

Campbellford Farmers' Market By-Laws 2017

MISSION STATEMENT

The Campbellford Farmers' Market is a Producers' market, not a produce market. It is run by the vendors, for the vendors. The Market is a central, organized community space for farmers and other producers to benefit from a shared clientele, and is also a destination for local customers to more readily access a selection of products from a variety of local farms and other producers. We will strive to host informative and entertaining events that are free to the public in order to make the market a sought-after destination, in conjunction with being a place to purchase quality items.

ARTICLE 1 - LOCATION AND HOURS

The Campbellford Farmers' Market shall be located at the corner of River Street and Front Street.

The Market shall be open to the public from the beginning of May to the end of October, every Wednesday and Saturday from 8:00 am to 12:00 pm. Vendors must vacate no later than 1:00 pm.

Vendors must have their stalls ready for business by 7:45 am and will not disassemble their stall until market closing.

ARTICLE 2 – PRODUCERS AS VENDORS

The Market is producer-based; therefore, only applicants offering goods for sale **which they have produced themselves** will be considered. All vendors will produce, grow, or raise 100% of the products they offer for sale at the market. Re-sellers will not be accepted as vendors.

Vendor memberships can be suspended or cancelled at the discretion of the Executive. Vendor fees are non refundable, at the discretion of the Executive.

All products must comply with applicable regulations regarding food safety, labelling etc. Compliance with these regulations is the sole responsibility of the individual vendor.

ARTICLE 2a - EXEMPTIONS

To increase the variety of local products available at the Market, a Full-season vendor in good standing may apply to the Executive to issue an exemption to allow the vendor to bring in a product not currently offered by another vendor. These exempted items may **not** be part of their initial application to be a vendor at the market as a Full-season vendor.

Detailed applications for exemptions must be submitted to the executive at least seven days prior to the date when the product in question is intended to be offered for sale. These applications are subject to approval of the Executive, which will decide if the product in question will make the market more attractive to customers.

Approval will only be given:

- 1) for a specific time period (to start no earlier than one week from the date of application), and it will have a specific end date. Exemptions are non-transferable.
- 2) for products grown, raised or produced in Ontario.
- 3) for products that will not give an unfair advantage over other vendors.
- 4) for products that will enhance the appeal of the market to our customers.
- 5) if the display of these products includes a clearly visible sign giving the producer of the product, and other pertinent information.

A vendor who fails to comply will be warned once and on the second offence may lose his/her market privilege.

ARTICLE 3 – OCCASIONAL VENDORS

Occasional Vendors are restricted to the sale of items which they have grown and produced themselves. Ideally, Occasional vendors bring items which add variety to the market. They must offer their items at fair competitive prices. “Dumping” will not be tolerated. Items available for sale to be approved at the discretion of the Executive.

ARTICLE 3a – OCCASIONAL VENDORS - ARTISANS

In an effort to broaden the Market's appeal, there shall be Occasional Artisan Vendor stalls open to local Artisans on a limited basis. Ideally a roster of vetted Artisans would fill the spots on a monthly rotating basis.

There shall be up to three spots available (on Saturdays) but never more than 1/4 of the total vendors for the day. Priority for Market stalls will go first and foremost to vendors/producers that inquire with actual farm products to sell.

Artisans are defined as someone who creates a non-consumable product. These products must be made by the vendor, be of fine quality and reflect the vendor's skill and craftsmanship. This can include but is not limited to jewellery, wind chimes, felted or cloth items, bird houses, etc. Products should enhance the Farmers' Market atmosphere and generally be on theme. Artisans will be allowed to attend 2 markets per month, subject to space availability, and at the discretion of the Executive.

Detailed applications for Artisans must be submitted to the Executive by the end of April to be vetted. Artisans will be approved on a yearly basis and must re-apply annually. Inquiries and applications made throughout the season may be held until the following April for approval, at the discretion of the Executive. All applications will include photo submissions to judge the quality of the products in question and to gauge if the product will make the market more attractive to customers. These applications are subject to

approval of the Executive.

If there are not enough pre-approved, high-quality applicants to fill every availability, the Executive will not feel pressured to 'fill the spot' and bring in anyone who inquires. This is about enhancing and maintaining the calibre of the market.

ARTICLE 4 – ITEMS PERMITTED FOR SALE

Sales on the Campbellford Market shall be confined to:

<ul style="list-style-type: none">• Home-baked goods• Flowers• Plants and shrubs• Maple Syrup• Honey• Apple Cider`• Graded poultry eggs	<ul style="list-style-type: none">• Fruit• Vegetables• Canned and pickled sweet/sours & ferments• Christmas Trees• Handicrafts• Firewood• Frozen Meats• Wine and Hard Cider
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- All other products produced from the vendors' farm, garden, greenhouse or dairy.

All meats must be slaughtered, cut and packaged in government inspected facilities. Packages are to have farm name, price marked clearly, and if sold by weight, must be weighed on a scale which is legal for trade.

ARTICLE 5 – LIVE ANIMALS

The sale of live animals at the Campbellford Farmers' Market is forbidden.

ARTICLE 6 – STALLS

Stall size will be determined by the Executive and will be approximately 10-12 feet wide. The location of stalls may vary in order to prevent holes in the market, where possible. Stalls will be assigned by the Market Executive taking into consideration the variety of products and any specific needs. There will be a priority space allocation for returning vendors, however the Executive reserves the right to move vendors as needed.

