

Kingsville Farmers' Market

Rules & Regulations for the operation of the Kingsville Farmers' Market

GENERAL:

1. The Market shall be known as the "Kingsville Farmers' Market herein referred to as KFM.
2. The KFM is a not for profit organization.
3. The word "vendor" shall be understood to represent any approved Farmers' Market member who is selling a product or service and has rented a stall at KFM.
4. The word "board" shall be understood to represent the KFM Board of Directors.
5. All members/vendors/occasional vendors are subject to the following rules and regulations as determined by the Board:

MEMBERSHIP:

1. Any person, firm or organization may become a member of this association provided that:
 - a. They are engaged in, associated with, or related to the Farmers' Market industry;
 - b. Their membership application is accepted and approved by the Board of Directors/ Membership Committee;
 - c. They pay the appropriate membership dues as determined annually by the board;
 - d. Each vendor becomes a member and is entitled to one vote at all general meetings. The Membership as a whole should feel free to comment to the Board of Directors with respect to the overall management, operation and administration of the Market;
 - e. Occasional vendors may be accepted without membership but will be assessed an additional fee to be determined by the board to cover operating costs.

2. Membership dues and/or assessments shall be as determined by the Board subject to approval by the members at an Annual Meeting or by General Meeting provided that the members are given thirty (30) days' written notice by letter or email, prior to any meeting duly called at which any proposed change in dues or assessments is to be made.
3. Membership shall be restricted to vendors who are growers, crafters, and prepared food producers.
4. Membership is non-transferrable.
5. Membership entitles the individual listed on the application to operate a stall: the individual listed on the application may not transfer those rights or sub-lease their space to another business or person unless written permission by the Board is given.
6. A member may provide complimentary products that they do not produce themselves so long as they do not exceed 20% of all goods for sale. Failure to comply will result in disciplinary action. **Vendors** will pay their fees **each morning** at the Market Booth upon arrival **before setting up**.

FARMERS' MARKET BOARD RESPONSIBILITIES

1. The Board will provide a market to be held in the Summer on Saturdays from May to October and in the Winter at the discretion of the board. Dates and times to be determined by the board.
2. The Board reserves the right to approve all new and returning vendors prior to their first Market day, based on their application.
3. The Board and/or Chairperson is charged with the responsibility of enforcing all of our association's rules and regulations, collecting fees, and governing vendor participation and adherence to the rules and regulations.
4. Complaints registered from the public about a specific vendor's product or conduct will require the Board and/or the Chairperson to address that complaint to the specific vendor.

5. The Board will discipline vendors who do not comply with the rules and regulations as follows:
 - (a) Board member and/or Chairperson will issue a verbal warning for the first offense;
 - (b) A written notice will be given for second offence stating should offence occur again the vendor will be permanently removed as a Market member. Should the Board feel that a vendor has not made an effort to improve compliance or to address a public complaint, the vendor shall be removed as a Market member.
6. Farmers' Market advertising will be arranged and executed by the Board. Vendor feedback is always welcome.
7. Promotional and seasonal events are to be arranged and advertised by the Board and its sub-committees.
8. Buskers/entertainers will be scheduled by the Chairperson appointed by the Board.

MEMBERS:

1. Members must adhere to the rules and regulations that follow. Failure to do so will result in disciplinary action:
 - a. On Saturday Vendors must be set up and open for business by time of market opening.
 - b. All vendors' vehicles associated with the sale of goods on Market days must be parked at the Kingsville Lions' Hall. For safety reasons, vehicles are NOT allowed to move in or out, or within the Farmers' Market during hours of operation, unless approved by the Board.
 - c. All Vendors must stay in attendance during the Farmers' Market's operational hours. Packing up and taking down is not permitted until after regular Market hours.
 - d. It is each vendor's responsibility to find and follow any and all regulations enforced by the Essex County Health Unit directly pertaining to their business.

- e. Each vendor shall keep their Market space free from refuse during Farmers' Market hours.
 - i. Vendors are required to clean up their Market space after each Market day.
 - ii. Vendors are responsible for the disposal of garbage generated by their business operations.
 - iii. Vendors must remain in their own booths/stalls when selling. Sales must be conducted in an orderly and business-like way, and no shouting, calling out to passing customers, or other objectionable means of soliciting trade are permitted.
- f. Distress pricing is not permitted.
- g. Members are asked to notify the Chairperson at least seven days in advance if they are not able to attend the Farmers' Market. Vendors will be charged the daily fee amount if they are a full time vendor.
- h. No member shall sell anything other than what is listed on the approved application. Addition of goods is subject to approval by the Board.

2. The Farmers' Market does not restrict the "gifting" of products to consumers as a means of promotion.

3. Vendors who violate the rules and regulations of the Farmers' Market will face disciplinary action as indicated above. Repeat offenders will no longer be considered Members "in Good Standing" and their applications will not be given priority.

