



Homegrown, Handmade on Gabriola & Mudge Islands

P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

AMENDED and ACCEPTED February 9th, 2026

2026 Saturday Market Vendor Guidelines and Agreement

Mission Statement

The publicly stated mission of the Gabriola Agricultural Association is “to encourage and support local farmers and small home-based businesses of Gabriola and Mudge Island”.

ADMINISTRATION AND TIMES OF OPERATION

The Market is administered by the Co-op pursuant to the following regulations:

1. The Co-op sets fees and determines Market policies in compliance with Vancouver Island Health Authority.
2. The on-site Market Manager oversees the Market and has authority to assign vending space, settle disputes, disqualify vendors for violations of regulations, determine goods for sale, and determine existing and new Vendor eligibility.
3. **Dispute Resolution – Cooperative Complaint Process**

The Gabriola Agricultural Co-op operates under cooperative principles that emphasize fairness, transparency, mutual respect, and shared responsibility. The following complaint process is designed to support constructive communication, timely resolution of concerns, and the continued success of the Market community.

Guiding Principles

All concerns will be handled in good faith, with the intention of preserving positive working relationships among vendors, Market Management, and the Co-op Board. Vendors are expected to engage respectfully and professionally throughout the process, consistent with the Market’s mission to support local producers and artisans.

Step 1: Direct Conversation (Informal Resolution)

Vendors who have a question, concern, or complaint regarding vendor placement, scheduling, policy interpretation, or market operations are encouraged to first speak directly with the on-site Market Manager as soon as reasonably possible.

- Concerns should ideally be raised on the same market day when appropriate, or within five (5) business days of the issue.
- The Market Manager will listen to the concern, review relevant policies, and work collaboratively with the Vendor toward a fair resolution.
- Many concerns can be resolved quickly through open communication, which reflects the cooperative spirit of shared problem-solving.

Step 2: Written Complaint (Formal Review by Market Manager)

If the concern cannot be resolved through informal discussion, the Vendor may submit a written complaint to the Market Manager.

The written complaint should include:

- Vendor name and business name
- Date(s) of the incident or decision
- A clear description of the concern
- Any relevant supporting information
- The outcome or resolution being requested



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The Market Manager will acknowledge receipt of the complaint within a reasonable timeframe and may consult Market records, applicable policies, and involved parties before issuing a written response.

Step 3: Appeal to the Co-op Board of Directors

Where a Vendor believes the matter remains unresolved, involves perceived inequity, historical placement decisions, or interpretation of Market policy, the Vendor may submit a written appeal to the Gabriola Agricultural Co-op Board of Directors at:

- coopagiassoc@gmail.com
- agicoopdirectors@gmail.com

The Board will review the appeal in alignment with cooperative governance practices and the Market's mission. The Board may request additional information from the Vendor or Market Manager as part of its review.

Board Review Considerations May Include:

- Consistency with Market policies and eligibility requirements
- Fairness and equitable treatment of all vendors
- Operational and safety considerations
- Historical practices and market capacity
- The overall health and balance of the Market

Final Decision

The Board of Directors retains final authority with respect to policy interpretation, vendor placement disputes, and appeals. Decisions of the Board are final.

Protection from Retaliation

Vendors may raise concerns without fear of retaliation. Likewise, vendors are expected to continue adhering to all Market rules and maintaining professional conduct while a complaint is under review.

Commitment to Continuous Improvement

The Co-op views complaints as opportunities to strengthen Market operations and support a thriving vendor community. When appropriate, anonymized trends may inform future policy reviews to ensure the Market continues to operate in a fair, transparent, and cooperative manner.

Good Faith Participation

By participating in the Market, Vendors agree to engage in this process respectfully and to support outcomes that prioritize the collective well-being of the Market.

4. The Co-op has a No Refund Policy with regard to market vendor fees.

5. The Market will be operated at the site of the Agricultural Hall located at 465 South Road, Gabriola, each Saturday beginning **May 16 to October 10, 2026** from 10:00 am to 2:00 pm.

6. The Co-op Board of Directors reserves the right to terminate the Market or to change its time as it deems necessary or appropriate.

ELIGIBILITY OF SELLERS

A Vendor must be either a **Producer**(farmer) or an **Artisan**.

- A **Producer**(farmer) is an individual whose primary products are items they have personally grown or raised. To qualify as a Producer, the majority of the items for sale must fall into this category. These products include:fruits, vegetables, plants, cut flowers, honey, milk, meats, and eggs. It may also include minimally processed foods



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such as jams, cider, salsa, and vinegars, provided that the primary ingredients were grown and harvested directly by the vendor.

