

BROCKVILLE FARMERS' MARKET

RULES AND REGULATIONS

1. Location

The Brockville Farmers' Market is located on Market St. West, Downtown Brockville.

2. Hours of Operation

The Market will operate from 8:00am to 1:00 pm every Thursday and Saturday, rain or shine, from the first Saturday in May to the end of November on Market St. West. BFM then has three indoor Christmas markets in December, and Winter Markets. Late set up and early departure are not permitted unless otherwise approved by the Board. All Vendor stalls must be vacated and cleaned by 1:30pm at on street Markets.

3. Local Producers' Market

We are a producers' market: goods for sale must be locally grown or produced by the Vendor(s) unless otherwise approved by the Board. Priority will be given to Producer Vendors, and Vendors within a 60 km radius of Brockville. In the case of food products (e.g. bread, baked goods, desserts, etc), the Vendor(s) must make the product, but does not have to grow the ingredients themselves. All arts and crafts must be hand-made. The use of local ingredients/materials, where practical, is strongly encouraged.

4. Full-season & Daily Vendors

All Vendors must apply to the BFM Board for approval to participate in the Market. Priority will be given to Vendors committed to the full season. The Market, however, welcomes and encourages Daily Vendors as space permits.

5. Community Groups and Musicians

The Market will offer one stall per week for the use of community groups. These groups may provide information on their organizations or raise funds but are not permitted to sell food or other items that are normally available at the Market unless otherwise approved by the Board. Musicians will also be encouraged to attend the Market. Arrangements for these groups will be made through the Market Special Events Committee.

6. Vendor Fees

Full-season Vendor	\$270 (includes one time \$30 administration fee)
Daily Vendor	\$20 per market (Plus \$10 administration one time fee)
Community Groups	No charge
Musicians	No charge

Full-season Vendor fees are due by March 15th 2018. Fees can be paid by cheque filled out to Brockville Farmers' Market Association. Full time vendor fees are to be mailed to Brockville Farmers' Market Association, PO BOX 185 Brockville, Brockville ON, K6V6A4. Daily Vendors fees are to be paid to the Market Manager prior to set-up at the beginning of each Market.

7. Vendor Responsibilities

Each Vendor is responsible for supplying his/her own equipment: table, chair, awning, etc. Awnings, if used, must be sufficiently and safely anchored to the ground. Awning and or canopy frame can not be bigger than 10 feet by 10 feet.

Vendors may request a location with electricity access. These locations and the amount of power are limited and may only be granted by the Board. Vendors who are granted access to electricity are responsible for supplying their own extension cords and surge protectors. Only one electrical appliance at a time to be used / plugged in.

Full-season Vendors are strongly encouraged to attend every Thursday and Saturday in order to maintain a

cohesive Market. Vendors must advise the Market Manager **by 6 pm the night before** the Market if they know they will be unable to attend.

Vendors may request a location with vehicle access when submitting application. These locations are limited and may only be granted by the Board. Vendors who have not been given specific permission to park their vehicle beside their stall are required to park away from the Market, on adjacent Municipal lot.

Vendors are required to display the pricing of all products for sale.

8. Proper Food Packaging, Handling and Labelling

Vendors are responsible for ensuring product transport, storage, packaging, labelling and handling meet all applicable federal, provincial and municipal Health Unit requirements. Chicken Eggs are not permitted for sale on the Market unless graded by a licensed grading facility, and a bill of landing must be present at your stall at all times.

9. Licensing and Taxation

Vendors are responsible for obtaining all relevant licenses, permits, inspections and certificates for the sale of their products. Compliance with both Provincial and Federal Sales Tax Regulations is also the responsibility of the individual Vendor.

10. Organic Products

The sale of organic produce and products is encouraged at the Market. Vendors claiming to be “certified organic” producers must provide a copy of their current organic certification to the Board and should have a copy of their certificate with them at the Market.

11. Space allocation

Outdoor Vendors will be allocated a uniform stall space of 10' X 10'. Vendors occupy a single stall, When more space is required, Vendors may not occupy no more than two stalls. Full-season Vendors will be assigned a general location in the Market footprint, Daily Vendors will be fit in where there is space available. The Board may move a Vendor for reasons of safety, health, product compatibility or other valid reasons. Vendors may not place anything, including signs, outside of their designated areas.

12. Smoking

Smoking is not permitted with in your stall. All smoking must be behind stall and away from customers.

13. Animals

Vendors shall be permitted to have their pets with them at Market as long as the following items are respected:

1. The vendors pets shall be kept within their sales space and shall not be a hindrance to customer traffic
2. Pets will be calm and well-behaved. Aggressive or out-of-control behavior will not be tolerated.
3. All food safety rules and regulations in regards to animals present shall be followed.

A three-tiered warning system for breach of the above shall be implemented including:

1. A verbal warning
2. A written warning and
3. A final warning and removal of the vendor's pet from the market

14. Insurance

All Vendors are responsible for their own liability coverage, where appropriate. The Market will not be held responsible for losses, theft or accident or for the products or conduct of Vendors.

15. Complaints & Quality Issues

Vendors are expected to adhere to the highest standards of quality, service and business. The Board will have final say regarding standards. They may request inappropriate or poor quality items be withdrawn from sale and/or displays cleaned up.

Vendors who fail to abide by the Market Rules and Regulations, cause disturbance, make false declarations about their goods, fail to meet Health Department standards or fail to deal with customer complaints will receive a verbal warning, either in person or by telephone. Continued lack of adherence will result in the issuance of up to two written warnings at which time the Vendor will be disqualified from the Market.

Vendors are encouraged to approach the Market Manager or Board members if they encounter a problem. Complaints from Vendors must be submitted in writing to the Market Manager.

16. Vendor Conduct

Vendors are expected to adhere to the highest standards of personal conduct, demonstrating behaviour that is respectful of customers as well as to other Vendors. Vendors who fail to conduct themselves in accordance with the Market Rules and Regulations may be disqualified from the Market.

17. Christmas Markets

Christmas Markets will have a separate application. All products and or items whether you are a producer, artisan, or concessions, must be home grown or hand made, and contain items from the farm or property as per usual market standards.

18. Market Agreement

All Vendors must complete and sign a Market Application Form stating that they have read, understood and agree to abide by the Market Rules and Regulations with no exceptions. Unsigned applications will be rejected.

These are the Rules and Regulations of the Brockville Farmers' Market. Changes and additions may be made by the BFM Board