4. All members are required to sign-up for a volunteer task; vendors may have another person carry out the task, as long as it is completed.

INSURANCE/PERMITS/LICENSES:

1. The Farmers' Market shall carry insurance through the Farmers' Markets Ontario with the co-operators.
2. This insurance covers all vendors, except wineries who vend at the market.

PRODUCT ELIGIBILITY

A minimum 80% of products offered for sale must be grown or produced by the applying vendor. The remaining 20% must be produced in the surrounding communities. It is understood that some vendors will be carrying products produced/grown in Ontario but resold. This must be clearly indicated on applications and on all marketing and pricing material. Homegrown products will always be considered before resale items.

PRODUCT CATEGORIES

Agriculture. Products include, but are not limited to: fruit and vegetables, plants, shrubs, trees, flowers, honey, maple syrup, preserves, meat, fish, poultry & eggs, wool and other fibres and their finished products, grains, etc

Certified Organics: Product labeled as certified organic must be proven to be certified organic. Products grown “Organically”, but not certified must be so labeled.

Baking. Products include, but are not limited to; breads rolls, buns, muffins, cookies, fruit pies, cakes, pastries, meat pies, etc.

Resale. Food products not produced by the vendor, but made in Ontario and resold such as cheese, smoked meats, other value added products.

Other. This category will be strictly considered at the discretion of the Directors.

SELECTION PROCESS

Vendor Agreement. All applicants for membership must complete a “Vendor Application / Agreement” form. The Agreement lists all of the products approved by the Board of Directors for sale at the Market. Homegrown products will always be considered before resale items in the same categories. Completion of the application does not necessarily mean automatic acceptance. Acceptance will be given verbally by the Chairperson or a Board member. Declined applications will be given by letter either by e-mail, postal service or hand delivery with the reason for rejection.

VENDOR ALLOCATION

Members will be given a regular location. The vendor will be expected to be in his location and set up prior to 8:30am every market day that the vendor has agreed to attend.

VENDOR RESPONSIBILITIES

Compliance. Vendors must fully comply with Municipal, Provincial and Federal Regulations regarding labeling, measures, health and safety, etc., for all products offered for sale at the Market. Compliance is the responsibility of the individual vendor.

Punctuality. Vendors shall be open and ready for business by 8:30am. All vendors must stay until the close of market at 1:30pm even if sold out.

Displays. Vendors are responsible for providing all display materials (displays, tables, chairs, canopies etc.) and setting up and tearing down any displays. Vendors are to be sure that their displays are safe and properly anchored in the event of wind or rain or other inclement weather.

Pricing. All items offered for sale must have prices prominently and clearly displayed at the start of the market day. Vendors must not practice distress pricing by undercutting other vendors or dumping products at bargain or sale prices.

Refuse. Booth/stalls/tables must be kept free from refuse during the Market day. EVERY VENDOR MUST SUPPLY THEIR OWN GARBAGE CAN WITH PLASTIC BAG AND MUST TAKE THEIR OWN GARBAGE HOME WITH THEM.

Live Animals. Live animals are not allowed to be sold at the market pursuant to our lease with the Town of Kingsville.

FIRE SAFETY.

Smoking is NOT permitted in or near the buildings or outside stall. Any vendors using a barbeque or other cooking equipment must have a fire extinguisher, with a valid inspection tag, in their booth at all times.

FOOD SAFETY:

Every person handling food products must maintain a very high standard of personal hygiene and cleanliness. In fact, all vendors and staff must practice these standards to prevent the transfer of pathogens between vendors/staff and therefore to foods. Please adhere to the following guidelines:

- All foods offered for sale must be protected from contamination.
- Baking and processed foods must be prepackaged at point of production. A list of ingredients, in descending order is to be attached to every package product.
- All persons handling food must wear clean clothing, wash hands often, be free from infectious disease, NOT smoke and avoid touching nose, mouth, hair and skin. All vendors MUST wash hands with warm water and soap after visiting the washroom.
- Containers and wrappings must be single-use only.
- Do not allow any unauthorized persons access to where food is being prepared.
- Racks, shelves or tables must be provided for food display, and all food must be at least 15cm off the floor/ground.
- Sampling and condiments:

- Vendors must provide their own hand-washing station if they are sampling product
- Do not allow customers to get hands anywhere near samples to be eaten by other customers; provide toothpicks or small paper container or pass out each sample.
- Samples should be prepared at home and brought in covered containers.
- Provide tongs, forks or spoons for each type of condiment being offered, no customer hands in the bowls.
- Clean up the serving area often, being especially careful to pick up food scraps that fall on the floor or ground.

For the general benefit and welfare of the Kingsville Farmers' Market and the vendors therein, the Board may amend this policy of Rules and Regulations without written notice and such amended policy shall be binding on all vendors. A copy of any amendments/changes shall be made available to the vendors/members with due diligence.

By signing the application form, all persons selling at the Farmers' Market agree to abide by the above Rules and Regulations.