- An **Artisan** is an individual whose primary products are handmade goods, crafts, or value-added food or health and beauty products using their own skills and craftsmanship. These products must be original, locally made, and adhere to the standards set by Market Management.

If the Vendor is not the Producer or Artisan themselves, the actual Producer or Artisan must be named in this agreement and must sign this agreement. Goods sold at the market must be grown or made on Gabriola unless otherwise approved by Market Management.

For the 2026 Market Season, only Vendors selling produce (fruits and vegetables) who meet the qualifications of a **Producer** as defined above may resell produce grown on Gabriola, under the following rules for resale of produce (fruits and vegetables):

The Vendor agrees to abide by all applicable federal, provincial, and local laws and ordinances and acknowledges that a violation of such laws may be deemed a material breach of this contract by the Co-op Board of Directors.

BCFMA Coupon Program:

Farmers, egg and meat producers are encouraged to participate in the BCFMA Coupon program that is administered by the PHC and the Co-op.

The primary vendor must indicate on the last page of this contract whether or not he/she is participating in the BCFMA Coupon Program.

Market staff will contact the Vendor to provide him/her with necessary training.

PERMITTED EDIBLE GOODS FOR SALE

The following goods may be sold at the Market:

Fruits, vegetables, dried and fresh herbs and spices, plants, flowers, honey, eggs, and crafts. Baked goods and some minimally processed foods may be sold: cookies, cakes, fruit pies, cupcakes, bars, yeast breads, and fruit bread.

Candy such as; caramels, chocolates, fudge, peanut brittle, and chocolate covered nuts.

Produce must be clean (no dirt/mud) and nicely merchandised. Produce may not be displayed on the ground. Produce that does not meet with management approval will be removed or re-merchandise.

EGGS

- Shells are sound and not cracked/leaking
- Shells are clean and free of any fecal material or feathers
- Eggs are maintained at an internal temperature of 4°C during transportation and storage/display at the market.
- Crates used to contain the eggs are clean and maintained in a sanitary manner. The minimum information on crates should indicate the name of the farm/producer and the packaging or sale date.

COSMETIC NOTIFICATION REQUIREMENTS (FOR HEALTH & BEAUTY VENDORS)

Vendors selling health and beauty products, including but not limited to soaps, lotions, creams, salves, balms, bath products, and other cosmetic or personal care items, must comply with federal cosmetic regulations administered by Health Canada.

COSMETIC NOTIFICATION FORM (CNF)

SUBMISSION REQUIREMENT



Homegrown, Handmade on Gabriola & Mudge Islands

P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

Vendors must submit a Cosmetic Notification Form (CNF) to Health Canada within ten (10) days of first selling each cosmetic product. If products are newly developed for sale at the Market, Vendors must submit the CNF as soon as possible and no later than ten (10) days after the first sale.

NO PRE-APPROVAL REQUIRED

Health Canada does not pre-approve cosmetic products. Once the CNF has been submitted, Vendors may continue selling their product. Submission serves as regulatory notification only.

COMPLIANCE REVIEW

Health Canada may review submissions for accuracy and safety compliance. Sales will not be delayed unless a compliance concern is identified, such as prohibited ingredients, improper labeling, or unauthorized therapeutic or medical claims.

LABELING AND RECORD KEEPING

PRODUCT LABELING REQUIREMENTS

All cosmetic products must comply with Canadian cosmetic labeling regulations, including:

- Complete ingredient listing using proper INCI nomenclature
- Bilingual labeling (English and French)
- No unapproved therapeutic or medical claims

PROOF OF SUBMISSION

Vendors must retain proof of CNF submission and be prepared to provide documentation if requested during a compliance inspection.

ESTIMATED TIMELINE FOR NEW VENDORS

- CNF Completion: Approximately 30–60 minutes
- Submission Processing: Immediate (no approval required)
- Legal Sale: Permitted immediately after submission

For complete information and submission access, Vendors may refer to the Health Canada Cosmetic Notification resources available online.

Links here:

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/notificati-on-cosmetics.html>

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/notificati-on-cosmetics/guide.html>

GOODS NOT PERMITTED FOR SALE

No potentially hazardous foods may be sold. It is the responsibility of the Vendor to ensure all items are deemed edible before selling. The Co-op, its members, staff, agents, employees, the Market Manager, nor Market Advisory Board will not be held liable for any violation.

