



2025

Vendor Handbook



We're always excited to welcome new faces to our growing market family! If you grow fresh produce, bake tasty treats, make handmade crafts, or create natural products right here in the Fraser Valley, we'd love to have you join us.

The Hope Farmers Market is all about supporting local — everything you'll find here is 100% locally grown or handmade. Our vendors are the heart of what we do, and we're proud to offer a space where small businesses, farmers, and creators can connect with customers who truly value local quality and craftsmanship.

Whether you're a seasoned market pro or just getting started, we're here to support you every step of the way. It's more than just a place to sell — it's a community.

Ready to join us? Fill out a vendor application today and be part of something special!

Contact Information

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Introduction

Welcome to the Hope Farmers Market! We are thrilled to have you join us for our very first season. This handbook outlines all policies, expectations, and important information for participating vendors. Please read it carefully and refer to this guide throughout the market season to ensure a smooth and successful experience for you and the community.

About the Market

The Hope Farmers Market operates every Sunday from July 6th through September 14th, from 12:00 PM to 4:00 PM, at Hope Memorial Park. **We operate rain or shine.** Our goal is to cultivate a vibrant community space where local growers, makers, and entrepreneurs can connect with residents and visitors. Through fresh food, handmade goods, and local artistry, we aim to celebrate the creativity and abundance of our region.

Only approved products that are made, baked, grown, raised, caught or harvested in British Columbia by the approved vendor can be sold at our markets.

NO Reselling Allowed. *It is up to each vendor to know and comply with the laws, regulations and rules as specified by federal, provincial and municipal bodies, local health authorities and the vendors certifying body.*

Vendor Eligibility

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All vendors must submit a completed application and be formally accepted before participating.

We welcome:

- **Farmers and Growers:** Locally grown fruits, vegetables, herbs, plants, flowers, etc.
- **Prepared and Packaged Foods:** Homemade baked goods, preserves, sauces, snacks, etc. All products must meet local health regulations, and vendors must hold valid food permits.
- **Artisans and Makers:** Original, handmade crafts including jewelry, woodwork, ceramics, clothing, body care, and visual art. **Mass-produced or imported goods are not allowed.**
- **Food Trucks and Concessions:** Fully licensed, self-contained mobile food units with all necessary health permits and insurance. Food trucks must provide proof of a current mobile food vendor license and meet all health and fire safety codes. **Please note:** *no electricity or power hookups are available at the market site—food trucks must be self-sufficient.*

INSURANCE

The Hope Farmers Market maintains comprehensive general liability insurance; however, vendors are individually responsible for securing any additional insurance coverage they may require. This includes, but is not limited to, business insurance, product liability, property damage, personal injury, and automobile insurance.

By participating in the market, vendors acknowledge and agree that The Hope Farmers Market is not liable for any injuries or damages involving individuals, vehicles, equipment, or other property on the market site.

NO Reselling

Resellers and peddlers are not permitted at the market. The Market Managers reserves the right to restrict items from a vendor's product line if they are deemed to compromise the authenticity or cultural integrity of the market experience. Following BCAFM guidelines, all products must be made, grown, wild-harvested, or produced by the vendor within British Columbia.

VENDOR SET-UP

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Vendor Expectations

We are committed to maintaining a welcoming and inclusive environment. Vendors are expected to:

- Treat all customers, staff, and fellow vendors with kindness and respect.
- Maintain a clean and tidy booth throughout the market.
- Refrain from smoking, vaping, or using strong fragrances within the market area.
- Avoid disruptive or overly aggressive sales tactics.
- Operate in alignment with the market values of sustainability and community.
- No playing of personal music

Vendors must accept cash.

Each vendor is assigned a 10' x 10' booth space

You may use up to 2' in front of your booth for displays so long as they don't block the walkway. Booth spaces must be safe and visually appealing. Tents are encouraged but not required. **Please be advised that Hope is a windy area.** For safety reasons, all tents must be properly secured with a minimum of 25 lbs of weight per leg. Pegging tents into the ground is not allowed. Vendors are responsible for bringing all display equipment, tables, and signage. Clear signage with your business name and visible product pricing is required. At the end of each market day, vendors must leave their space as they found it, removing all garbage, packaging, and setup materials.

Set Up and Take Down

Setup begins at 10:30 AM, and vendors must be fully set up by 12 AM. All booths must remain open until the market closes at 4:00 PM. Early takedown is disruptive and not permitted unless authorized by the Market Manager in emergencies.

Products

Only the items which you listed and approved on your application will be permitted at the market. If you have made any changes to your items, please discuss them with the market manager before opening time.

Selling Out

Stalls are to remain assembled until the official closing, regardless of weather, turnout or selling out. Vendors, who have sold out prior to the end, may place a sign saying, "sold out" in their stall if they choose to leave their stall.

