

Flesherton & District

FARMERS' MARKET



**VENDOR HANDBOOK
RULES AND REGULATIONS**



Flesherton & District Farmers' Market

Last Revised
April 2017

Rules and Regulations

Section I – VENDOR REQUIREMENTS

1.	The Market will be held outdoors on the parking lot of the Flesherton & District Arena/Community Centre and under the shelter south of the arena in accordance with an agreement with the Council of the Municipality of Grey Highlands.	<i>Jan 18, 2014</i>
2.	The Market will be open on Saturdays from 8:00 a.m. to 1:00 p.m. from Victoria Day weekend until Thanksgiving Day weekend inclusive. Market set-up shall begin at 7:00 a.m. and vendors are expected to be ready to sell by 8:00 a.m. when the market opens and remain until 1:00 p.m. when the market closes.	<i>2005</i>
3.	Market vendors must sell agriculturally based or related products, horticultural based or related products, live animals (properly caged), or home produced items.	<i>Jan 18, 2014</i>
4.	The ratio of agricultural or horticultural product vendors to arts and craft vendors shall be at last 3 to 1.	<i>2005</i>
5.	A vendor must be a member of the Flesherton and District Farmers' Market (FDFM).	<i>Jan 18, 2014</i>
6.	Application or membership by vendors shall be made to the Vendor Recruitment Committee. Vendor applications are to be submitted at least one week prior to the possible acceptance of an application by the FDFM and the vendor setting up the stall. An allowed exception is a product, unique to the market, which may be granted approval for immediate set up on site.	<i>Jan 18, 2014</i>
7.	A vendor must be in good standing by having his/her application accepted by the Vendor Recruitment Committee as well as paying the annual membership fee and the daily or seasonal fee.	<i>Jan 18, 2014</i>
8.	To be a vendor at the FDFM one must be a local farmer, grower, producer, baker, artist or craftsman living within the boundaries of Highways 6, 89, Grey Rd 124 and Georgian Bay. A farmer, grower, producer, baker, artist or craftsman who provides a product for which market demand exceeds availability, if living outside the aforementioned boundaries will be considered on an individual basis by the FDFM Board of Directors and the Market Manager.	<i>Jan 18, 2014</i>
9.	Vendors who sell meats, cheese, graded eggs, and other products that may require approval of the Public Health Unit or other Governing Bodies are responsible for obtaining that approval at their own expense.	<i>Jan 18, 2014</i>
10.	All processed food items (i.e. Jams, pies, baked goods) must have their products labeled with name, address, and phone number or email address and date product was packaged.	<i>Jan 18, 2014 Feb 2016</i>



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11.	All vendors selling produce, honey or maple syrup must comply with labelling requirements as per Ontario Regulation 119/11	<i>Feb 2016</i>
12.	All booths with the intent to sell, prepare and serve temperature sensitive items such as sandwiches, soup, beef on a bun etc., for immediate consumption will be required to have: a) A Food Handlers Certificate. These vendors must provide a copy of their certificate to the market manager before being permitted to sell to the public at the market. b) Be in compliance with all Grey Bruce Health Department Regulations at all times.	<i>Feb 2016</i>
13.	If a booth is found in noncompliance by Grey Bruce Public Health, they will issue a citation and in addition, a written warning will be issued by the Board of the FDFM. If found to still be in noncompliance during the health department's follow up visit, the vendor will no longer be able to sell temperature sensitive items at the FDFM for the remainder of that calendar year.	<i>Feb 2016</i>
14.	New Product, added during the season, must be added to the original application and be re-submitted. Approval by Vendor Recruitment Committee may require one week to process the reply.	<i>Jan 18, 2014</i>

Section II - VENDOR FEES

1.	There will be two types of vendors: a) A seasonal vendor is one who pays the seasonal stall fee. b) A daily vendor is one who pays the daily fee.	<i>Jan 18, 2014</i>
2.	The FDFM Board of Directors shall set vendor stall fees annually. The stall fees for the current year, over and above the membership fee, shall be \$150.00 for a seasonal stall, if paid by the first week of a vendor's market appearance. It shall be \$25.00 per week for daily stall (plus annual membership fee) for the season. The current FDFM membership fee is \$25.00 for one year.	<i>Jan 25, 2017</i>
3.	A daily vendor's stall fee(s) must be paid in advance of opening time (8:00 a.m.) on sale day. The Market Manager will receive and receipt the fee.	<i>2005</i>
4.	Membership and stall fees are non-refundable except for seasonal stall fees which shall be refundable if requested prior to the opening of the first day of the market season	<i>2005</i>
5.	NSF Policy: any NSF cheque received will be subject to incurred bank charges based on the most current bank rates.	<i>April 2017</i>

