Cariboo Direct Farm Market Association (CDFMA)

Williams Lake Farmers' Market

Vendor Application Form Indoor Markets 2026-27

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

Or by letter mail to the Market Manager: **Barb Scharf, Box 3211, McLeese Lake B.C. V0L 1P0**

2026-27 Indoor (Gibraltar Room) Market Dates:

Fridays -10:00 A.M. to 2:00 P.M. 2026: Oct. 30, Nov. 6, 13, 20

2027:Jan. 8, 15, 22, 29, Feb. 5, 19, 26*, Mar. 5, 12, Apr. 2, 9

December Holiday Market – SUNDAY, December 13, Noon to 4:00 P.M.

Please note: Vendor membership years runs AGM to AGM, so indoor market vendors will need to renew their vending membership after the Feb 22, 2027 AGM.

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 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, and will sign the attached Contract/Liability Waiver.
- 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 also read & complete other side

Please check off everything which applies to you.

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

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

Product information

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

2026-27 Annual Vending Membership: $20

- We will notify you regarding your acceptance as a vendor. If accepted, we will be in touch to discuss payments.
- Vending Membership year is from end of the 2026 AGM (March 2, 2026) to end of the 2027 AGM (February 22, 2027).

2026-27 Indoor Table Allocation & Fees – based on a minimum of 6 ft. table space

- A limited number of 6 ft and 8 ft tables are provided by the venue.
- The Manager will allocate these as needed, in consultation with each vendor as to space requirements.
- Some vendors may be asked to provide their own tables depending on venue table limitations.
- More space may occasionally be provided at the Manager's discretion. Double spaces may be available.

☐ **Friday Indoor Daily single table fee** is $25.00.
☐ **Youth Vendors** (16 & under) single table fee is $15.00.

Booth site info:

The Market Manager will take your request(s) into account when allotting table spaces.
Please note: We have limited electrical power access.

☐ I would like access to electrical power at my table. *(Priority to higher risk food vendors needing refrigeration & hot food vendors requiring power for heating/cooking food.)*
☐ 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 also read, sign and submit the following 2026-27 Market Season Contract/Liability Waiver at or prior to your first vending attendance. Paper copies are available from the Manager.



Williams Lake Farmers' Market

Cariboo Direct Farm Market Association (CDFMA)
dba Williams Lake Farmers' Market
Box 4056 Main PO, Williams Lake, BC, V2G 2V2
wlfm.manager@gmail.com
www.williamslakefarmersmarket.com

2026-27 MARKET SEASON CONTRACT/LIABILITY WAIVER

In consideration of being allowed to use the facilities (market space/parking areas) and services of the Williams Lake Farmers' Market and other CDFMA events, I the undersigned hereby agree as follows:

1) To waive any and all claims that I, _____
(name of representative for vendor, performer or community group)

on behalf of _____
(operating name of business/organization)
may have in the future against the CDFMA, its directors, employees, agents/contractors, representatives, and volunteers.

2) To release the CDFMA from any and all liability for any loss, damage, injury or expense that occurs out of the use of any of the facilities of the Williams Lake Farmers' Market or CDFMA's events, by the above-named market participants, their family members, their employees or volunteer participants.

3) To hold harmless and indemnify the CDFMA from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs on a solicitor-and-his-own-client full indemnity basis, resulting from participation in any event to be held under the auspices of the CDFMA throughout 2026 and 2027.

☐ I give permission to the CDFMA to photograph/digitally record myself and/or my organization and my products and to use said photographs, digital images/videos in the promotion of the Williams Lake Farmers' Market, in perpetuity. I realize and acknowledge that I may also use said material created by the CDFMA and published on social media or otherwise provided to me by CDFMA, for my own personal or business purposes, freely and without charge. I retain the right to request that specific visual media of myself, family, staff etc. not be published, or be removed, from CDFMA's social media by my specific request.

☐ I give permission to the CDFMA to release my personal contact information that I have provided, except for my home address, to the public or to trusted organizations seeking event participants etc., online or in person.

I, the undersigned hereby acknowledge that I have read the foregoing and understand its content, import, and meaning. I have and will communicate and disclose the contents and implications to anyone representing my business or group at the Williams Lake Farmers' Market and its events, including employees, volunteers, and parents or guardians of minors participating in the Williams Lake Farmers' Market and other CDFMA events in relation to me or my business/organization.

I also acknowledge that I have read and understood the 2026-27 CDFMA/Williams Lake Farmers' Market Guidelines, Rules & Regulations in the Vendor Info package and agree to abide by them.

Please note that since vendors are not covered under the CDFMA group insurance policy, it is recommended that all vendors carry their own liability insurance in an amount not less than $2,000,000 and ensure that the Cariboo Direct Farm Market Association, the City of Williams Lake, TRU–Williams Lake Campus, and the Cariboo Regional District are added to their policy as "additional insured(s)".