During Market Hours

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- **No Early Sales:** Vendors should not sell to the public before the official market opening time.
- **No Smoking:** Smoking is strictly prohibited on market grounds. Smoking is permitted off-site only.
- **No Reselling:** The resale of purchased goods is strictly prohibited. All items must be made, grown, or produced by the vendor.
- **Electricity Access:** Electricity is not available. Vendors must plan accordingly with fully charged devices, alternative power sources, and appropriate food storage methods. Generator use must be approved by the Market Manager before your scheduled market day
- **Stall Operation Times:** Vendor stalls must remain set up until the official market closing time, regardless of weather conditions, customer turnout, or sold-out inventory. Vendors who sell out early may display a "Sold Out" sign but must leave their stall in place.
- **Waste Management:** If your product generates waste, you are responsible for providing and removing your garbage bin. We also encourage vendors to reduce waste by using compostable or recyclable packaging and minimizing single-use plastics.
- **First Aid:** First aid supplies and assistance are available at the Hope Farmers Market booth.
- **Conflict Resolution:** Any issues, conflicts, or concerns should be brought directly to the Market Manager.
- **Food vendors:** Food vendors must follow all provincial and local health regulations. This includes having food safe certifications and all necessary permits. Vendors must provide hand sanitizer at their booth and maintain clean preparation and service areas.

AFTER THE MARKET

- Finalize sales activities by 10 minutes after the end time.
- Do not bring any vehicle into the market area until 4:30 pm at the earliest. Make sure all customers are out of the selling area as well. *this is for the safety of customers who are still in the area*.
- Be packed up & cleared off the market site within 90 minutes of the end time.
- Take all garbage off-site for disposal

PREPARED FOOD VENDORS

Vendors selling prepared or ready-to-eat food at The Hope Farmers Market must comply with all applicable health and safety guidelines. Please review Section H: Prepared Food and refer to the official document:

Guidelines for the Sale of Foods at Temporary Food Markets (Fraser Health)

Requirements:

- Food Safety Certification

All prepared food vendors must hold a valid FoodSafe or MarketSafe certification.

- Home-Based Kitchens

If using a non-inspected home kitchen, vendors must display the following sign at their booth in clear view of customers:

- "THIS FOOD HAS BEEN PREPARED IN A CLEAN HOME KITCHEN AND NOT IN A KITCHEN INSPECTED BY A REGULATORY AUTHORITY."

- Permits & Documentation

All required documents must be available at your booth during market hours. These include:

- FoodSafe/MarketSafe certificate
- Health Authority letters of confirmation or temporary approvals

- Labelling Organic Ingredients

If your product contains organic ingredients but is not certified organic, you may list the word "organic" in the ingredient list only, not in the product name or signage.

- Food Storage

High-risk food must be stored at safe temperatures:

- Refrigerated: below 4°C
- Frozen: below -18°C

Allergen & Labeling Requirements

As per Canadian Food and Drug Regulations:

Prepackaged Foods

- Must be labeled with:
 - Complete ingredient list in descending order by weight
 - Clear allergen disclosure

Foods for On-Site Consumption

- Allergens must be visibly posted at point of sale
- Ingredient lists must be available upon request

More info: [Allergen Labeling](#)

FOOD TRUCKS

Mobile food vendors must meet the following criteria to participate in The Hope Farmers Market:

- Health Authority Permit

Submit a valid Mobile Food Service Vendor Permit from Fraser Health (or your local Health Authority) with your application.

- FoodSafe Requirement

At least one operator on-site must hold a valid FoodSafe certification. Include a copy with your application.

- Insurance Coverage

Vendors must carry a minimum of \$2 million in liability insurance, including product liability.

- The Hope Farmers Market must be named as an additional insured on your policy.

FARMER VENDORS

Certified Organic Labeling:

Only vendors who are certified organic may label or promote their products as such. To do so, you must:

- Provide valid certification documents from an approved certifying body at the time of application.
- Clearly display certification at your market stall during all market days.

For certification details and guidance, visit:

[Certified Organic Associations of BC \(COABC\)](#)

[BC Government Organic Info](#)

The COABC oversees the BC Certified Organic Program (BCCOP) and works with accredited agencies to inspect and certify organic farms at the provincial, federal, and international levels. Important: Vendors who falsely market non-organic products as organic may face penalties from the Canadian Food Inspection Agency (CFIA) and may be subject to disciplinary action from the market.

FARMER VENDORS

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Product Quality Guidelines

The Market Manager reserves the right to ask vendors to remove produce that is visibly damaged, spoiled, or not suitable for sale.

