

Cariboo Direct Farm Market Association (CDFMA)

## Williams Lake Farmers' Market

# WINTER MARKET – GIBRALTAR ROOM Application & Membership Form – 2025-26

For All Vendors, Non-Profit & Community Groups

Please fill out completely and return to the Market Manager in person or by email to:  
wlfm.manager@gmail.com

### **2025-26 Winter Market Dates:**

Fridays -10:00 A.M. to 2:00 P.M.

2025: Oct 31, Nov 7, 14, 21, Dec 19

2026: Jan 16, 23, 30, Feb 6, 20, 27, Mar 6, 13, 27 April 3, 10, 17, 24

*Note: These are projected dates and may change as the season progresses*

### **Vendor/Participant information**

\*Name: \_\_\_\_\_

\*Business Name: \_\_\_\_\_

\*Detailed Farm or Home Address where products are grown/made:

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\*Postal Code: \_\_\_\_\_ \*Phone #(s): \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Website: \_\_\_\_\_

### **VENDOR/PARTICIPANT CONTRACT:**

**As an applicant wishing to attend/vend at the Williams Lake Winter Farmers' Market:**

- I acknowledge that I have read the attached By-laws, Rules and Regulations & agree to abide by them.
- I acknowledge that I have read & understand the attached Code of Conduct & agree to abide by it
- I agree to pay the appropriate fees.
- I understand that I must abide by all current municipal, provincial & federal health & safety regulations & will acquire all necessary permits & permissions before vending.
- I understand that images of myself & my products may be used in print & social media related to the Williams Lake Farmers' Market, *unless otherwise requested by the vendor*.
- I understand that the WLFM maintains a vendor contact list, and that contact information except for home addresses may be shared with WLFM customers and with other bona-fide local event organizers looking for prospective vendors, *unless otherwise requested by the vendor*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please read & complete other side***



Please check off everything which applies to you.

## I would like to participate in the Williams Lake Winter Farmers' Market as:

- |  |   |
|--|---|
| <input type="checkbox"/> A local vendor <i>(Residing within the Cariboo Regional District)</i>                         | <input type="checkbox"/> A non-local vendor <i>(From outside of the CRD)</i>  |
| <input type="checkbox"/> A "lower risk" agricultural or horticultural vendor <i>(vegetables, flowers, plants etc.)</i> | <input type="checkbox"/> A "higher risk" agricultural or food vendor <i>(meat, meat products, cheese etc., some canning/baking)</i> |
| <input type="checkbox"/> A "lower risk" food vendor <i>(most baking/canning etc.)</i>                                  | <input type="checkbox"/> A ready-to-eat/hot food vendor   |
| <input type="checkbox"/> An artisan or craft vendor  | <input type="checkbox"/> A non-profit or community group or association   |
| <input type="checkbox"/> A youth vendor <i>(16 years old or younger)</i>   | <input type="checkbox"/> A non-vending Market supporter   |

## Product information

**DETAILED LIST of ALL ITEMS** you raise/grow/make & wish to sell. *Please use a separate page to list if needed.*

### Membership for NEW VENDORS: \$10

- **We will notify you regarding your acceptance as a vendor.** If accepted, we will be in touch to discuss payments.
- Membership year is from end of the 2025 AGM (February 21, 2025) to end of the 2026 AGM (on or about February 20, 2026).
- EXISTING MEMBERS – your existing Market Membership will apply to Winter Markets you attend until end of the membership year, which is on or about February 20, 2026.
- ALL MEMBERSHIPS subject to renewal after the 2026 AGM, on or about February 20, 2026. AGM Date & Time will be updated and communicated to all members when finalized.

### 2025 Winter Market Booth Fees – Based on a minimum space allocation of 6 to 8 feet booth frontage.

*\*More space may be provided as needed at the Manager's discretion. Double spaces may be available.*

- ☐ Adult Daily single booth fee is \$25.00.
- ☐ Youth (16 & under) Daily single booth fee is \$15.00.
- ☐ Non-Profit/Community Groups single booth fee is \$10.00 (Fee may be waived at the Market Manager's discretion.)