IF YOU ARE A FOOD VENDOR PLEASE REVIEW THE FOLLOWING TWO DOCUMENTS

1)VIHA Compliance Sheet for All Food Vendors:

See APPENDIX I at the bottom of this document

2)ISLAND HEALTH TEMPORARY FOOD MARKET GUIDELINES

<https://www.islandhealth.ca/sites/default/files/2018-05/temporary-food-market-guidelines.pdf>

REGISTRATION TO SELL

Vendors must submit a signed agreement and pay applicable rental fees before selling any goods at the Market. It is understood that this Agreement is valid for the **2026 Market Season**.



Homegrown, Handmade on Gabriola & Mudge Islands

P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

ASSIGNMENTS AND LIMITS OF SPACE

Each Vendor is limited to one vending space unless otherwise assigned. A vending space is one Space. Spaces range from 6' to 10' in size. There shall be no subletting of vendors' space.

The Market Manager may move Vendors to specific vending spaces, reserve vending spaces, or restrict vending spaces as he/she deems appropriate. The Vendor understands that the Co-op, and the Market Advisory Board, or Market Manager will attempt to reassign spaces if those spaces, for reasons outside the Co-op's control, become unavailable on a particular Market day.

***Note:** For safety reasons, Market Management highly recommends that Vendors provide a canopy for their booth. The market does not provide shade, and the sun can get dangerously hot!

VENDOR PARKING

Vendors must not park in the lower parking lot – this space is reserved for market customers and people with disabilities. Violation of this rule will result in a \$10 donation to the Co-op per violation.

VEHICLE SAFETY & ACCESS GUIDELINES

For the safety of all participants, vendors must adhere to the following vehicle movement and safety protocols:

Spotter Requirement

OBLIGATORY: If a vehicle must reverse (back up) at any time during setup or pack-up, the driver must enlist a spotter to guide them safely.

- The spotter must be clearly visible to the driver and positioned to monitor blind spots.
- The spotter's responsibility is to ensure the path is clear of pedestrians, tents, and equipment.
- Vendors are expected to plan ahead and ensure that this procedure is followed without exception.

Setup (Before 9:30 AM)

- Vendors may arrive as early as 7:00 AM.
- Vehicles must be **fully unloaded and moved off the market grounds before** any tents, tables, or displays are set up.
- All vehicles must be off the market grounds and fire lanes by **9:30 AM sharp**.

Market Hours (10:00 AM – 2:00 PM)

- **No vehicle movement** is permitted within the market area.
- Vendors are not allowed to park in the main customer parking lot during market hours.
- Vendors must park off the AGI property and are responsible for obtaining permission if parking on nearby private property.

Pack-Up (After 2:00 PM)

- Vendors must **dismantle and pack up** their displays before bringing their vehicles into the market area.
- Vehicles may only return **after 2:15 PM**. Unauthorized early entry will be stopped by the Market Manager.



Homegrown, Handmade on Gabriola & Mudge Islands

P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

- In some cases, entering fire lanes may be unavoidable for loading. In such situations, vendors must remain with their vehicles and avoid loitering.
- Vehicles must **not block fire lanes or emergency access points longer than necessary.**

Fire Lanes & Emergency Access

- These will be clearly marked and must remain unobstructed.
- Temporary access may be allowed during loading/unloading, but the vendor must remain present with their vehicle at all times.

Compliance & Enforcement

- Vendors are required to sign the **Vendor Vehicle & Safety Agreement** before participating in the market.
- Market Manager is responsible for directing traffic and enforcing vehicle safety protocols.
- Non-compliance may result in:
 - **1st violation:** Verbal reminder
 - **2nd violation:** Written warning
 - **3rd violation or serious safety breach:** Suspension or removal from the market

Tools & Aids

- Maps, cones, signs, and chalk markings may be used to indicate traffic flows and restricted areas.
- A Market Manager logbook will be maintained to document any incidents or violations.

SIGNAGE

If the vendor is participating in the farmers' market coupon program, appropriate signage must be displayed as indicated.

In consideration of the other vendors and public safety, *please confine your product and signage to the designated booth space dimensions.* Vendors may be asked by the Market Manager to make adjustments to satisfy this requirement.

B.C.'s ORGANIC CERTIFICATION REGULATION

The term "organic" is now a protected label within BC for agricultural products that have been produced or processed in BC, and for which certified organic programs exist.

