



## Antigonish Farmers' Market Association 2011 Rules & Regulations

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### Mandate

The Antigonish Farmers' Market is a non-profit organization whose mandate is to support local growers and producers by providing a low risk venue that will help promote their products and give exposure for their business. The Antigonish Farmers Market is committed to an agriculturally based market.

### All vendors participating in the Antigonish Farmers' Market must adhere to the following rules & regulations:

#### Definitions:

**AFMA** – Antigonish Farmers' Market Association

**Seniority** – Having attended a minimum of 16 weeks (Saturdays) in one full season previous to the upcoming season.

**Member** – Have completed the application, have paid their yearly membership fee for the current year, and was a member with seniority in the previous year

**New Member** – Has attended a minimum of 16 weeks in the previous season as a casual vendor, has completed the application, and has paid the membership fee for the current season. New members do not acquire seniority until they have been a member for one season

**Casual Vendor** – attends on a casual basis, attends 15 weeks or less and, has not paid a membership fee in the previous season or, does not have seniority

**PLEASE NOTE:** In accordance to the 2010 "Rules and Regulations" any vendor attending 12 weeks or more in the 2010 season is eligible to apply for membership in 2011, however beginning in 2011 the minimum number of weeks will be 16.

## 1. Location, Hours & Season of Operation

### 1.1 SUMMER MARKET

**Date & Time:** every Saturday from 8:00 AM to 12:00 noon

**Location:** off James St. on the Exhibition Grounds, behind the Arena, in the 4-H Barn

**Season:** beginning May 7th to October 29th, 2011

### FALL MARKET

**Date & Time:** every Saturday from 9:00 AM to 1:00 pm

**Location:** TBA

**Season:** beginning November 5th to December 17<sup>th</sup>, 2011

## 2. Membership

Membership is not valid until the membership fee is paid in full and a receipt is issued for membership fees. Membership fees are \$60.00 /year. Membership fees are payable prior to or at the Annual General Meeting. A payment plan may be set up with a minimum \$10.00 deposit/payment plan. All membership fees must be paid prior to July 2<sup>nd</sup>, 2011

### Membership Benefits:

- Guaranteed same spot each week.
- Eligible to contribute to the direction of the Market through nomination to the Board of Directors, committees/projects, and able to vote at all meetings.
- Weekly table fees at a reduced rate.
- By request, first refusal for any new available space, depending on years of seniority
- Being listed as a vendor on the Antigonish Farmers 'Market web site. [www.antigonishfarmersmarket.org](http://www.antigonishfarmersmarket.org)
- Option of purchasing AFMA promotional products at reduced price

## 3. Vendors & Products

3.1 75% of all wares on a table must be homemade or grown, by you, the vendor. The remaining 25% of the wares can be other products that relate to, or compliment the items you are already selling and must not be flea market, dollar store or used items. To determine whether particular items are acceptable, please see the Market Manager, and/or the Board for approval.

### 3.2 EXCEPTIONS TO 75%-25% RULE

#### 3.2.1 Vegetable and Fruit growers

The executive of the AFMA recognizes that there are times in the growing season when fresh fruits and vegetables are not available locally. During these times of irregular supply, member growers are allowed to secure produce from outside the immediate local area.

Members that are primary producers (growers) are allowed to bring in and resell non member produce and must follow the following rules. The reselling of produce

- Must be disclosed on the membership application
- Must be signed, labeled and/or displayed in such a way that the customer is easily and fully aware of the origin of the product. (See 3.3 Signage)
- Must not be the same item, and/or in some cases the same variety, as in the case of apples, being sold by a member grower and is subject to approval by the manager and /or the board. We want to encourage a safe secure venue for members that are primary producers to sell their goods,
- Must adhere to the criteria set out for securing produce from non member producers.
- Must be disclosed to the manager on a week by week basis as to what each reseller will have at the next market.

#### CRITERIA for securing produce from non member producers

The following criteria should be used when securing produce. The vendor must be a primary producer and a member in good standing

Product should be secure 1<sup>st</sup> from Northern Nova Scotia, then, 2<sup>nd</sup>, other areas of Nova Scotia, 3<sup>rd</sup>, from Atlantic Canada, and 4<sup>th</sup>, if necessary, from outside Atlantic Canada but within Canada.

