



New Glasgow Farmers Market Cooperative, Ltd. **Rules & Regulations**

Mandate

The New Glasgow Farmers Market is a non-profit cooperative 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 New Glasgow Farmers Market is committed to an agriculturally based market, with a goal of having at least 60% of its space rented to agriculture producers and up to 40% of its space rented to artisans and prepared food vendors (during peak season).

All vendors participating in the New Glasgow Farmers Market must adhere to the following rules & regulations:

Definitions:

- **NGFMC** – New Glasgow Farmers Market Cooperative
- **Member** – Have paid their yearly membership fee; committed to being present for most days during regular season; voting rights
- **Casual Vendor** – A vendor who comes on occasional weeks

1. Location, Hours & Season of Operation

1.1 Saturday Market

Location: 261 Glasgow St, New Glasgow, Nova Scotia

Date & Time: every Saturday from 9:00 am to 1:00 pm year round

Season: Year-Round. For seasonal fee purposes, season runs May long weekend to the last Saturday of October

2. Membership

Membership is not valid until the membership fee is paid in full. Fees are \$50 per year, a receipt given at the end of the year with table fees. Membership fees will be payable on or before opening day preferably at the Membership meeting in early spring.

2.1 Membership Benefits:

- Every effort will be made to guarantee a weekly table space for members. However, if there are extenuating circumstances a vendor may be asked to move.

- 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.

3. Vendors & Products

- 3.1 75% of all wares on a table must be made, baked 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 items. The Market does not want to create a flea market atmosphere and so does not allow those products. To determine whether particular items are acceptable, they must be included in the application form. **Absolutely no second-hand items or peddlers are permitted**
- 3.2 Vendors are required to donate items/time (time can be spent on items such as volunteering for events, cleaning up garbage, volunteering for committees or special Market projects) twice a season for fund raising activities.
- 3.3 Vendors will be responsible to keep receipts for ingredients/materials used in producing products and to produce them upon request by the Market Manager and/or Board.
- 3.4 All vendors are expected to follow any and 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.
- 3.5 If serving prepared foods vendors must have the Dept. of Environment's Food Handlers Course. It is the vendor's responsibility to be in possession of and display all applicable permits.
- 3.6 Any food vendors who are given a violation from the Dept. of Environment are required to disclose the violation to the Market Manager within 24 hours. Failure to report a violation to the Market could result in termination from the Market.
- 3.7 Vendors are required to use non-styrofoam containers for food and beverage products and all vendors are encouraged to use recyclable material as much as possible.
- 3.8 Those selling bath/body products, must have their products registered and approved by Health Canada. If a product is not registered, a vendor may be found in violation and may forfeit their space

Balance of Products at Market

The Board of Directors and Market Manager reserve the right to limit any products to maintain a balance of products at the Market.

4. Booking Vending Spaces

- 4.1 Before the beginning of each season, each vendor is required to fill out a detailed vending application and submit online. If no online application is received a vendor cannot be considered to attend the Market. If the applicant wished to be a member, the application must be accompanied by the membership fee of \$50. Those who are not members, are required to pay \$25 sign up/administration fee. Casual vendors that later wish to become members will only need to pay the remaining \$25. In the event your application is rejected the NGFMC will refund the membership fee. No application is granted guaranteed acceptance. All vendors will be evaluated on products keeping Market balance in mind. Returning vendors will also be evaluated on whether they are in good standing.
- 4.2 Vendors will have a vending space allocated to them at the beginning of the Market season after the deadline for applications. The manager will notify last year's vendors and any new vendors of the meeting each year to designate vending spaces. Vendors are not guaranteed a particular location in the Market.
- 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 72 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. You will not be eligible for a table until the missed week is paid for. This applies to everyone, no exceptions*.

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

- 4.5 Extra tables must be paid for unless there is a shortage of vendors, in which case the vendor may move onto the adjacent table 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 single vending space of a maximum of 8 ft wide and 5 ft deep is provided to each vendor, including a 6ft table. Tables inside will be limited to two tables for any vendor.
- 5.2 Vendors must ensure their area is free of obstacles to ensure customer safety.