Organic producers, processors, distributors and others in the supply chain who use the 'organic' protected label are expected to be able to produce proof of up-to-date certification or attestation upon request by a Ministry of Agriculture enforcement officer. Uncertified operators in the province marketing their agricultural products as 'organic' could face penalties, including fines.

Vendors can find information on these guidelines at:

<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/animals-and-crops/organic-food-and-beverages/certification>

EXPECTATIONS OF VENDOR ATTENDANCE

The Market operates Saturdays from 10 am to 2 pm weekly **May 16 to October 10, 2026**

- The vendor must be in his/her assigned space by 9:45 am on the day of market.
- If a vendor is not in their space by 9:45 am and has not informed the Market Manager



Homegrown, Handmade on Gabriola & Mudge Islands

P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

that he/she will be late by 9:45 am, the vendor will forfeit his/her spot for that day.

- **If the vendor has not informed the market manager of an absence prior to market day, the vendor will be charged the current drop in rate.**
- Vendors with assigned spaces are expected to attend the market on a regular basis, failure to do so may affect spot assignment the following year.
- ***Vendors are required to stay until the market closes, if all goods are sold the vendor must display a sign stating the item(s) that were for sale with a SOLD OUT sign. The vendor must not disrupt the market by packing up tables/chairs and displays through the market hours. The vendor can return after 2 pm to pack up remaining items.***
- ***Vendors who decide to discontinue their participation during the market season must notify the Market Manager at least two weeks in advance. Failure to provide timely notice or abandoning the market mid-season without proper communication may affect future participation in the market. No refunds will be issued for vendors who cease participation after registration, as per the Co-op's No Refund Policy.***
- Please contact the Market Manager if you cannot agree to these terms.

HOURS OF OPERATION

In fairness to all Vendors, selling begins at the opening bell (10:00 a.m.). Set-up and access to the market site begins at 7:00 a.m. All vendors are expected to be fully set up and prepared to sell promptly at 10:00 a.m. **No sales may occur prior to 10:00 a.m.**

Vendors who have not arrived and been set up in their assigned space by **9:30 a.m.**, without prior approval from the Market Manager, will forfeit their space for that day. The space may be reassigned to a drop-in vendor at the discretion of market management.

The Market ends at 2:00 p.m. Vendors are expected to remain set up for the duration of market hours and must vacate the market site by 3:00 p.m.

EQUIPMENT AND SUPPLIES

Each vendor must supply his/her own tent, canopies, tables, chairs, weather protection and display equipment. If selling goods by weight, the vendor must supply a legal produce scale that is subject to periodic inspection. The vendor is solely responsible for any damages or personal injury resulting from its equipment or set-up.

WEATHER

The Market will not be canceled due to rain. The Market will allow the vendor the decision to, at their own risk, leave or stay and carry on in the event the Market is called due to threatening weather. However, in such circumstances, staff may not be present and are therefore not responsible for any damage. When rain is accompanied by lightning and/or high winds, it may be necessary for vendors to drop their tents to their lowest levels and take cover. Canceling or closing the Market early will be handled on an independent basis.

TENT CANOPY WEIGHTS

Vendors are highly encouraged to provide weights to hold down their umbrella, canopy or tents.

Canopy weights are the most effective method to secure a tent or canopy in high winds.

Minimum suggestions are 25 pounds/leg weights for all unsecured legs, however Vendors are advised that best protection is found with 40 pound weights.

HEALTH AND SAFETY REQUIREMENTS



Homegrown, Handmade on Gabriola & Mudge Islands

P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

All fruit and vegetables offered for sale must be in sound condition and safe for human consumption. Vendors are solely responsible for damages resulting from the sale of unsound or unsafe goods. No potentially hazardous foods are allowed to be sold. If you have a question regarding a particular food, please consult with the Market Manager.

NO SMOKING & VAPING POLICY

To ensure a safe and welcoming environment for all vendors, customers, and staff, **smoking and vaping are strictly prohibited within the market area during market hours.**

Prohibited Areas:

- All vendor stalls and surrounding spaces
- Common areas such as seating, pathways, entrances, and washroom zones
- The immediate vicinity of the market grounds, including within **6 metres** of any building entrances, open windows, or air intakes of the AGI Hall or any market structures

Prohibited Substances:

- Tobacco products
- Cannabis
- Vaping and e-cigarettes

Regulatory References:

Under the **Tobacco and Vapour Products Control Act** and its regulations, smoking and vaping are prohibited in enclosed public spaces and within 6 metres of doorways, open windows, and air intakes to protect against second-hand smoke exposure.

