

ST. ANDREWS FARMERS' MARKET INC.
HANDBOOK FOR VENDORS 2017

- 1). Any person who agrees to abide by the rules and regulations of The Association may become a member upon acceptance. Members in good standing may vote at meetings of the Association. A member in good standing shall be defined as any vendor who has paid the membership fee and has attended at least Five Market Days as a vendor, within 12 months preceding the meeting.
- 2). At the beginning of each season, each returning vendor is responsible for filling out an application form with: name, phone number, email address and website (if applicable), as well as a detailed list of products to be sold. Returning Vendors who wish to add new products must receive permission to do so, from the Market Manager.
- 3). All goods sold at the Market must be locally grown, locally prepared or locally produced. Locally is loosely interpreted as produced within 150 KM of St. Andrews. Farmers may sell only produce which they have grown. With the approval of the Market Manager, vendors may offer goods for sale that are produced in other areas of New Brunswick but only when such goods will not adversely affect the sale of locally produced goods.
- 4). Recognizing that the Market is a produce market, the sale of homemade articles and crafts is allowed, only as long as they do not interfere with the sale of produce and meet the approval and objectives of The St. Andrews Farmers' Market Inc. (Flea market type items will not be approved)
- 5). Thursday Market hours will be from 8:30 AM - 1:00 PM from late spring to early fall, approximately 19 weeks. Vendors around the perimeter of market square may arrive for setup no earlier than 7:30 AM and must be in their place no later than 8 AM. Middle-core vendors must wait until 8:00 AM before entering Market Square. All vendors may start selling as soon as they are in place with their stalls, canopies, tables, etc., secured and ready to go. Everyone must be ready to sell by Market opening at 8:30 AM. *Middle-core vendors start "take-down" procedures at Market close 1 PM.*
- 6). On holiday weekends and special events, longer hours and additional days may be offered to participating vendors.
- 7). Vendors are encouraged to post their names and addresses along with any operating licenses required, prominently on their stalls. **All food vendors are required to follow regulations set forth by the New Brunswick Department of Health.**
- 8). Smoking and the consumption of alcohol are prohibited in Market Square.
- 9). No vendor or staff member under the influence of alcohol or illegal drugs will be allowed to be present at any Market related functions.

- 10). Electronic sound generators (radios, CD's etc.) are only permitted at the Market with the use of personal earphones or with the approval of the Market Manager.
- 11). No profanity, shouting or objectionable means of soliciting trade will be tolerated.
- 12). Vendors must not regularly practice distress pricing or adversely affect sales of other vendors.
- 13). No objectionable signage will be tolerated.
- 14). Every vendor shall be responsible for the condition of the space around their stall during Market operation hours and shall leave the same in a condition as clean as when he/she arrived. If a Vendor's space is not left in the same condition as it was on arrival, the Manager may have the space cleaned and the Vendor will be billed a cleaning service charge of \$20.00.
- 15). Food vendors must place their own refuse in a suitable container at their stall AND provide refuse containers for their customers, removing both when they leave. This may be dropped in the Town's blue dumpsters located at the "Public Works Garage".
- 16). Vendors shall not block walkways or fire exits or other Vendor's stalls.
- 17). Compliance with Provincial Harmonized Sales Tax Regulations, including collection and reporting, is the responsibility of the vendor.
- 18). Vendors are responsible for adhering to any required regulations in the production and sale of their goods. This includes but is not limited to **regulations set forth by The New Brunswick Department of Health**.
- 19). Live animals must be confined and kept separate from any food. Prompt and proper disposal of animal waste is compulsory.
- 20). Raffles are only allowed when permission has been received by the Town of St. Andrews, on approval by the Town, the vendor is responsible to acquire proper permit or license to operate raffle from Service New Brunswick.
- 21). Meal Vendors that wish to prepare food on site at the Market are required to have a National Food Safety Training Program completed prior to acceptance. A copy of their Certificate or wallet card must accompany their application. General Food Vendors (Bakers, preserves, smoothies etc.) are required to have Basic Safe Food Handling Training. At least one person at each food vending booth must have the appropriate training and be present during the market day.

