/vendor-insurance](http://www.bcfarmersmarket.org/vendor-insurance)

## 8. CANCELLATION POLICY

- a. Cancellations or changes of dates are to be processed through the Market Manager only.



www.lcfm.ca  
info@lcfm.ca

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- b. Cancellations of dates made with at least **48 hours' notice** will result in a refund of the prepaid stall fee. This policy applies equally to all vendors.
- c. In the event of extreme weather forecasts, the Market Manager must make the decision to cancel the Market 48 hours in advance. In the event of unforeseen extreme weather, the Market Manager may cancel the Market at any point, including during the market.