### **3.2.2 Fish Traders**

Because Fishermen are often out fishing when the market takes place, it is not a feasible option for the Fishermen to be at our market. Therefore the market will allow fish traders to sell fish that is caught or produced in or around Nova Scotia and its waters

### **3.2.3 Alcoholic Beverage Vendors:**

We accept company representatives as the vendor to Alcoholic Beverages that are produced in Nova Scotia. Preference is will be given to companies that source their ingredients from local producers. Vendor is responsible for any licenses, permits required and must conform to all Municipal, Provincial, and Federal regulations that pertain to the sale of alcoholic beverages.

### **3.2.4 Commercial Food Establishments:**

Existing commercial restaurants, cafés, bistros, lunch counters and commercial bakeries will not be permitted as market vendors unless the establishment has grown from the market.

It is the policy of the market to promote local foods – and by special permission of the board, individual cooks and chefs may be permitted to sell locally prepared foods at the market.

In these instances, individual cooks and chefs will not be permitted to market the commercial establishment they normally work in.

Preference is given to cooks/chefs that source their ingredients from local producers.

## **3.3 SIGNAGE**

3.3.1 All vendors are required to provide clear information about the origin of all products they sell, that is not produced by the vendor representing the product.

Products that are not produced by the vendor must have a sign stating who produced the product, where it was produced, and must be displayed with the product(s) in plain view of the customer.

3.3.2 Use of bio solids (sewage sludge) in produce production, or forage production for livestock, sold at our market, must be clearly stated in plain view of customers

3.3.3 All vendors are to have a sign with your individual name / business and location clearly displayed for the customer

3.3.4 All vendors are expected to follow all federal, provincial, and municipal laws that are applicable to the operation of that vendors' business and the vending of all goods produced by that vendor

3.3.5 Peddlers are not permitted.

### **Balance of products at market**

***The Market manager and/or Board of Directors reserve the right to limit any products to maintain a balance of products at the Market.***

## 4. Booking Vending Spaces

- 4.1 Every vendor is required to fill out a detailed vending application, and submit it to the Market Manager prior to their first market. If it is for a membership, it must include the membership fee of **\$60.00** or have an agreed upon payment plan. If necessary, the board will review the application.
- 4.2 Vendors with seniority will receive their preferred space from the previous year. New vendors will have a vending space allocated to them at the beginning of the Market season. The manager will notify last year's vendors and any new vendors of the meeting each year to designate vending spaces. The management / Board of Directors reserve the right to allocate any space it deems fit for produce and food vending.
- 4.3 It is the responsibility of the member to keep his/her contact information current, in order to be notified of events that are held.
- 4.4 Vendors must give the Market Manager **at least 48 hours notice** if they are unable to attend a Saturday Market. If no notice is given, your name will be moved to the bottom of the list of table priority and you will be required to pay for the missed week without notice. You will not be eligible for a table until the missed week is paid for. This applies to everyone, including those with seniority and those who have a permanent spot for the entire season.

***\*Exceptions will only be made in situations of emergencies, which will be at the discretion of the Market Manager and/or AFMA Board of Directors.***

- 4.5 Vendors that arrive without a vending space booked must wait until at least **7:45 am** to setup and this will strictly depend upon table availability and the discretion of the Market Manager.
- 4.6 Extra tables must be paid for unless there is a shortage of vendors, in which case the vendor may move onto the adjacent table for free of charge upon the approval of the Market Manager. In the case of a table between two vendors wanting the same table, it is up to the discretion of the Manager to allot the additional table.