### Booth site info:

**TABLES & CHAIRS** will be provided by the venue. If demand exceeds available tables, some vendors may need to provide their own. *(There are a generous number of tables available so this will be on an "as needed" basis when vendor numbers are high.)*

Vendors may bring along their own tables, chairs and display stands as required.

The Market Manager will take your request(s) into account when allotting market booth spaces.

- ☐ I would like access to electrical power at my booth.  
*Priority to higher risk food vendors needing refrigeration or power for cooking.*
- ☐ I would like to request accommodation due to a special need. *(Please discuss with Market Manager)*
- ☐ I would like to partner with another vendor in a co-op arrangement. *(Discuss with Market Manager)*

**Please keep for reference**

**Cariboo Direct Farm Market Association (CDFMA)  
Williams Lake Farmers' Market (WLFM)**

# **2025-26 Winter Market Useful Info - FAQs**

## **What are the 2025-26 Winter Market Days & Hours?**

Fridays -10:00 A.M. to 2:00 P.M.

2025: Oct 31, Nov 7, 14, 21, Dec 19

2026: Jan 16, 23, 30, Feb 6, 20, 27, Mar 6, 13, 27 April 3, 10, 17, 24

*Note: These are projected dates and may change as the season progresses*

## **Where is the Market held?**

INDOORS in the **GIBRALTAR ROOM** of the **Cariboo Memorial Recreation Complex, 525 Proctor St., Williams Lake, B.C.**

## **Do I need to bring my own tables & chairs?**

Probably not. A generous number of chairs and 6 and 8 ft tables are provided by the venue. If a Market is very full, some vendors may need to provide their own, but we will advise you of this before the event day. Vendors are welcome to bring along their own tables, seating, display stands etc.

## **How big is a booth space?**

Single booth spaces are based on 6 to 8 ft of booth frontage. More space may occasionally be allocated at the Manager's discretion, dependent upon vendor numbers and space available at that Market. Double booths may be available.

## **What if it's blizzarding and the roads are scary?**

If the weather is extreme – very cold or very stormy - the Market may cancel, but the expectation is that it will operate on all the projected dates. Vendors may cancel their attendance due to bad weather, illness, or other urgent circumstances. Please notify the Manager asap of cancellations. 48 hours notice is preferred when possible. In the event of a Market cancellation by the Management, any pre-paid fees will be refunded. Vendor cancellations of pre-paid dates will be refunded if notice is given. "No shows" without communication may be asked to pay the fees for the missed market at their next date.

## **How do I reach the Winter Market Manager?**

**The General Market Manager is Barb Scharf. Jane Bowser is the auxiliary Manager.**

**On non-Market days**, the best way to connect is by e-mail: [wlfm.manager@gmail.com](mailto:wlfm.manager@gmail.com) or by calling the Manager's landline: 250-297-6553.

**The Winter Market DAY MANAGER will be Jamie Kohnke.**

Jamie can be reached at: [jamie.bourdon@hotmail.com](mailto:jamie.bourdon@hotmail.com) / 250-392-0709

A cell number will be provided to vendors for Market Day contact purposes.

**More FAQs on next page**



**Please keep for reference**

Cariboo Direct Farm Market Association (CDFMA)

**Williams Lake Farmers' Market (WLFM)**

# 2025-26 Winter Market Useful Info - FAQs – page 2

## Who “owns”/operates the Market?

- The Market is a registered BC non-profit society and is thereby “owned” by all the members.
- The Market Managers are responsible for general Market operations, and report to the Market Committee.
- An elected board of directors (the Market Committee) broadly oversees Market operations.
- **The 2025 Market Committee consists of:**

**Chair/President:** Shawn McGrath

**Vice-Chair:** Allan Stafford

**Treasurer:** Carla Krogan

**Secretary:** Stephanie Bird

**Directors at large:**

Christine Betz, Kari-Jo Dowdell, Bryden Kohnke,

Mayeva Hordiuk, Brianna van de Wijngaard

## How is “local” defined in relation to the Market?

“Local” is the area defined by the Cariboo Regional District boundaries. For reference, this means that our “local” vendor intake is approximately from Hixon in the North, Wells-Barkerville in the East, 70 Mile House in the South, and the Chilcotin Plateau region in the West.

