



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.

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

Definitions:

- **NGFMC** – New Glasgow Farmers Market Cooperative
- **Seniority** – Being a member, having attended a minimum of 20 weeks (Saturdays) in one full season before the upcoming season.
- **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 mid-May to end of October

2. Membership

Membership is not valid until the membership fee is paid in full and a receipt is issued for membership fees. Fees are \$50 per year. Membership fees will be payable on or before opening day preferably at the AGM 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.
- By request, first refusal for any new available space.

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 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 expected to donate items/time 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.

Balance of Products at Market

The Board of Directors reserves 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 it to the Market Manager and/or Board before the spring membership meeting. If it is for a membership, it must include

the membership fee of \$50. In the event your application is rejected the NGFMC will refund the membership fee.

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 space.

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, 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 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 table and chair.

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).

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 closing 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.

5.5 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 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 time period. **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 \$30 per table.

- Vending fee for a member vendor is \$25 per table.
- For Vendors requiring a second or third table, the fee is \$20 per additional table for members and \$25 for non-members.
- Vending fee for the kitchen and food trucks is \$70 for non-member or \$85 for members (including power).

There is an additional \$5 charge for vendors that use power.

- 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). Full-time

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 post dated cheques please)

- Receipts for vending fees will be issued only to those vendors requiring receipts. (please request on your application form) All 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

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 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. Limited fundraising activities are allowed at the discretion of the Market Manager.

9. Kitchen Facilities

9.1 Kitchen vendors must meet standards determined by Dept. of Health 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 The kitchen will be rented on a week to week basis. The same vendor is not guaranteed the kitchen for the season.
- 9.3 Vendors who rent the kitchen space should endeavor to use products from other vendors (ie, fruits, vegetables, meat, eggs.....) 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 Food Safety Specialist, NS Dept of Agriculture, at [902-485-7162](tel:902-485-7162), 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. Agriculture and Marketing 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.

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 the 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 of the Market rules, regulations, policies 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 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.
- 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 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 a verbal

warning from the Market Manager. Further violations will be subject to a written warning, a possible fine and may result in the vendor being asked to leave.

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