## 5. Vending

- 5.1 A vending space of a maximum of 8 ft wide is provided to each vendor including a table and chair. Displays must not extend into the walkways more than 8 ft from the walls.
- 5.2 Vendors must ensure their area is free of obstacles to ensure customer safety.
- 5.3 Electricity - No electrical cords can be taped to the floor. If electricity is used in the Inside tables, it must be run from the ceiling. Vendors must see the Market Manager to arrange this option.
- 5.4 Vendors must cleanup their vending space after each market. This includes picking up any garbage from your operation around your table(s) and making sure that the tabletops are clean. Please place chairs on top of tables for ease of cleaning. Brooms and dustpans are

located in the room next to the Kid's Korner. If for any reason you use somebody else's table(s) when setting up or closing down your display, please make sure that you do not leave any remnants of your display on or around their table(s).

- 5.5 **Setup** - All vendors must be at the Market by **7:30 am**. The barn is open at 7:00 am for unloading and setup. If you are not at the market to set up by **7:45 am**, and without notifying the Manager of being late, your table will be given away that week. This is to ensure all tables can be filled and everyone is ready to sell at 8:00 am. Exceptions to this will be at the discretion of the Market Manager and/or AFMA Board of Directors.
- 5.6 All vendors are required to use a tablecloth to cover their table. If forgotten, a tablecloth can be obtained from the Market Manager.
- 5.7 When vending at the Market, vendors are required to stay for the entire 4 hours. Vendors are not permitted to begin packing up before 12:00 pm **or 1:00 pm during the Fall Market**. Leaving early and creating an empty space creates a sparse looking market. Exceptions are made to those who are sold out of their product and a sign must be placed to that regard. Signs can be obtained from the Market Manager.
- 5.8 Do not switch tables with anyone unless the Market Manager has approved of and been notified of the change.
- 5.9 Vendors are permitted to leave their booth and display materials within the market facility from week to week at their own risk. Products or wares (**no** perishables or food items) may be left in the building during the week but stored in containers, under tables, out of sight. The AFMA is in **NO** way responsible for any Vendor's product liability.
- 5.10 For their own protection, all Vendors should carry sufficient liability insurance.

## 6. Table Vending Fees

- 6.1 Member fee for a space along the wall is  $\$20.00 + \$1.50 = \$21.50$   
Casual member fee along wall is  $\$25.00 + \$1.50 = \$26.50$   
Member fee for a center space is  $\$15.00 + \$1.50 = \$16.50$   
Casual member fee for a center space is  $\$20.00 + \$1.50 = \$21.50$   
Member fee for a space outside the barn is  $\$15.00 + \$1.50 = \$16.50$   
Casual member fee outside the barn is  $20.00 + \$1.50 = \$21.50$
- 6.2 There is an additional fee of \$1.50 per table for advertising. Vendors will be advertised on a rotational basis, approximately once per month. There are 4 Live Radio call ins every Saturday morning. 2 of these are for rotational advertising and the other two are for featured vendors who pay an additional \$7.00 to be a featured vendor for that week. The \$7.00 cost is in addition to the \$1.50 per table fee
- 6.3 All vendors must pay the vending fee in full on the day of the market, unless otherwise arranged through the Market Manager.

- 6.4 Receipts for vending fees will be issued only to those vendors requiring receipts. (Please check your application form.) All vendors will receive their receipts at the end of the year, unless other arrangements have been made with Market Manager.
- 6.5 Vendors using an electrical outlet for a light will pay an extra \$2/wk.  
Vendors using an electrical outlet for cooking will pay an extra \$3/wk.  
Vendors using an electrical outlet for a fridge/freezer will pay an extra \$5/wk  
Vendors using a cluster of appliances will pay an extra \$10/wk.
- 6.6 Electrical appliances are not allowed to be left plugged in through the week.

## 7. Parking

- 7.1 Vendors are able to unload their wares through the front, back and side doors of the barn between the hours of **7:00am – 7:30 am**. **After 7:45**, vendors must move their vehicles away from the south (front) and east sides of the barn. Vendors are asked not to park along the barn on the east side but to park in the designated vendor parking area beside the craft building. Signs will be posted. The remaining parking spaces are intended for customers use only. An area by the steps and across from the main doors will be designated as “Handicap Parking Only.” Signs will be posted.
- 7.2 Special consideration will be given to vendors that are disabled and cannot safely or comfortably walk from the vendor parking area to the barn. This is at the discretion of the market manager unless the vendor has a handicapped parking permit

## 8. FMNS “Serving Communities” table

- 8.1 The purpose of this table is to allow local organizations with public messaging, particularly having to do with healthy food, nutrition, agriculture, and local economic development and the environment, access to our customers and vendors to communicate the organization’s message. In return, we would ask that they promote the Farmers’ Markets to their members. One table will be available free of charge each week to a community based group. This space will be assigned by the Manager. If a group is conducting a fundraising activity only once, there is no fee for the vending space. If the group is conducting fundraising activities on a week-to-week basis, they will be required to pay for the space.