- B-grade produce must be clearly labeled as such and priced accordingly.
- Eggs must be stored in a cooler with ice packs and kept at 4°C or lower at all times.
- Frozen meat, poultry, and fish must remain in a hard, fully frozen state throughout the market day. Items that have partially or fully thawed may not be refrozen or sold.
- Frozen items may be rotated into coolers, but temperature control must be maintained.

All farmers producing food (farm, dairy, meat and poultry) are subject to the “Guideline for Sales of Food at Temporary Food Markets”. Please refer to this document for further information. All products for sale need to meet the laws, regulations, and rules as specified by federal, provincial, and municipal bodies, local health authorities, The Hope Farmers Market, and the vendor certifying body. It is up to the vendor to know and comply with the provincial and federal sales tax requirements.

Incidents, Accidents & Infractions

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All vendors are encouraged to promptly report any incidents, accidents, or violations of market rules to the Market Managers on the day they occur.

Enforcement Process:

- First Violation: Verbal warning
- Second Violation: Written warning
- Ongoing or Serious Violations: May result in immediate dismissal from the market at the discretion of the Market Managers.

The Market Managers reserve the right to remove a vendor from the market at any time if behavior or actions compromise the safety, integrity, or atmosphere of the market.

Photography & Video

The Hope Farmers Market reserves the right to photograph or film vendors, booths, products, and the general market environment for promotional, archival, or operational purposes.

- These images or footage may be used in marketing materials, on social media, and the Hope Farmers Market website.
- We will not publish images of children without the consent of the child and their parent or legal guardian.

SOCIAL MEDIA MARKETING

As a courtesy, we do our best to feature all upcoming vendors in our social media promotions. However, our team is small and human, and occasionally names may be unintentionally missed. If you notice your name or business was not included in a scheduled post, please email us at contact@thehopefarmersmarket.ca. We'll happily update the post where possible and make sure to feature you in our Instagram or Facebook Stories before market day so our audience knows you'll be attending.

CANCELLATION/RESCHEDULING POLICY

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- **Refunds & Rescheduling**

Cancellations are eligible for a 50% refund. We encourage vendors to reschedule instead of canceling whenever possible.

- **Notice Requirement**

Cancellations or rescheduling requests must be submitted at least 7 days in advance—no later than Saturday at 11:59 PM the week before your scheduled market.

- Late cancellations are non-refundable, and rebooking is not guaranteed.

- **Cancellation Limit**

Vendors are allowed up to 3 cancellations per season. Additional cancellations may result in the loss of future bookings and forfeiture of fees, at the discretion of the market managers.

- **Weather Policy**

The market operates rain or shine. Cancellations due to weather (rain, wind, or heat) do not qualify for refunds or rebooking.

- **No-Shows**

Vendors must notify the Market Manager by 9:30 AM on market day if they cannot attend.

- Failure to notify will be considered a no-show.
- No-shows forfeit their fees and date.
- A no-show without notice results in a strike. Two strikes may lead to removal from the season and loss of future participation.
- The market manager reserves the right to forgive strikes in exceptional cases.

- **Sickness Policy**

Vendors should have a backup plan in place in case of illness (e.g., alternate staff).

- Cancellations due to illness do not qualify for a refund. Vendors must follow Fraser Health guidelines.

- **Refund Timeline**

Refunds are processed once at the end of the season in mid-September.

- **Important Notes**

- Vendors may not swap dates with others without prior approval.
- All cancellations or rescheduling requests must be confirmed by the Market Manager.

Extreme Weather Cancellations

The Hope Farmers Market is committed to the safety of all vendors, staff, and visitors.

The market may be canceled in cases of **extreme** heat, wildfire smoke, wind, or storms.

A decision will be made no later than 8:00 PM on the night before the market, with vendors notified at least 14 hours in advance.



Thank You for Being Part of The Hope Farmers Market

Being a vendor at The Hope Farmers Market means more than setting up a stall and making sales. It means showing up for your community, sharing your craft, supporting local agriculture and entrepreneurship, and contributing to something deeply meaningful. Each week, you help create a space where people gather to connect, learn, support one another, and enjoy what our region has to offer.

We know the work that goes into what you do—early mornings, long days, and the heart and effort behind every product you make, grow, or create. Your passion and dedication are what give our market its character and soul. We are proud to support you, and proud of the values this market represents: local food, local makers, and real community.

This handbook was created to guide, support, and inform you throughout the season. While policies and logistics are important, we also want you to know that we see you as partners, not just participants. We are always here to answer questions, listen to feedback, and celebrate your wins with you—big or small.

As The Hope Farmers Market continues to grow, evolve, and reflect the heart of this beautiful community, we're excited to have you walking alongside us. Whether this is your first market or your tenth season, you are a valued and important part of what we're building.

Here's to a season of collaboration, connection, and shared success.

With gratitude,
The Hope Farmers Market Team