Vendor Responsibilities:

Vendors are responsible for ensuring that neither they nor their staff smoke or vape in the prohibited areas. Compliance with this policy is essential to maintain a family-friendly atmosphere and adhere to health and safety standards.

Enforcement:

- 1st offense: Verbal warning
- 2nd offense: Subject to fines or penalties as per provincial/municipal regulations
- Repeated violations: Possible removal from the market

SAMPLES

If a Vendor wishes to offer samples of any product or produce that may become potentially hazardous after cutting, a handwashing station is required. This must include hot water in a thermos, soap, and paper towels. Vendors must also have a method of offering samples that avoids direct hand contact (e.g., gloves, tongs, or similar utensils), head coverings for individuals offering samples, a method for washing containers and utensils (such as three plastic tubs designated for wash, rinse, and sanitize), a sanitizer test kit, and a way to keep samples properly chilled if necessary. For example, cut melon and tomatoes must be kept at or below **5°C (41°F)** once cut.

All food vendors **must review and comply** with the Vancouver Island Health Authority (VIHA) food safety requirements. Please refer to **Appendix I: VIHA Compliance Sheet for All Food Vendors** at the end of this document. Compliance with Appendix I is mandatory and a condition of participation in the market.

PET FRIENDLY MARKET



Homegrown, Handmade on Gabriola & Mudge Islands

P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

The Farmer's Market is a pet-friendly market, as long as your pet is friendly. The on-site Market Manager reserves the right to make this distinction, and animals are only allowed on the property at the Market Manager's discretion. Animals may not roam freely on the property: neither the Co-op nor its volunteer staff assumes any liability resulting from Vendors' animals' behavior.

PROPERTY MAINTENANCE AND UTILIZATION

Vendors must vacate the premises after 2:00 pm on Market Day and remove all personal items and equipment. Vendors must clean litter and debris before leaving. Trash cans are provided at the Market for Vendors' use.

RIGHT TO USE

The Market shall have the right, but not the obligation, to use Vendor's name, photograph, likeness and approved biographical data (Name and Likeness) for the purpose of advertising, marketing, and promoting any matter related to the Market performed hereunder with Vendor's permission.

COVENANT NOT TO SUE

The undersigned Vendor agrees not to institute any action or suit of law or in equity against The Gabriola Agricultural Association Co-op Board of Directors members, the Market Manager, or the staff and employees of The Gabriola Agricultural Association Co-op, as a result of operation under the agreement. The Vendor will not aid in the institution or prosecution of any claim for damages, cost, loss of service, expenses, or compensation for or on account of any damages, loss, or injury to person or property as a result of operation under this agreement.

Note:

1. Your cooperation and courteous compliance with the contract terms will be greatly appreciated.
2. The Gabriola Agricultural Co-op Board of Directors reserves the right to:
 - a. Regulate the natural produce, products, and crafts that are offered for sale.
 - b. Make the final decision on the allocation of spaces.
 - c. Enforce the rules, regulations, and procedures set forth in the contract.
 - d. Perform an annual review of the Kitchen Operator prior to their consideration of subsequent contracts.
 - e. Conduct a call out for Market Cafe applications two months prior to the beginning of each contract season.
 - f. Will review any and all applications,

By submitting this form electronically, the Vendor acknowledges that they have read, understand, and agree to comply with the rules and regulations outlined in pages 1–12 of the Gabriola Agricultural Co-operative Saturday Farmers Market Vendor and Kitchen Operator Agreement. Electronic submission of this form constitutes a legally binding acceptance of these terms.

Operator Signature

Date



Homegrown, Handmade on Gabriola & Mudge Islands
P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

Print Name

CONTACTS:

Market Manager: gabriolafarmersmarket@gmail.com

Gabriola Agricultural Co-op Administration: coopagiassoc@gmail.com

APPENDIX I: FOR ALL FOOD VENDORS

VIHA Compliance Sheet for All Food Vendors

This document summarizes the requirements of Island Health (VIHA) for all food vendors at the AGI Co-op Farmers Market. These apply to all vendors selling baked goods, prepared foods, and low-risk foods. It also clarifies how **indoor vs. outdoor market settings** affect VIHA requirements.

1. Food Must Be Protected From Contamination at All Times

Food must be protected **before, during, and after** the market, including:

- During preparation
- During transport
- During display
- During sale

Food must be **wrapped, packaged, or fully enclosed** before arriving at the market unless it is whole, uncut produce.