## What does it cost to vend at the Winter Market?

A once-yearly \$10 Annual Membership fee, paid before or at your first Market.

and a **daily single booth fee of: \$25 adult, \$15 Youth (16 & under)**

**Non-Profit & Community Groups: \$10 booth fee.** We may waive your fees. Please discuss with the Market Manager.

## How can I pay my fees?

- We accept cash & cheques and will provide receipts. **Please make any cheques out to: CDFMA.**
- You may pay in person on each Market day, or in advance if you are certain of your attendance and have confirmed your spot with the Market Manager.
- We also have an e-transfer option which many vendors find convenient: [williamslakemarket@gmail.com](mailto:williamslakemarket@gmail.com)
- **NEW VENDORS - Please do not send Membership or Booth payments in advance** without first discussing with the Market Manager.

## Do I need my own business license?

No. Vendors at the Market operate under the Market’s business license while vending at the Market.

## Does the Market provide my vendor liability insurance?

**NO.** Please be aware that the Williams Lake Farmers’ Market **does not** provide individual vendor insurance for any liability claims which may arise from occurrences within a vendor’s booth area, or from their equipment, or from their products. We STRONGLY RECOMMEND that all vendors carry personal and/or business liability insurance. Please discuss this with an insurance provider. *(Low-cost policies are available for most common vendor situations.)*

*Please read and keep for reference*

**Cariboo Direct Farm Market Association (CDFMA)**  
**Williams Lake Winter Farmers' Market (WLFM)**  
**2025-26 Operating Guidelines, Rules, and Regulations**

*Page 1*

**2025-26 GENERAL MARKET INFO**

1. The Williams Lake Farmers' Market operates on Secwepemc (Shuswap) traditional territory, neighbouring both T'exelcenc (Williams Lake) First Nation and the Xat'súll (Soda Creek) First Nation. The City of Williams Lake is also home to many people from Tsilhqot'in Territory.
2. **The name of the society which operates the Williams Lake Farmers' Market (WLFM) is the Cariboo Direct Farm Market Association (CDFMA).** The purpose of the society is to establish and maintain a Farmers' Market which will provide a marketing opportunity to local farmers, producers, artists, and crafts people; to improve production; to stimulate public interest; to increase consumption of local products and to spark the local economy. The Society is a registered non-profit organization, and its revenues shall be used for operating expenses and promoting its objectives.
3. All vendors, non-profit organizations and community groups wishing to participate in the WLFM must purchase **an annual CDFMA membership.** VOTING members shall be local vendors over the age of 16. NON-VOTING members shall be youth, out-of-area, non-attending co-op partners, non-profit and community participants.
4. **The definition of LOCAL regarding the CDFMA/WLFM** is the area defined by the Cariboo Regional District boundaries.
5. **The physical location of the 2025 WLFM Winter Market** is the Gibraltar Room at the Cariboo Memorial Recreation Complex. The physical address of the site is 525 Proctor St., Williams Lake, B.C. **The mailing address is: CDFMA, Box 4056 Main PO, Williams Lake, BC, V2G 2V2**
6. Public Health Requirements: The 2025-26 WLFM Winter Market shall operate under all current federal, provincial, and municipal Public Health rules, regulations, protocols, and guidelines. **All vendors and customers must abide by current Public Health requirements while within the Market space.**
7. The WLFM operates under the authority of a **Market Manager** appointed by the CDFMA Executive Committee. The President or another CDFMA Executive member may perform the functions of the Market Manager as needed. The 2025-26 Market Manager Team is Barb Scharf/Jane Bowser/Edwin Bowser.  
Home phone: 250-297-6553. Email: [wlfm.manager@gmail.com](mailto:wlfm.manager@gmail.com)
8. The WLFM Winter Market DAY MANAGER is Jamie Kohnke, who will be in attendance and overseeing the Winter Market operations with support from the Manager Team and the Market Committee. Market Day contact info will be provided to Winter Market vendors.
9. Vendors and other WLFM participants will be required to **sign a membership contract** with the CDFMA. Any individual/group who has signed this contract and is later found to violate the rules and regulations may be asked to leave the market temporarily or permanently.
10. **Gross Revenue Data Collection:** Vendors are asked to provide a best estimate of each day's gross revenues at the end of each market day, by marking their vendor category (Agricultural, Prepared Food, Artisan/Other) and the day's sales total on a slip of paper to be confidentially collected by market staff. All data collected will be individually anonymous and will be combined into overall totals for quantifying market revenue streams.