Section III - SEASONAL VENDORS

1.	Each Seasonal Vendor will have a definite space in this Market for	<i>Jan 18, 2014</i>
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	the entire season. The Market Manager will assign location. Daily Vendor will be allotted the remaining spaces on a first come, first served basis, by the Market Manager.	
2.	A Seasonal Vendor is responsible for letting the Market Manager know early in the week if he/she is not able to sell on a specific day. A Daily Vendor should advise the Market Manager as early as possible about which days they plan to sell at the Market	<i>Jan 18, 2014</i>
3.	If a Seasonal Vendor is absent, without notice, for two (2) consecutive weeks, his/her stall may become available to another vendor. That seasonal vendor may then be assigned to another stall at the discretion of the Market Manager.	<i>Jan 18, 2014</i>

Section IV – VENDOR GUIDELINES

1.	A maximum of two (2) vendors may share a stall space.	<i>Jan 18, 2014</i>
2.	The size of a vendor's stall is up to fifteen (15) feet wide by thirty (30) feet deep, including parking. If additional space is required a half or whole space fee will be charged.	<i>Jan 18, 2014</i>
2a.	UNDER THE SHELTER – INCLEMENT WEATHER DAYS To readily accommodate all vendors on "rain" days each vendor will be allocated a 6-foot space. A larger space may be available depending on total vendor attendance on that day. Assignment of additional space is at the discretion of the Market Manager. Vendors who have opted to be under the shelter on a permanent basis will not be displaced from their space on "rain" days, however, they will be required to configure their booth to accommodate the 6 foot space.	<i>Feb 2016</i>
3.	Vendors shall be responsible for providing, setting up, and removing their own display tables and equipment.	<i>Jan 18, 2014</i>
4.	Vendors agree to keep their stand and saleable products as attractive as possible.	<i>Jan 18, 2014</i>
5.	Vendors shall keep their staff free from refuse at all times during market hours and at the close of each market day. Empty containers and equipment shall be kept in an orderly manner and confined to one's personal market space. Vendors must take refuse with them when leaving.	<i>Jan 18, 2014</i>
6.	Vendors shall remain in their own market spaces when selling. Sales shall be conducted in an orderly manner. A stall must be attended at all times by a person over the age of 16. No objectionable means of soliciting shall be tolerated.	<i>Jan 18, 2014</i>
7.	Vendors agree not to practice distress pricing.	<i>Jan 18, 2014</i>



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8.	No vendor shall have the right to sub-lease, sell, transfer, or permit any other vendor to use his/her market stall.	<i>Jan 18, 2014</i>
9.	Each vendor shall be permitted to promote another non-market related business provided they do not conduct sales for that business at the market. Up to one 8 ½ " x 11" sign, neatly displayed, is permitted.	<i>Jan 18, 2014</i>

Section V – OTHER STALL SPACES

1.	One (1) stall space each week will be available free of charge to a non-profit community group as arranged by an assigned Community Booth Director, who will ensure that a variety of groups have this opportunity. The Market Manager will assign the stall space.	<i>Jan 18, 2014</i>
2.	The Municipal Council of Grey Highlands will be included in the arrangements for the Community Booth.	<i>Jan 18, 2014</i>
3.	One (1) stall space each week will be available at a cost of \$25 (subject to change) to a local business at the discretion of the Market Manager. The Market Manager will ensure that a variety of local and/or unique businesses have the opportunity to promote and/or sell their product(s)/services. The number of business booth visits is at the discretion of the Market Manager in compliance with OMAFRA and Grey Bruce Public Health Regulations.	<i>Jan 25, 2017</i>
4.	Visiting vendors, artists, and community members must provide their own tables, tents, chairs and the like and must be in compliance with any legislative requirements associated with their product(s).	<i>Feb 2016</i>

Section VI – THE CHRISTMAS MARKET

1.	The Christmas Market will be held on a Saturday late in November.	<i>May 2009 Jan 18, 2014</i>
2.	Door prizes will be awarded hourly. All vendors will donate an item to be used for door prizes.	<i>May 2009</i>
3.	Admission will be free for the general public.	<i>May 2009</i>
4.	Set-up for the Christmas market will be done on the morning of the market.	<i>May 2009</i>
5.	Booth fees are not included in the regular season fees and will be determined by the FDFM Board of Directors.	<i>May 2009 Jan 18, 2014</i>
6.	The majority of items at your booth should be hand made or home grown.	<i>May 2009 Jan 18, 2014</i>



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7.	Acceptance for the Christmas Market will be on a priority basis: members who are regular weekly vendors, members who are part-time vendors, (attend 5 or more weekends), members who are occasional vendors, (attend less than 4 market days). In the event that there is additional vendor space available, vendors will be selected based on uniqueness of products and will be offered at a premium rate. Vendors will be approved by the Vendor Selection Committee.	<i>May 2009 Feb 2016</i>
8.	Assigning of vendor spaces at the Christmas Market can be modified to facilitate a better flow of foot traffic.	<i>Feb 2016</i>
9.	Any member who wishes to be a vendor at the annual Christmas Market must fill out a Christmas Market Application by the Saturday of the Labour Day Weekend. Approval will be given by the Vendor Selection Committee.	<i>Feb 2016</i>
10.	The Market Manager will receive an honorarium for organizing the Christmas Market.	<i>May 2009 Feb 2016</i>

