

Market Day Procedures

1. Arrival & Traffic Flow

Vendors are expected to arrive on site at the time requested by the Market Manager. The market opens for business at 9:00am. Vendor stalls must be completely assembled and vendors ready to do business by market opening. To allow for a smooth flow of vehicle traffic and for other vendors to gain access to the market area, vendors must follow directions from Market Managers and volunteers. Vehicles may normally be driven onto the site for unloading but must be removed and parked in designated vendor parking before booth set up can begin. All vehicles to be clear of the market site by 8:45am latest. Late arrivals may be requested to walk in with gear and products.

2. COVID Pandemic Protocols

All vendors are expected to comply and cooperate with the market's current COVID-19 protocol. This is developed and regularly updated upon advice from the BC Centre for Disease Control, Fraser Health, the City of Abbotsford and the BC Association of Farmers' Markets. Please understand this compliance is critical to allow the market to continue operations.

Please consult the Market Manager for guidance regarding the latest protocol for the AFCM. This can include customer line-ups, booth configurations, social distancing, mask-wearing etc. as appropriate.

3. Booth Set Up

Vendors are expected to assemble their booths in the space assigned by the Market Manager. A request for change of assigned space or the need to expand outside of the space must first be approved by the Market Manager. Vendors are not guaranteed the same stall location each week, although when possible every effort is made to maintain consistency for regular vendors.

Vendors should supply their own tables, chairs, tents, garbage cans, brooms for clean-up etc. Vendors are expected to keep their market space clean & tidy, sweeping up and removing garbage and recycling from the site after market closing.

In setting up vendors should take care to make their stall attractive and convenient for customers, and should make every effort to not encroach on the space and activity in adjacent booths. Noise from vendor-operated equipment, music, generators etc should be kept to a minimum. Vendors are expected to cooperate with Market Managers, volunteers and fellow vendors in ensuring a customer-friendly experience for everyone.

4. Customer Relations

Vendors should ensure their business name is prominently displayed in their stall. Prices of products should be clearly indicated. Depending on the product being sold, any required documentation or permits should be posted and visible.

Aggressive hawking of products is not permitted. However vendors are encouraged to address shoppers as they pass by the stall-front, and to provide opportunity to try out product, or provide samples if appropriate.

5. Early Sell-Out

Vendors who sell out of product prior to the market closing may not disassemble their booth until 12noon. The booth should be tidied and a "SOLD OUT" sign posted to inform customers.

6. End of Market Day

Vendor stalls may not be disassembled until the market closes at 12 noon. Vendors should take down & pack up their stalls prior to bringing their vehicle into the market site. NO vehicles are allowed onsite until the Market Manager removes the black bollards and other barricades which control vehicle access to the site – normally we need 15 minutes minimum to clear the site of customers after the market closes.

7. Sales Reporting

Vendors are required to submit a SALES REPORT for each market attended. A user-friendly form will be provided for this purpose. This helps the market track statistics for the broad categories of market vendors – growers, producers, artisans & crafters – which are helpful to us all and required when applying for grants etc. Note that sales numbers submitted by individual vendors are NOT identified or reported out to other vendors or to external agencies of any kind.

As of February 23,2021