*Please read and keep for reference*

**Williams Lake Winter Farmers' Market**  
**2025-26 Operating Guidelines, Rules and Regulations – Page 2**  
**2025-26 ALLOWABLE PRODUCTS & SERVICES**

1. **WLFM shall be agricultural/horticultural produce driven.** There shall be an overall minimum of 51% agricultural/horticultural/food vendors to comply with BC Association of Farmers' Markets regulations. The market-to-market percentage may vary somewhat due to seasonality.
2. Produce, plants & primal cuts of meat sold must be locally grown/raised at the vendor's property.
3. Processed food or goods, craft and artisanal goods must be made locally by the vendor, or by the vendor's family, household members or employees, or from material produced on the vendor's local farm or property, or from material wildcrafted by the vendor in the local region.
4. No resale of items purchased from others.
5. No franchise vendors, "flea market" or other used goods.
6. No sales of cannabinoids or cannabis products for human or pet use are allowed.
7. Processed meat products made by other BC processors from the vendor's own locally raised animals may be sold by the meat-producing vendor. Processing facility information must be provided.
8. Processed meat vendors may utilize their own animals or animals produced by others. The finished product must show significant artisanal input by the vendor, being changed in a substantial way from its original form. Processed meat vendors are strongly encouraged to source their raw materials locally whenever possible. Origin of meat information must be provided.
9. Wild goods must be from the local region, ethically collected, and must comply with any regulations.
10. Baked and canned goods must be made from scratch within the local region. Food vendors are strongly encouraged to utilize locally produced ingredients. Ingredient lists must be available to customers.
11. Craft goods and the product of artisans should be original, unique, and hand-crafted. Artisan and craft items must show artistic effort and a substantial change from base components.
12. Combining two purchased elements does not meet the hand-crafted requirement. *Examples on non-acceptable items: stringing a purchased pendant on a purchased chain or cord, non-original decals applied to purchased items, etc.* No kit-produced items are allowed. *Examples: commercial jewelry kit items, "paint-by-number" and "diamond art" are unacceptable*
13. Craft Vendors must be aware of and abide by copyright and intellectual property "best practices" and regulations. Artisans and crafters may be asked to fill out and sign a Declaration of Authenticity and may be asked to provide additional information including video or photos detailing how their items are created. Artisan and craft items may be subject to a jury process before being approved for sale.
14. No finished products sold may originate from outside of British Columbia.
15. Personal services such as massage therapy, face painting, tarot card reading, and the like may be approved. Please discuss with the Manager. *Public Health guidelines may restrict these participants.*
16. Musicians and other entertainers may be allowed and may receive a stipend for their performance. Busking is allowed with permission from the Manager.