22). An annual association fee must be paid before any other fee. Seasonal fees must be paid by cheque, or cash at, or within 7 days of the Annual General Meeting (Held in March). Monthly fees are to be paid in advance or on the first day of attendance. All daily vendors must pay in cash upon arrival, or when requested during that Market. The Vendor's right to operate at the Market shall be for the periods stated on the receipt issued at the beginning of the term. The receipt marked paid will constitute the permit to operate at the Market.

The Annual Association fee which must be paid by ALL vendors is \$30.00

Seasonal, based on 19 weeks \$200

Returning Seasonal Vendors may make a down payment of \$100 at the AGM or within 7 days of the AGM; but must be paid in full the first Market Day upon arrival or when requested.

Monthly, based on 4 weeks \$60

Daily, \$20

Children, 14 years and under, are exempt from membership fees but are subject to regular stall fees.

Special Markets held alongside the Thursday (19 weeks) seasonal schedule:

Members, \$20

Non-Members, \$25

Christmas Market:

Members, \$15-\$20

Non-Members, \$20-\$25

Changing Seasons Market (Pre-payment & Pre-registration Required)

Members, \$30-\$40

Non-Members, \$35-\$45

Additional Fees:

Usage of power, \$5.00 - per outlet used (two plugs)

Fees will be reviewed annually and may be subject to change.

23). Vendor spaces shall be allocated by the Market Manager & the Executive as Follows:

Seasonal Vendors are entitled to a designated space if they fulfill the following requirements.

- Spaces will be reserved for paid up members only.
- Seasonal Vendors that do not participate for a portion of the season (spring or fall) must give notification in writing to the Market Manager for the Markets they will miss and their starting date. The notice shall be given at least one week before the beginning of the season or one week before leaving for the season.
- The Market reserves the right to cancel a spot for cause which may include but not limited to: Unforeseen circumstances such as overnight parked cars, bleachers left on site after other events, to meet any requests made by the Town and safety issues. The Market must give written notification when possible to the Vendor and allow him/her to appeal to the Board within one week of the written notice.

Monthly vendors will be assigned a stall by the Market Manager and will be allowed to keep the same space if at all possible.

Daily vendors are assigned a spot based on weekly availability.

All placements made by the Market Manager on market day are final.

24). **Any cancellations to be made by vendors (with the exception of emergencies) must be submitted to the Market Manager by 5:00 PM on the Tuesday before the scheduled market day.** Later cancellations prevent the Manager from filling the space with a daily vendor, please be courteous and provide ample time for changes to be made.

If a seasonal or monthly vendor does not show up for two consecutive market days without informing the Manager in advance, in writing, the vendors designated space(s) and any fees for the unexpired portion of the term can be forfeited.

25). No vendor may transfer, assign or sublet their stall to another person, except a member of their immediate family.

26). In the event of a death of a Vendor, the fees for the unexpired portion of the term may be refunded to the next of kin once the Treasurer has been informed in writing.

27). Any Vendor who wishes to forfeit or cancel their permit (during the Thursday 19 week market season) may request a refund for the unexpired portion of the fees provided that adequate notice (seven days) is given in writing.

28). Upon written request and approval of the Executive, a year's absence may be granted to a vendor.

29). If two or more vendors are sharing a stall as a cooperative, they each must pay the yearly Association Membership fee; however, they are only required to pay for the stall used.

30). Each Vendor may hold a maximum of two stalls and, based on availability of space can be side by side

31). Non - Profit organizations may be allocated a free space for fundraising purposes. To ensure a space, bookings must be made with the Market Manager well in advance.

32). Vendors, who repeatedly violate any of the guidelines in this handbook, shall be informed in writing by the Executive that their membership is under review and that it could be revoked, if the situation is unchanged. If a membership is revoked by the Executive any prepaid fees are non-refundable.

33). When voting is required, each Association Member in good standing is allowed **1 vote**, e.g.) (2 stalls) 1 member = 1 vote.

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34). St. Andrews Farmers' Market Inc. carries basic liability insurance coverage. Vendors are encouraged to secure their own insurance needs.

35). **Any complaints or grievance must be put in writing and addressed to the Executive. All decisions by the Executive are final.**