Section VII – VENDOR RESPONSIBILITIES

1.	If safe, the vendor will make every effort to attend the market despite adverse weather conditions.	<i>Jan 18, 2014</i>
2.	The vendor is a positive booster of the market at all times.	<i>Jan 18, 2014</i>
3.	If an issue from/with a patron comes up during regular market hours, the Market Manager at their discretion can handle it. If the Market Manager feels the issue needs to be addressed by the Board, the Market Manager will escalate to the Chairperson and the Chair will call an Executive meeting.	<i>Jan 18, 2014</i>
4.	A vendor with a concern/complaint will discuss it privately, outside of market hours. If vendors cannot resolve issue between themselves, the issue will be escalated to the Market Manager who will in turn escalate to the Board if required.	<i>Jan 18, 2014</i>
5.	Negative vendor action, including on the internet, may result in a Letter of Concern delivered to the offending vendor(s) regarding possible removal from the market for the remainder of the season. No fee will be refunded.	<i>Jan 18, 2014</i>

Section VIII – Election of Board Members

1.	The nominating committee, consisting of 2 people from the existing Board, assigned and agreed to by the Board, will come up with a list consisting of one nominee for each position. The names that the nominating committee will put forward are for 4 Executive positions (Chair, Vice-Chair, Secretary, and Treasurer) and no more	<i>Feb 8, 2014</i>
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	than 5 members at large. The past chair makes up the 10 th person on the Board. The past chair is not an elected position.	
2.	This nomination list is sent out in advance with the AGM material and is also presented at the AGM (Annual General Meeting).	<i>Feb 8, 2014</i>
3.	<p>After the list is presented, nominations are called from the floor three times per position.</p> <ol style="list-style-type: none"> 1. Are there any nominations from the floor for Chair? ... X3 (three times) 2. Are there any nominations from the floor for Vice-Chair? ... X3 (three times) 3. Are there any nominations from the floor for Secretary? ... X3 (three times) 4. Are there any nominations from the floor for Treasurer? ... X3 (three times) 5. Are there any nominations from the floor for Members at Large? ... X3 (three times) <p>Anyone being nominated from the floor need to have agreed, in advance and be willing to run and be a part of that year's Board.</p>	<i>Feb 8, 2014</i>
4.	If only one person is running for a particular position, no vote is required; they are acclaimed into that position.	<i>Feb 8, 2014</i>
5.	If more than one person is running for a position, there is a vote. Ballots are cast anonymously and counted by 2 non-Board members.	<i>Feb 8, 2014</i>
6.	The current chair announces the results of the elections. The new Board will consist of up to 10 members.	<i>Feb 8, 2014</i>
7.	Motion from the floor to destroy ballots	<i>Feb 8, 2014</i>
8.	New Chair presides and covers off any new business and announcements. Sets date and location of first meeting of new Board.	<i>Feb 8, 2014</i>

Section IX – RULES & REGULATIONS ENFORCEMENT

1.	The Rules & Regulations are to be enforced by the FDFM Board of Directors. The Board of Directors is responsible to the membership for the management of the market, ensuring Due Diligence in all matters.	<i>Jan 18, 2014</i>
2.	During Market hours the Market Manager acts of behalf of the Board and is empowered to enforce the rules and regulations.	<i>Jan 18, 2014</i>
3.	The FDFM reserves the right to cancel the membership of any person who, in the opinion of the FDFM Board of Directors, has wilfully violated the Rules & Regulations governing the Market. An appeal process may involve a meeting with the Board of Directors.	<i>Jan 18, 2014</i>



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	Until such meeting that membership will be suspended.	
4.	The FDFM Board is responsible for the Rules and Regulations of the Association and will review them annually.	<i>Jan 18, 2014</i>

Section IX - EXPENDITURES & GENERAL

1.	Anyone attending an event on behalf of the FDFM shall be a member of the Board of Directors. Any fees or mileage must be approved by the Board prior to the registration for that said meeting/event.	<i>Jan 18, 2014</i>
2.	All Farmer Market expenditures, if not already explicitly detailed in the current year's budget, are to be discussed and approved in advance by the Board. No expenditures are to be made without prior approval of the expenditure and the amount of that expenditure by the Board. If an emergency should arise between Board meetings, the Chair may contact the Farmers Market Board Executive for discussion and for an emergency ruling.	<i>Jan 18, 2014</i>
3.	Other items of business not specifically covered here shall be dealt with by the Board of Directors at its discretion.	<i>Jan 18, 2014</i>