*Please read and keep for reference*

## **Williams Lake Winter Farmers' Market**

### **2025-26 Operating Guidelines, Rules and Regulations - Page 3**

#### **2025-26 PERMITS, LICENSES, PRODUCT SAFETY & LABELLING**

1. Vendors must prominently display a sign showing their name/business name and location.
2. All Food Vendors must comply with Interior Health and Health Canada guidelines and regulations. Applicable permits must be provided to the Market Manager before the vendor may sell those products which fall under "higher risk" categories.
3. All raw, unprocessed vegetables and fruits sold should be handled in a sanitary manner, and be free of rot, spoilage, and excessive field dirt. Any vegetable and fruit packaging must be new and clean.
4. Successful completion of MarketSafe is highly recommended for all "lower risk" food vendors.
5. Fresh eggs must be clean, free of fecal matter, feathers, or dirt. Shells must be sound and not cracked/leaking. Eggs must be maintained at an internal temperature no greater than 4° Celsius during transport, storage, and display at the Market. Egg cartons should ideally be new, or, if previously used, clean and sanitary. All egg cartons must include the name and contact information of the producer, and the packaging date. Coolers and ice packs are strongly recommended for use with eggs.
6. All baked, canned, dried, blended, or processed food items must be labelled with full ingredients, or at a minimum have an ingredient list posted in a prominent location or otherwise available.
7. "Non-Commercial Kitchen" signage must be displayed where this is the case for food vendors.  
Suggested wording:  
**THIS FOOD HAS BEEN PREPARED IN A KITCHEN  
THAT IS NOT INSPECTED BY A REGULATORY AUTHORITY**
8. All Cosmetic, Bath and Body Product Vendors must comply with Health Canada guidelines and regulations. Health Canada Cosmetic Notification Forms must be completed for each separate product. Registration numbers for each separate product must be provided to the Market Manager before the vendor may sell these items. *Note: Sales with proof of Cosmetic Form Notification application may be allowed pending issuance of registration numbers – please discuss with Market Manager.*
9. All Cosmetic, Bath and Body products must be labelled or have tags available with full ingredients in compliance with Health Canada requirements.
10. No medicinal or other medically therapeutic claims may be made for any items sold, unless the item has a current Drug Identification Number (DIN) or is Natural Health Product (NHP) approved by Health Canada. Herbalists: Please be prepared to discuss your products with the Market Manager.
11. Vendors are responsible for ensuring that stated weights and measures are accurate and that scales are accurate and certified legal for trade.
12. **ORGANIC**: No agricultural, horticultural or food vendor may label, advertise, or make a claim using in any way the term "organic" unless the product is certified organic by a BC Ministry of Agriculture-approved certifying body. Proof of Organic Certification must be provided to the Market Manager and posted at the vendor's stall or otherwise made available to customers and any official inspectors.

*Please read and keep for reference*

## **Williams Lake Winter Farmers' Market**

### **2025-26 Operating Guidelines, Rules and Regulations - Page 4**

#### **2025-26 BOOTH RENTAL CONDITIONS**

1. The Market Association retains the right to rent or refuse rental of booth space to vendors.
2. Booth space rental and assignment of booth spaces will be at the discretion of the Market Manager.
3. The Market does not generally rent or otherwise provide equipment to vendors. HOWEVER, tables & chairs will be available for vendor use at no charge at the Winter Market.
4. There will be no Season's Pass discounts at the 2025-26 Winter Farmers' Market.
5. While every attempt will be made to allow regular vendors to occupy the same general spots throughout the Winter Market season, booth spacings and placements may change to address vendor numbers, special needs, and seasonal changes.
6. A 2025-26 WLFM single booth space will generally consist of a 6 to 8 ft. frontage allocation. A slightly larger space may be allocated if vendor numbers allow for this.
7. If a vendor's set-up requires less space than the 6 to 8 ft. allocation, their placement/space allocation may be adjusted accordingly to accommodate other vendors.
8. If a vendor's set-up requires more space than the usual allocation, double booths may be available. In certain cases, where market layout allows, individual vendors may be able to slightly expand their display space beyond the usual allocation with no extra charge, at the manager's discretion.

#### **CO-OPS, OUT-OF-AREA ITEMS, EXCEPTIONS**

1. Permission MAY be granted for vendors to sell other producers' products on a co-op basis, if all CDFMA rules are complied with, and all vendors/producers in the co-op are current members in good standing of the CDFMA. Absolutely no reselling of any items purchased from others.
2. Produce/wild goods not grown in the local area MAY occasionally be exempted from the "local only" rule at the discretion of the CDFMA Executive, with approval to be requested and given on a product-by-product basis.
3. The number of out-of-area fruit vendors shall be limited to no more than four at any individual Market.
4. Out-of-area craft and artisan vendors MAY occasionally be permitted on a case-by-case basis if their product differs substantially in type or style from local items on offer and if space allows.
5. Information, non-profit and community groups may be allocated booth space by pre-approval if space allows. The booths should be non-political and non-religious in purpose.
6. Branded products not personally manufactured by the vendor MAY be permitted on a very minor basis, at the discretion of the Manager. *Examples: T-shirts, shopping bags, mugs etc. decorated with the vendor's original logo or artwork. These items MUST be pre-approved.*
7. Complementary manufactured items NOT branded with the vendor's logo etcetera are NOT allowed for individual sale. *Examples: candle holders, soap dishes, bags of soap nuts, mugs etc. If these items are part of a gift basket or collection package, they MAY be allowed but they must be a very minor part of the package, and they MUST be pre-approved by the Manager.*