- 5.3 Electricity – All electrical cords must be out of the main traffic path for customers and neighbouring vendors. Vendors must conform to building capacity restrictions in the use of all electrical plugs (see Market Manager for guidance). All appliances must be CSA approved and may be subject to inspection. If any violations are identified, they must be rectified immediately at the vendors expense.
- 5.4 Vendors must clean up their vending space after each market. This includes picking up and sorting any garbage from your operation around your table(s), sweeping under and around vending area, and making sure that the table(s) are clean. If for any reason, you use someone else's table(s) when setting up or tearing down, please make sure that you do not leave any remnants of your display on or around their tables. Please dispose of your market day waste in the appropriate sorting receptacles, to conform to Pictou County recycling guidelines. All cardboard boxes should be broken down and taken home. Full garbage bags can go into the receptacle located by the dome.
- 5.5 Vendor in good standing: Members that adhere to rules and regulations, are not late, do not leave early, cancel within guidelines, volunteer and are an active participant in the co-operative. When decision making occurs, the standing of a member may be taken into consideration.
- 5.5.1 **SETUP**
- All vendors must be at the Market by **30 minutes prior to market opening**. The building is open at least 1 hour prior to opening for unloading and setup. If you are not at the market to set up by **30 minutes prior to opening** and have not notified the Manager that you will be late, your table will be given away that week. This is to ensure all tables can be filled and everyone is ready to sell by the time doors open. Exceptions to this will be at the discretion of the Market Manager and/or NGFMC Board of Directors.
- 5.6 All vendors are required to use a clean tablecloth to cover their table. Bedsheets are not to be used as tablecloths. If forgotten, a tablecloth can be obtained from the Market Manager. Cloth or fabric backed vinyl tablecloths are required.
- 5.7 When vending at the Market, vendors are required to stay for the entire duration of the market. **Vendors are not permitted to begin packing up or cleaning up before the market closes**. Leaving early and creating an empty space creates a sparse looking market and hurts all of us. Exceptions are made to those who are sold out of their product and a sign must be placed in 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 For their own protection, all Vendors should carry sufficient liability insurance.

6. Table Vending Fees

- Vending fee for a non-member vendor is \$40 per table (including (HST).
- Vending fee for a member vendor is \$35 per table (including HST).
- For Vendors requiring a second table, the fee is \$30 per additional table for members and \$35 for non-members. (HST incl).
- Vending fee for the kitchen is \$75-90 dependent on the season and food trucks is \$45. (HST incl)

Vendors are encouraged to use vertical displays to maximize space. IF a vendor needs more than two tables, a space outside may be requested.

- All vendors must pay the vending fee in full on the day of the market, unless otherwise arranged through the Market Manager and/or the NGFMC Board of Directors. If there are vendors who choose to pay their fees for the season at the beginning of the season they will receive a 10% discount (Payment must be made by the first market day and there will be no refunds for any missed days). Weekly vendors are encouraged to pay their fees on a monthly basis (first Saturday of the month) if able, as this will reduce the fees the manager has to collect on market day. (No postdated cheques please)
- Receipts for vending fees will be issued only to those vendors requiring receipts. Vendors will receive their receipts at the end of the year unless other arrangements have been made with the market manager.

6.4 A Young Entrepreneur's table is available (depending on space) for youth 15 yrs of age and under at a reduced rate of \$15 to encourage local youth entrepreneurship.

6.5 All table assignments are at the discretion of the Market Manager.

Preference is given to primary producers for additional tables.

7. Parking

7.1 Vendors can unload their wares **at least one hour prior to opening**. Vehicles are to be moved as soon as you are unloaded to make room for others. All vendors must move their vehicles away from the front and sides of the building to the designated vendor parking area **at least 30 minutes prior to opening**. The front parking spaces are intended for customer use only. If you have mobility issues, please notify the market manager and arrangements will be made to have your vehicle moved to the vendor designated parking area and returned at Market close.

8. NGFMC “Serving Communities” Table

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 Market to their members. One table will be available free of charge each week to a community-based group when space is available. This space will be assigned by the Manager. No sales of products nor soliciting funds is allowed.

9. Kitchen Facilities

9.1 Kitchen vendors must meet standards determined by Dept. of Environment and the NGFMC. The NGFMC board has the right to dismiss a kitchen vendor if these standards are not met.

When renting the kitchen, a Kitchen Agreement will be provided by the NGFMC which the vendor is required to sign. Failure to comply will prevent vendor from any further rental of the kitchen space. The NGFMC board is responsible for the kitchen meeting provincial health regulations. Vendors must be aware that some portions of the kitchen are used for storage of market supplies. These spaces will be clearly marked.

9.2 Kitchens in both buildings will be put up for tender a minimum once per year

9.3 Vendors who rent the kitchen space should endeavor to use products from other vendors (ie, fruits, vegetables, meat, eggs, etc.) whenever possible.

