



Errington Farmers' Market REQUEST FOR PROPOSAL

1550 Veterans Road, PO Box 215, Errington, BC V0R 1V0

The Errington Farmers' Market (EFM) is offering the community an exciting opportunity!

We are requesting proposals from enthusiastic, prospective vendors for its Coffee Shop/Kitchen for the remainder of the 2021 season. (It has been closed during the pandemic).

2021 is EFM's 48th year serving the community!

As we are now in Stage 3 of BC's Restart Plan, the market is seeking a vendor to run our coffee shop for the remainder of this season.

The small VIHA inspected kitchen that has been used as a coffee shop for the past 20 years.

Process

Mail to: Errington Farmers' Market Or email to: manager@erringtonfarmersmarket.ca
Attn: Selection Committee
PO Box 215
Errington, BC V0R 1V0

In the interest of fairness, a committee will choose the successful applicant through a "blind bid" process. All applicants will be contacted to inform them as to whether or not they have been short-listed.

Facility

Type: Food take-out.

The Coffee Shop/Kitchen is located in the Errington Community Park, situated in the centre of the market. 1550 Veterans Road, PO Box 215, Errington, BC V0R 1V0

Dates/Times

The kitchen is to be open for business each Saturday until the end of September from 10:00am to 1:00pm.

Commitment

The Vendor agrees that the Coffee Shop/Kitchen at the The Errington Farmers' Market will be open for business from the first Saturday agreed upon to the last Saturday in September of the year 2021. The Vendor agrees to abide by the rules of the Errington Farmers' Market (see page 3). This includes removing any "garbage" / recycling produced by the coffee shop/kitchen, and includes the over arching principle of "Make it, Bake it, Grow it." Resale of food items and/or commercial canned drinks are not in alignment, and therefore not permitted.

Your name: _____

Address: _____

Phone number: _____

Email address: _____

Tell us your idea!

Please share a summary of what you propose to sell - ie: your sample menu.

Experience

Tell us about yourself and what skills you bring to make the coffee shop/kitchen a success!

Operation Fees

The kitchen has been rented for \$100.00 per week.

What is your bid for this opportunity and what are your expectations?

VIHA & FoodSafe Certificates

Our Coffee Shop/Kitchen is a VIHA-approved, FoodSafe kitchen. Vendor will need to obtain a FoodSafe certificate- <http://www.foodsafe.ca/main> as well as a license from VIHA <http://www.viha.ca/mho/food>

Vendors wishing to sell lower risk food items at farmers' markets and other temporary food markets, should familiarize themselves with the Guidelines- Sale of Foods at Temporary Food Markets (pdf). Those wishing to sell higher risk food items at temporary food markets are required to complete an Application for Sale of Higher Risk Food at Temporary Food Markets (pdf) and submit it to the local Health Protection Office.

Insurance

Vendors are responsible for their own liability insurance for every event held in the Coffee Shop/ Kitchen. The Vendor agrees that the Errington Farmers' Market in no way guarantees the success or quality of any business or product as a result of its services. The Vendor agrees to hold the Market, its collaborators and their employees harmless regarding any and all legal issues or food preparation abnormalities found against the Vendor that are out of the control of the Market, its collaborators and their employees. The Vendor agrees that use of facility is at the User's own risk. The Errington Farmers' Market accepts no liability for any injuries incurred while in this facility and while under contract. This includes but is not limited to: Slip and fall, burns, cuts, and any other unforeseen accidents that can occur. While the Market is not responsible for goods prepared by the Vendor, it does insist that the safety of the public at large is protected in accordance to food sanitation rules and regulations. The Vendor agrees to adhere to all rules of the Vancouver Island Health Authority regarding proper food preparation.



Errington Farmers' Market Rules

Vending at the market is a privilege, not a right. We are all responsible for creating a harmonious place for vendors and customers alike. There is a "THREE STRIKES - YOU'RE OUT" policy for contravention of the rules. In such a case, the vendor will be asked to leave the market. There will be no refund of any prepaid stall fees. Complaints should be made in writing to the Market Manager, listing who, what, and when the violations occurred.

1. **Market Peace:** All vendors and customers in our market shall be treated with dignity and respect. Any vendor that causes a disturbance in our peaceful market will receive a strike.
2. **Make, Bake or Grow:** As in all BC Association of Farmers' Markets member markets, all vendors must "Make it, Bake it or Grow it" to sell it in our market - no exceptions.
3. **Market Hours:** 10 am to 1 pm. Customer sales are to begin at 10am; vendor to vendor sales are allowed any time.
4. **Early Shut Down:** If you sell out of your product, you may not pack up your booth as it creates empty "gaps" in the market. You may leave a sign on your booth or table saying SOLD OUT, if you decide to walk away from your booth for the rest of that day's market.
5. **Cut-Off Time for Booths:** Prepaid Vendors must be at their booths by 9:30am or forfeit their space. Only one vehicle is permitted per booth. There are to be no moving vehicles in the market from 9:30am to 1:15pm.
6. **Disabled Vendor parking:** Vendors who are disabled are welcome to ask for assistance to move sale items and display materials. We do expect them to park in the field with other vendors. The Market's two designated disabled parking spots are reserved for customers.
7. **Cancellations:** If you know you will not attend on a certain week, you must let the Market Manager know by the Wednesday, prior to the market.
8. **Prepared Food Vendors:** All vendors selling food must have a copy of their Foodsafe 1 Certificate for our records and a letter of approval issued by the Island Health Authority (VIHA). You need to apply for approval April 1st to be allowed to sell your food in May. Please contact VIHA directly.
9. **Display Safety:** We ask that no nails or other hanging devices be installed within 8 feet of the ground in front of the booths and that displays are sturdy and do not invade the walkway.
10. **Stall Space:** Each vendor is allowed one stall space (approx. 10 x 10). Should extra space be available next to your stall, check with Market Manager to see if you can use that space or neighbouring stall. Each week you need to verify space use.
11. **Vendor Garbage:** Any vendor generating garbage (ie. giving samples) must be responsible for the removal of their garbage that day.
- (12. *This rule is temporarily n/a during pandemic* **Unloading Zone:** No vehicles are permitted past the coffee shop at any time for vendors. There is an Unloading Zone on the right of the driveway. After unloading, vendors will move their vehicles to the far end of the parking lot to make room for customers.)
13. **Adopt a Task:** Market members should be prepared to take a job in order to keep fees low. We ask for help with site clean-up, repairs, signage, advertising, etc. These things benefit all vendors!
14. **Vendor Dogs:** Even vendors' dogs MUST be leashed at all times. Vendors are discouraged from bringing their dogs to the market to avoid surprising customers and other dogs.
15. **Booth Renewal:** All vendors must re-apply each year by sending in their payment and signed application by March 1st. Having the same booth as a previous year is possible, but not guaranteed.
16. **Meetings:** All Market Members are encouraged to attend meetings. This is the place for discussion and input. These meetings are held once per month, after the market closes for the day. During the "off season", meetings are held at the Errington Hall at 7pm, the dates of which are emailed to the membership. The Annual General Meeting (AGM) is held in February.
17. **Vendor Smoking:** Smoking is NOT ALLOWED anywhere on the market grounds. If you must smoke, please do so out on the road.