Signature: _____

Date: _____

This page is deliberately left blank as the reverse of the Contract/Lability Waiver

Please keep for reference

Cariboo Direct Farm Market Association (CDFMA)

Williams Lake Farmers' Market (WLFM)

2026-27 Useful Info – Indoor Market FAQs

What are the 2026-27 Indoor Market Days & Hours?

2026-27 Indoor (Gibraltar Room) Market Dates:
Fridays -10:00 A.M. to 2:00 P.M. 2026: Oct. 30, Nov. 6, 13, 20, Jan. 8, 15, 22, 29, Feb. 5, 19, 26*, Mar. 5, 12, Apr. 2, 9
December Holiday Market – SUNDAY, December 13, Noon to 4:00 P.M.
Please note: Vendor membership years runs AGM to AGM, so indoor market vendors will need to renew their vending membership after the Feb 22, 2027 AGM.

Where is the Market held?

INDOORS at specified dates in October-December and January-April in the GIBRALTAR ROOM of the Cariboo Memorial Recreation Complex. The physical address is **525 Proctor St., Williams Lake, B.C.**

Do I need to bring my own canopy tables & chairs?

INDOOR MARKETS – NO (usually). The venue includes some 6-ft & 8-ft tables, plus chairs.
Some vendors may be asked to provide their own tables on occasion.

How big is a booth space?

INDOOR – 6-ft & 8-ft tables will be assigned in consultation with each vendor & according to their space needs

How do I reach the Market Manager/Day Coordinator?

The **MARKET MANAGER** is Barb Scharf, assisted by Jane Bowser & Edwin Bowser
& **INDOOR MARKET DAY COORDINATOR** Jamie Kohnke
Jamie's cell on **Indoor Market days: 250-392-0709**
On non-Market days, the best way to connect is by e-mail to Barb: wlfm.manager@gmail.com or by calling the Manager's landline: 250-297-6553.
On Indoor Market days you may also TEXT to our cell numbers. Please tell us who you are!
Market Day Cell #s:
Jamie – 250-392-0709
Barb – 778-267-9596
Jane – 250-267-6137

More FAQs on next page →

Please keep for reference

Cariboo Direct Farm Market Association (CDFMA)

Williams Lake Farmers' Market (WLFM)

2026-27 Useful Info – Indoor Market FAQs – page 2

Who "owns"/operates the Market?

- The Market is a project of the registered BC non-profit society Cariboo Direct Farm Marlet Association. It is governed by a volunteer Board of Directors (Market Committee) comprised of Society member vendors.
- Society memberships are separate from vending memberships and include defined rights & responsibilities under the BC Societies Act.
- 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 2026 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 Market?

A once-yearly $20 Annual Vending Membership fee, paid before or at your first Market.
and a **daily single booth/table fee of:** **Indoor Fridays - $25**

Youth rate: We have a reduced rate for booths operated by youth 16 & under – Fridays - $15

Non-Profit & Community Groups: 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 and there is no need to pre-pay unless purchasing a Season Pass.
- We also have an e-transfer option which many vendors find convenient: **williamslakemarket@gmail.com**
- **NEW VENDORS - Please do not send Membership, Booth or Season's Pass 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. Your policy must include **Cariboo Direct Farm Market Association** and **City of Williams Lake** listed as **Additional Insured**. *(Low-cost policies are available for most common vendor situations.)*

Please read and keep for reference

Cariboo Direct Farm Market Association (CDFMA)

Williams Lake Indoor Farmers' Market (WLFM)

2026-27 Operating Guidelines, Rules, and Regulations

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2026-27 GENERAL MARKET INFO

1. The Williams Lake Farmers' Market operates on Secwepemc (Shuswap) traditional territory, neighbouring both T'exelcemc (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 VENDING MEMBERSHIP.** This is a separate classification from a CDFMA Society Membership.

4. If you currently hold a Voting or Non-Voting CDFMA Society Membership, this classification carries over upon yearly renewal, subject to CDFMA Society Bylaws. New vendors will become eligible to apply for full CDFMA Society membership after a minimum of 6 vending attendances in a membership year.

5. **The definition of LOCAL regarding the CDFMA/WLFM** is the area defined by the Cariboo Regional District boundaries.

6. **The physical locations of the 2026 WLFM** are the City of Williams Lake parking lot situated between the Cariboo Memorial Recreation Complex and Kiwanis-Rotary Park, and the Gibraltar Room located in the Cariboo Memorial Recreation Complex. The physical address of the sites is 525 Proctor St., Williams Lake, B.C. **The mailing address is: CDFMA, Box 4056 Main PO, Williams Lake, BC, V2G 2V2**

7. Public Health Requirements: The 2026 WLFM 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**.

8. 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 2026 Market Manager Team is Barb Scharf assisted by Jane Bowser/Edwin Bowser & Jamie Kohnke as Indoor Market Manager/Coordinator. Main contact (Barb): 250-297-6553 Email: **wlfm.manager@gmail.com**