1A. Indoor vs. Outdoor Market Requirements (VIHA)

OUTDOOR (Stricter Requirements)

Outdoor environments introduce **wind, dust, insects, and general environmental exposure**.

Therefore:

- No exposed bread ends
- No open trays (even with a sneeze guard)
- If products are not fully prepackaged, a **handwashing station is mandatory**
- During summer, if wasps/flyes are present, VIHA expects **additional protection** such as:
 - Closed bins
 - Fully covered displays
 - Individually wrapped items

This is why open bread or partially exposed baked goods outdoors typically results in enforcement.

INDOOR (Less Strict, but Still Regulated)



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P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

Indoors, there is:

- No wind or dust
- Far fewer insects
- A more controlled environment

Therefore, VIHA allows **greater display flexibility**, provided items remain protected.

Typically allowed indoors:

- Sneeze guards that **fully cover** the products
- Paper bags or packaging with small openings, if items are **inside a sneeze-guarded area**
- Unpackaged goods in **fully enclosed displays** (e.g., plexiglass cases)

Not allowed indoors:

- Completely exposed baked goods on open trays
- Handling unpackaged food without a handwashing station
- Displays customers can reach into

Indoor vendors generally **do not need to pre-wrap everything**, as long as their display protects the food from contamination.

2. What “Fully Prepackaged” Means (Applicable to All Baked Goods and Low-Risk Foods)

"Prepackaged" does **not** mean airtight, sterile, or heat-sealed. It simply means packaging must:

- Fully cover the product
- Prevent contamination from dust, insects, pets, customers, and the environment
- Prevent customers from touching the food without opening the package

This complies with: <https://bcfarmersmarket.org/health-safety/>

- **Section I.7:** Food must be "wrapped or packaged to preclude contamination"
- **Section II.3:** Food must be protected "at all times"

Paper bags are acceptable

Paper bags are compliant for bread and baked goods as long as:

- The product is fully inside the bag
- The bag is properly closed
- No part of the food is exposed
- Customers cannot reach inside without opening the bag

Paper bags do NOT need to be sealed. Acceptable closures include:

- Folding the top



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P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

- Rolling the top
- Stickers or tape
- Twist ties or string

A paper bag is **not acceptable** if:

- Bread or baked goods stick out
- The top is left wide open
- Customers can access the food without unwrapping
- Dust or insects can easily enter

If a loaf is too tall for the bag, vendors must use a larger bag or a different packaging method.

3. Packaging and Display Requirements

At the market, foods must remain:

- Covered
- Fully enclosed
- Individually wrapped **or** placed in containers with lids

Open trays, uncovered pastries, and partially exposed items are **not allowed**.

Indoors: sneeze guards may be used as long as they fully prevent customer access.

Outdoors: sneeze guards alone are not enough; food must be fully protected from wind, dirt, dust and insects.

4. Sneeze Guards and Pest Protection

A sneeze guard does **not** provide enough protection if food is still exposed.

Vendors must also:

- Individually wrap items, **or**
- Use fully enclosed containers, **or**
- Provide an equivalent complete physical barrier

This is especially important outdoors and during summer when wasps or flies are present.

5. Handwashing Station Requirements

A handwashing station is required **any time items are not fully prepackaged**.

A compliant station includes:

- A 5-gallon (22.5L) jug with a hands-free spigot
- Liquid soap
- Paper towels

Hand wipes alone are sufficient **only if all food is fully prepackaged**.



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P.O. Box 152, Gabriola, B.C. V0R 1X0 | www.gabriolaagriculturalcoop.com

6. Compliance With VIHA Guidelines and Written Instructions

Vendors must:

- Follow VIHA's Temporary Food Market Guidelines
 - Implement any updated or written instructions from inspectors
 - Make corrections promptly
 - Maintain consistent compliance every market day
-

Vendor Checklist (Use at Every Market)

Before arrival:

- All food is fully enclosed (bag closed, container sealed, or package wrapped)
- No exposed bread ends or partially open bags
- Packaging prevents handling, dust, insects, and environmental exposure

At the market:

- All food remains wrapped, enclosed, or in closed containers
- Sneeze guard used only as a supplement—not the primary protection outdoors
- Additional coverings used if pests are present
- Handwashing station set up if anything is not fully prepackaged

Ongoing compliance:

- All VIHA instructions have been followed
- Packaging remains appropriate for bread and baked goods (paper bags fine if properly closed)
- Any new inspector guidance is acted on promptly