## 9. Kitchen Facilities

- 9.1 The kitchen vending space is allocated based on the previous year’s use. If the vendor from the previous year would like to remain in the kitchen space, they may do so. If that vendor is not interested, the kitchen area will become available to a new vendor. Consideration will be given to member vendors first.
- 9.2 Kitchen vendors must meet standards determined by Dept. of Health and the AFMA.

- 9.3 The Kitchen vendor will pay \$50.00 per market including power usage and appliances. A 24 seat eating area is provided for market patrons.
- 9.4 The kitchen vendor is required to use and promote vendor products in their market menu, whenever possible.
- 9.5 The kitchen vendor is required to have the kitchen open for business every Market day.
- 9.6 All electrical appliances, with the exception of the stove, must be unplugged after the market and left unplugged until next market. This includes the hot water heater.
- 9.7 No perishables are to be left in the kitchen through out the week.
- 9.8 The AFMA has the right to dismiss a kitchen vendor if these standards are not met.
- 9.9 The kitchen may be rented during the week on a first come, first served basis. The vendor that is operating the kitchen on Saturday morning has the right of first refusal in regards to the scheduling of kitchen time during the week.

## **10. Health & Safety**

- 10.1 All Vendors selling food products must follow Health Department regulations at all times. A copy of the Provincial Health Regulations may be obtained from the Market manager, or for further inquiries you may contact the food safety specialist at the Dept. of Agriculture, Food Safety, Beech Hill, Antigonish N.S. (863-7502)
- 10.2 All Vendors selling food products, of any kind, must sign a form, stating that they have read and understood all rules and regulations, and safety issues associated with the products they are selling.
- 10.3 A representative from N.S. Agriculture and Marketing may attend the Market periodically to inspect the items being sold, either by request or unannounced. It is the responsibility of each vendor to ensure he/she is complying with all regulations.

## **11. General**

- 11.1 The Market may pass out notices and memos during the season. It is up to all vendors to read and comply with requests or concerns in these notices. Any vendor who starts later in the season or who misses a week(s) must check with the Manager for information updates they may have missed. Vendors must also keep contact information current with the Manager.
- 11.2 The Farmers' Market Board of Directors, reserve the right to refuse any member/vendor who does not comply with all of the Market rules and by-laws on a regular basis. Furthermore, N.S. Agriculture and Marketing (Food and Safety) may exercise its right to terminate a vendor's operation if their regulations are not being followed.

- 11.3 Anyone wishing to use AFM data/ financial figures for studies etc. should present the board with a written proposal, stating the purpose and proposed outcome of the study.
- 11.4 Anyone wishing to borrow items, such as tables/chairs etc. from the Market is required to fill out and sign a form available from the Market Manager. Items are to be inspected before they leave the barn, and when they are returned, to determine condition of goods.
- 11.5 Unauthorized solicitations are not tolerated inside or outside the Market, including the parking lots and Market access points.
- 11.6 No animals or pets are permitted in the Market, other than guide dogs for the blind, or helper animals for those otherwise disabled.

## **12 DISMISSAL OF A VENDOR**

- a. AFMA has the right to dismiss a vendor if the above standards are not met on a regular basis. Failure to comply with the Rules and Regulations on a regular basis will result in following:
- 1<sup>st</sup> notice – vendor will receive a verbal warning from manager and a board member
  - 2<sup>nd</sup> notice – vendor will receive a written warning from the board of directors
  - 3<sup>rd</sup> notice - vendor will be dismissed from the market

***Exceptions to the above rules can always be made on compassionate or common sense grounds.***