9. Vendors and other WLFM participants will be required to **sign a VENDING MEMBER CONTRACT** and a separate **SEASON CONTRACT/LIABILITY WAIVER**. Any individual/group who has signed these contracts 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 Indoor Farmers' Market

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2026-27 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.* No A.I. generated art. No 3-D printed items unless they are the FULLY ORIGINAL design of the maker, or demonstrate significant handcrafting, or are a minor component of an otherwise handcrafted assemblage*. You may contact the Market Manager to discuss this topic and how it might relate to your specific products.*
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 Indoor Farmers' Market

2026 Operating Guidelines, Rules and Regulations - *Page 3*

2026-27 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 Indoor Farmers' Market

2026 Operating Guidelines, Rules and Regulations - *Page 4*

2026-27 BOOTH RENTAL CONDITIONS

1. The Market Association retains the right to rent or refuse rental of booth/table space to vendors.
2. Booth space rental and assignment of booth spaces will be at the sole discretion of the Market Manager.
3. The Market does not rent or otherwise provide equipment to vendors. Vendors are solely responsible for providing their own shelters, tables, chairs, leg weights etc., with possible exceptions at the Indoor venue(s).
4. There is no Season Pass available for the Indoor Market season.
5. While every attempt will be made to allow vendors to occupy the same or similar spots throughout the Indoor Market season, spacings and placements may change to address vendor numbers, special needs, and seasonal changes.
6. A 2026 WLFM indoor table space will generally consist of a 6 ft. or 8 ft. table allocation, assigned by the Market Manager or Day Coordinator. A slightly larger space may be allocated if vendor numbers allow for this, at the Manager's discretion. Double spaces may be available, and a $25 table fee will apply to each table, unless the fee is adjusted at the manager's discretion.
7. The venue shall provide a limited number of 6 ft. and 8 ft. tables for vendor use, though availability may be limited due to other venue events occurring at the same time. Chairs will be provided.
8. Please be prepared to bring your own tables if required due to venue limitations. The Manager will notify you if you need to bring your own table as far in advance as possible.

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 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. In all cases, only products originating in British Columbia are permitted.
6. 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.
7. 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.*
8. 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 Indoor Farmers' Market

2026 Operating Guidelines, Rules and Regulations - *Page 5*

2026-27ELECTRICITY & OTHER SAFETY

1. **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.

2. 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.

3. Vendors are solely responsible for complying with City of Williams Lake and venue fire, health, and safety regulations and "best practices". *Examples: Vendors cooking or warming food on site must provide a fire extinguisher for the type of potential fire hazard their activities present. Knives or other similar items must be secured in a safe way when those items are not in actual use by the vendor.*

4. 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.

Please read and keep for reference

Williams Lake Indoor Farmers' Market

2026 Operating Guidelines, Rules, and Regulations - *Page 6*

2026-27 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 or Day Coordinator 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 Management Team and 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 tables must remain on site until the close of the market, unless prior arrangements have been made with the Manager. If a vendor sells out, they may post a notice at their table and leave the Market, but their table must stay in place until closing time to avoid the appearance of the Market shutting down early.
6. Vendors are solely responsible for cleaning their site at the end of each market.
7. The garbage cans are provided by the City of Williams Lake primarily for Market customer use.
8. Vendors must not dispose of large/bulky/wet/heavy items such as boxes, cardboard, coffee grounds, leftover produce, waste produce or produce trim in the City of Williams Lake garbage cans. Vendors must take their garbage away from the site for suitable disposal.
9. Vendors must not dump cooking oils or any other liquids either in the garbage cans or anywhere on site or on adjacent City property.
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 Indoor Farmers' Market

2026 Operating Guidelines, Rules, and Regulations - *Page 7*

2026-27 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.

A Vending Membership is required to be a vending or non-profit/community participant at the WLFM. Market participation is assessed on an individual basis and is subject to current criteria established by CDFMA.

A Society Membership is a separate classification and is additional to a Vending Membership.

Those currently holding a Society Membership, or who have held a Society Membership in the prior vending year, will retain the right continue as a Society Member upon renewal, as described in the Society Bylaws.

Those holding only a Vendor Membership may apply to obtain a Society Membership after personally attending the WLFM as a vendor for a minimum of six times in that Membership year.

There are two classes of CDFMA Society 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:

- VENDING, VOTING & NON-VOTING members are eligible to apply 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:

- VENDING, VOTING & NON-VOTING members of the 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 Farmers' Market

2026 Operating Guidelines, Rules, and Regulations - *Page 8*

2026-27 PARTICIPANT CODE OF CONDUCT

As a Vending, Society Voting or Society Non-Voting 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, Health Canada officers, municipal officials, management and staff 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 Society members, directors, managers, staff and 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 Vending, Society Voting or Society Non-Voting Membership in the CDFMA ("the Society"), each member, and their representative(s), agrees to abide by this CODE OF CONDUCT