*Please read and keep for reference*

## **Williams Lake Winter Farmers' Market**

### **2025-26 Operating Guidelines, Rules and Regulations - Page 5**

#### **2025-26 VEHICLES, GENERATORS, ELECTRICITY**

1. **VEHICLES & TRAILERS:** Some vendors may be able to set up with their vehicles/trailers near the Market entrances. Please discuss with the Market Manager in advance of your desired attendance date, and they will request permission from the City and advise the vendor of options.
2. **GENERATORS:** Generators may be allowed for outdoor vendors if the City gives permission. The Market Manager will inquire on the vendor's behalf and advise accordingly. If allowed, generators must be as quiet and efficient as possible and must be located and operated in a way which limits noise, fumes and other negative impacts on others using the outdoor parking space. **INVERTER TYPES STRONGLY RECOMMENDED.**
3. **ELECTRICITY:** All electrical cords and power bars used to connect with the Gibraltar Room's power outlets must be in good condition and rated correctly for amperage drawn by the vendor's equipment. All electrical cords must be arranged/secured in such a way to avoid shocks or tripping hazards.

#### **2025-26 SAFETY INFORMATION**

1. Vendors are responsible for carrying their own liability insurance at their own discretion. CDFMA carries general "event" liability coverage but does not provide "personal" liability coverage for claims arising from the activities or negligence of vendors.
2. WLFM does not provide a qualified First Aid attendant. In case of a medical emergency, please call 911 immediately, and then notify the Manager that medical aid is needed and has been summoned so they may clear access for emergency vehicles etc.
3. Vendors are solely responsible for complying with City of Williams Lake fire, health, and safety regulations and "best practices". *Examples: No cooking with open flame or with solid or gaseous fuel in the Gibraltar Room. Knives or other similar items must be secured in a safe way when those items are not in actual use by the vendor.*
4. All vendors should operate their vehicles with extreme caution during arrival, unloading, loading and departure times.
5. All vendors should remain aware of the needs of their fellow vendors and Complex users and should be as fast and efficient as possible during set-up and take-down times. Once unloaded, please ensure your vehicle is parked well away from the Gibraltar room rear entrance to leave room for other vendors to access the entrance, and for customer and Complex user parking and access while the Market is open.

*Please read and keep for reference*

## **Williams Lake Winter Farmers' Market**

### **2025-26 Operating Guidelines, Rules, and Regulations - Page 6**

#### **2025-26 ETIQUETTE, CLEANLINESS, OTHER**

1. At all times vendors must be respectful to customers and other vendors.
2. The Market is shared place of business, and as such is intended to be a neutral, apolitical, and nonreligious space. Vendors are expected to always conduct themselves with decorum.
3. Vendors are asked to notify the Manager asap if they are unable to attend a market at which they are scheduled to attend. The Manager shall provide a contact number for Market days & times.
4. **COMPLAINTS:** Vendors must avoid negative public comments regarding customers, fellow vendors, and the Market management and executive. If a vendor wishes to express a concern or complaint, it should be made discreetly to the Manager or to one of the CDFMA Executive members, and an attempt will be made to resolve the complaint in a timely fashion. **Serious or complex complaints should be made in writing**, and the CDFMA Executive will confer and attempt a resolution.
5. All vendors should be on site at least 30 minutes prior to the scheduled opening of the market. Vendor stalls must remain on site until the close of the market. If a vendor sells out, they may post a notice at their booth and leave the Market, but their display must stay in place until closing time to avoid the appearance of the Market shutting down early.
6. In individual special circumstances, a vendor may be granted permission to pack up and leave early. The vendor must discuss their request with the Manager as far in advance as possible.
7. Emergency situations requiring early leaving by a vendor will be facilitated as they arise.
8. Vendors are solely responsible for tidying their booth site at the end of each market and returning tables and chairs to the designated location.
9. Vendors will ensure that their booth site is left clean at take-down time. Vendors must provide their own garbage receptacles and take away their booth's garbage at the close of the Market.
10. No smoking or vaping in any of the Market areas, or on any adjacent property where smoking/vaping is prohibited.
11. No alcohol or cannabis consumption in the Market area, in accordance with City of Williams Lake bylaws and regulations for City property. *Note: Exceptions may apply to allowable alcohol samples provided by licensed alcohol vendors.*
12. There will be no dogs allowed in the Market area, except for properly licensed service dogs.