Vendors will be limited to the rental of two stalls.

The rental fees will be determined annually by the membership. There will be separate rental fees for Full-season vendors and Occasional vendors. Vendors who come to the market for 20 days or more pay the Full-season fee.

Fees paid to the Campbellford Farmers' Market goes towards paying Farmers Markets Ontario Membership and insurance, advertising, and other related costs.

Full-Season vendors must have the intention of attending regularly. Upon paying the fee

in full, you will receive your permanent stall assignment, and will receive one vote per stall paid for.

Full-season rental fees cannot be “split” between separate businesses.

Full-season rental fees are non-transferable.

Occasional vendors must reach the minimum 20 day attendance requirement to be eligible to vote at the AGM. Occasional vendors must pay the fee the same day(s) they attend. Occasional vendors will receive their stall assignments when they arrive at market, and this location may change week to week at the discretion of the Executive.

Vendor memberships can be suspended or cancelled at the discretion of the Executive. Vendor fees are non refundable.

ARTICLE 7 – VENDOR APPLICATION

The Campbellford Farmers' Market shall be open to qualified vendors, subject to approval by the Executive or the members of the Campbellford Farmers' Market Association.

Vendors who come from the areas connected with the towns of Campbellford, Warkworth, Roseneath, Hastings, Keene, Norwood, Havelock, Marmora, Madoc, Tweed, Foxboro, Frankford, Codrington, Brighton, Stirling may apply for a stall.

The Executive will make every effort to ensure a balanced mix of vendors in order to maintain the atmosphere of the market and to prevent unfair competition.

New vendors will be admitted on an 'Occasional' basis, until the Executive decides that they should become full time vendors.

ARTICLE 8 - VENDOR REQUIREMENTS

- Vendors will adhere to the highest standards of quality, service and business.
- Vendors agree not to practice distress pricing.
- Vendors will not speak negatively about other vendors to customers or others at the market.
- As per Province of Ontario by-law, smoking is not permitted at stalls.
- All vendors must comply with the requirements set by the Canadian Food Inspection Agency and local Health Units (labelling produce by type, quantity and price, cooling, sanitation, etc.).
- All vendors selling prepared food are encouraged to provide a current Food Handler Training Certificate, provided by local Health Unit.
- Sound producing electronic equipment is not permitted at the Market without prior approval.
- Members are expected to help with tasks at the market and contribute to and participate in any market events.

- Full season vendors will be guaranteed their same stall location each week. However, if a full season vendor does not arrive at the market prior to 7:45am, the Executive reserves the right to assign their location to a casual vendor for that market day.
- Any shelter, tables, chairs, etc., are the sole responsibility of the vendor.
- To ensure a comfortable and “homey” atmosphere at the market, all vendors are responsible for an appealing display, neatness, and complete clean-up after market.
- Stalls will be kept in a neat and clean fashion. Market site must be left clean at the end of each market day. This includes vendors removing any garbage and recycling or compost materials produced at their stall.
- Vendors will display their business name at their stall and are encouraged to make their stall display attractive. This may include information about their farm or the creation of their product.
- Stall appearance must not detract from the overall atmosphere of the market.
- If a vendor requires additional stall space, they should contact the Market Executive prior to market.
- Aggressive solicitation will NOT be tolerated.
- Aggressive conversation with customers will not be tolerated.

ARTICLE 8 – ABSENCE AND LATENESS

Full season vendors are required to notify the market management by 7:00 pm Tuesday/ Friday if they will not be occupying their stall space on the following Wednesday/ Saturday.

Inquiries and reservation for a stall space on an Occasional basis must be made by telephone to market management no later than 7:00 pm Monday/Thursday before the market they hope to attend.

Applicants/potential vendors arriving on market day without prior communication with and approval by the Market Executive will be advised of the rules and can be denied space on that market day.

Vendors arriving late will not be permitted to drive through the market. Vendors will only be permitted to set up after market hours have begun if it will not affect customers or other vendors. In this case, vendors may have to carry in their set-up.

Vendors consistently late may have their membership revoked, at discretion of the Executive.

ARTICLE 9 - COMMUNITY

In order to make the Market more a part of the community, registered non-profit organizations may set up a stall on Saturdays, at the discretion of the Executive, and free of charge, with a limit of 1 organization per day, provided that space is available.

Charitable organizations cannot sell or offer items already available for purchase at the market. Aggressive solicitation will not be permitted.

ARTICLE 10 – INSURANCE AND COMPLIANCE

All vendors are individually responsible for their own liability insurance and compliance with health and government regulations regarding their own product(s).

There is to be absolutely NO SMOKING by vendors in the stall or general market areas.

Alcohol usage must be in accordance with Ontario liquor laws.

ARTICLE 11 - COMPLAINTS

All complaints about a vendor, be it from customers or fellow vendors, shall be weighed and acted upon at the discretion of the Executive. Complainants who wish to remain anonymous can do so.

Any relevant concerns or suggestions should be made in writing to the Market Executive.

Disclaimer

Campbellford Farmers' Market does not assume responsibility for loss or damage to any property of the vendor.