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 NS Dept of Environment, at 1-877-936-8476
www.novascotia.ca/agri/documents/foodsafety/publicmarket_guide

10.2 All Vendors selling food products of any kind must sign a form (the application 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. Department of Environment may attend the Market periodically to inspect the items being sold, either by request or

unannounced. It is up to each vendor to ensure he/she is complying with all regulations.

10.4 **Policy regarding Children in the Market**

The New Glasgow Farmers' Market is a family friendly environment and welcomes the presence of the children of both its visitors and vendors. However, the Market is also a place of work for our vendors, and it is important that children be present in a manner that is safe for everyone and not disruptive to other vendors or visitors. Vendors who bring children to the Market are responsible for ensuring compliance with the following rules:

- Children under the age of 10 years must be under the direct supervision of the vendor at all times. (Please note, it is not appropriate for a vendor to ask another vendor to care for or supervise a child, except in cases of emergency.)
- Children who assist vendors with customer transactions must be supervised by the vendor during all transactions.
- Children (particularly infants/toddlers in car seats, playpens or baby chairs) who are in the vendor's working space during Market hours should not be placed in another vendor's working space.
- Children are not permitted in either Market Kitchen, for health and safety reasons unless they have a food handler course.
- The market will not be held liable for any injuries or harm that is caused to a child of a vendor during market hours.

If you have a concern respecting the child of a vendor, we encourage you to first discuss your concerns directly with the parent. In the event that a child of a vendor interferes with the sales of another vendor; damages the property or product of another vendor; creates an excessive distraction; or creates a risk of harm to property, themselves or anyone else, the Market Manager reserves the right to ask that the child not return with the vendor in future. Wherever possible, the concerns will first be discussed with the parent, to see if the matter can be resolved.

11. General

- 11.1 The Market Board and/or manager 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. It is also up to all vendors to regularly check their e-mail, NGFMC website (ngfarmmarket.com) and the Facebook page for updates and information or make arrangements to receive this information from an alternate source. Vendors must also keep contact information current with the Manager.
- 11.2 The Farmers Market Board of Directors reserves the right to refuse any member/vendor who does not comply with all Market rules, regulations, policies and by-laws on a regular basis. Furthermore, N.S. Department of Environment may exercise its right to terminate a vendor's operation if Provincial regulations are not being followed.
- 11.3 Anyone wishing to use NGFMC data/ financial figures or logo for studies, promotions, etc. should present the board with a written proposal, stating the purpose and proposed application of the study.
- 11.4 Unauthorized solicitations are not tolerated inside or outside the Market, including the parking lots and Market access points. No one can sell anything in the parking lot without Market permission, and without paying a fee for access to our customers. No unauthorized fundraising of any kind is permitted on Market property.
- 11.5 No animals or pets are permitted in the Market, other than guide dogs for the blind, or helper animals for those otherwise disabled
- 11.6 Smoking by customers or vendors is not allowed at the farmers market area. The Market must abide by the Municipal smoking by-law as set out by the Town of New Glasgow. This means no smoking of tobacco or cannabis on Market property. This applies to all vendors, board, staff, volunteers and customers.
- 11.7 The New Glasgow Farmers Market is a non-profit co-operative. The Market is a community gathering place that offers a comfortable, safe and welcoming environment that is inclusive to all people. As such, it is our policy that the New Glasgow Farmers Market does not allow soliciting in any form. We are non-secular and non-partisan. Patrons and vendors who attend the Market are expected to respect this.

Solicitors of any kind, including religious or political canvassing, are prohibited at the New Glasgow Farmers Market. This includes but is not limited to the passing out of materials, publishing photos which imply the endorsement of New Glasgow Farmers Market, promotional purposes/political, religious or capital gain and approaching vendors or patrons for the purposes of promotion or solicitation.

If a person is found to be engaged in such activities, they will be asked to stop and if they continue, they will be asked to leave the New Glasgow Farmers Market property.

- 11.8 Disparaging the Market, another vendor or their products inside or outside of the Market is strictly prohibited. This includes social media, both public or private. If a vendor has a concern with another vendor or person involved with the Market, proper procedure should be followed as outlined in the code of conduct. Such comments made by prospective vendors may prevent acceptance into the Market.

Violations of any of the above-mentioned rules will be subject to the following procedure:

1st Offence: a warning (verbal or written) from the Market Manager.

2nd Offence: a second written warning, a possible fine and

3rd Offence: exclusion from the NGFMC

**Under extreme circumstances, the Board of Directors reserves the right to meet and immediately expel a vendor.

Exceptions to the above rules may be made on compassionate or common-sense grounds.