*Please read and keep for reference*

## **Williams Lake Winter Farmers' Market**

### **2025-26 Operating Guidelines, Rules, and Regulations - Page 7**

#### **2025-26 PURPOSES OF THE SOCIETY & MEMBERSHIP INFORMATION**

**Cariboo Direct Farm Market Association** ("The Society" / CDFMA) dba **Williams Lake Farmers' Market** (WLFM) **The purpose of the society** is to establish and maintain a Farmers' Market which will provide a marketing opportunity to local farmers, producers, artists, and crafts people; to improve production; to stimulate public interest; to increase consumption of local products and to spark the local economy. The Society is a registered non-profit organization, and its revenues shall be used for operating expenses and promoting its objectives.

**Membership** is required to be a vending or non-profit/community participant at the WLFM, but membership does not automatically confer the right to participate in the WLFM. Market participation is assessed on an individual basis and is dependent upon approval by the Market Manager. Market participation is subject to general and circumstantial approval criteria established by CDFMA.

There are two classes of CDFMA membership, Voting and Non-Voting. The definition of LOCAL regarding the CDFMA/WLFM is the area defined by the Cariboo Regional District boundaries.

**VOTING members** shall be local vendors over the age of 16

**NON-VOTING members** shall be youth 16 and under, out-of-area, non-attending local co-op partners, non-profit and community participants, and those non-participant members obtaining memberships to support CDFMA's purposes.

#### **Membership privileges:**

- VOTING & NON-VOTING members are eligible for participation in the WLFM subject to current criteria, which may be reviewed and revised as needed by the CDFMA board of directors.
- VOTING members in good standing can fully participate in all applicable aspects of Society governance, as set out in the Society's registered Bylaws.
- NON-VOTING members in good standing can participate in the Society as observers, commenters, and consultants, as set out in the Society's registered Bylaws.

#### **Membership responsibilities:**

- All members of the Cariboo Direct Farm Market Association (CDFMA) shall commit to the establishment and maintenance of a safe, respectful, inclusive community and business space at the WLFM
- All members shall be mindful that the shared nature of the WLFM space calls for ongoing cooperation between vendors and ongoing consideration for the needs and goals of the WLFM to provide a positive experience to all its participants, including vendors, customers, visitors, staff, volunteers, and entertainers.
- All members of the Society shall be mindful that their public conduct when away from WLFM premises and events may reflect on the Society accordingly and shall consider the best interests of the Society when speaking or acting in a public way, particularly upon topics regarding the Society and the WLFM.

*Please read and keep for reference*

**Williams Lake Winter Farmers' Market**  
**2025-26 Operating Guidelines, Rules, and Regulations - Page 8**  
**2025-26 PARTICIPANT CODE OF CONDUCT**

**As a member of the Cariboo Direct Farm Market Association (“the Society”), each person/organization must understand and abide by the following CODE OF CONDUCT:**

- CDFMA welcomes and supports people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, educational level, colour, immigration status, sex, age, physical characteristics, family status, political belief, religion, and mental and physical ability.
- Vendors and management shall be respectful, professional, and courteous to customers, other vendors, Environmental Health Officers and other official parties carrying out their duties in the market space, and to the market manager, staff and volunteers.
- CDFMA/WLFM is a neutral, apolitical, and nonreligious space, and while normal polite conversation and polite and friendly social debate is understood and encouraged, members shall refrain from publicly espousing confrontational, political, or religious opinions or beliefs during market operations or meetings.
- CDFMA directors and managers, including volunteers, shall always act in the best interests of the Society, in good faith, and to the best of their ability.

**Zero tolerance will be allowed for:**

- personal insults
- discriminatory jokes and language
- harassment of any kind, including but not limited to physical, verbal or sexual
- advocacy of any of the above behaviours

**By obtaining a Membership in the CDFMA (“the Society”), each member, and their representative(s), agrees to abide by this CODE OF CONDUCT**