**Baddeck Farmers Market**

Vendor Rules and Regulations 2019

The Baddeck and Area Community Market Societyis a registered Nova Scotia non-profit society that operates the Baddeck Farmers Market. The Baddeck Farmers’ Market is managed by an **unpaid volunteer** Board of Directors.The Market Board works in close cooperation with Market vendors to achieve its goals. These Market Rules and Guidelines are designed by the Board to act as a framework to enable the Society, vendors, and the community to work together to ensure that the Market is successful in fulfilling its mission. The Board reserves the right to remove any vendor who disrupts this process.

Please refer to Appendix A for the definition of a market vendor.

Market Mission

Our mission is to create a vibrant market that encourages local food production and economic sustainability, while fostering the spirit of community. We promote the benefits of locally produced and sourced products, through education and by building connections between consumers and Nova Scotia producers (primarily Cape Breton based).

While the Market is food-focused, it also includes artisanal crafts and non-food agricultural products. To support its mission, the market aims for a distribution of 60% food and 40% non-food products. The market does not accept service providers.

Products

All products sold at the Baddeck Farmers Market must be grown or produced in Nova Scotia and background information on product sourcing must be readily available for customers. Preference is given to local, non-processed, value-added and artisanal products (whose ingredients or raw materials are also sourced locally and/or sustainably). Absolutely *no* resale, second-hand, or flea-market items are permitted at the Baddeck Farmers Market.

The Board reserves the right to limit the number of similar non-food items to ensure that the market maintains a diverse range of products to interest our customers. In all cases, the Board will determine, in its own discretion, what products may and may not be sold at the market.

Vendor Tables and Fees

Plain, uncovered tables are provided by the market. Vendors are responsible to set up their own tables and put them away each week. Help will be provided to those who find this task physically challenging. Each vendor is responsible for maintaining a clean and safe environment around their table(s). Waste bins are provided at the market site.

Please refer to Appendix B for the 2019 Vendor Fee Schedule.

Location

The market cannot guarantee a vendor has the same setup location for each market week. The market reserves the right to assign a specific location to each vendor. This is done to keep the market aesthetically pleasing to customers and provide the optimum traffic flow.

Signage

If a vendor wishes to use signage, it must be displayed on the vendor’s own table or be freestanding; it must be safe, secure, and non-damaging to the premises.

Vendor Table Staffing

The market requires that a vendor or qualified person (intimately involved in the production the vendor’s wares) ***be present at the vendor’s table*** throughout the market session (except for reasonable breaks). This requirement ensures that customers are provided the opportunity to learn about what they are buying from those involved in producing the item being sold.

Storage

The market has ***no storage facility.*** All material must be removed from the premises at the end of the Market opening hours. The market assumes no responsibility or liability resulting from items left behind.

Table Space

Each vendor will be offered one table, a second table may be available depending available market floor space. Pre-paid vendors will be given priority when assigning two tables/vendor location. **The standard configuration for a two table vendor booth is a combination of one 8’long and one 6’short plastic topped table**.

All vendors asked to keep their wares close to their assigned table(s) so that one vendor does not encroach on another vendor’s space or create a hazard for those walking through the market. The market reserves the right to assess **additional table fees** to those who do not maintain reasonable borders around the perimeter of their assigned table(s).

Market Hours

The market operates between 11:00am and 2:00pm every Wednesday. Vendors must arrive early to ensure they have plenty of time to set-up, prior to customers arriving at 11:00 A.M. and remain until closing at 2:00 P.M. See *Setup Time/Parking*, below, for more information.

Vendors who sell out of their product before closing time are asked to remain at their assigned table(s). This allows later customers to meet all vendors and discuss their products. This also ensures that customers can rely on finding their favourite vendors throughout the market’s regular hours of operation.

Market Attendance

Vendors need not attend all 18 regular markets throughout the 2019 season; however, preference will be given to those committing to attend weekly. When applying to vend at the Baddeck Farmers Market our Market, please indicate a preferred vending schedule. The Market Manager requires the following notice for the indicated schedule variances:

* Regular vendors (see Appendix A for definition) to provide at least **48-hours’ notice** for a missed scheduled market day.
* Casual vendors (see Appendix A for definition) to provide a schedule of expected attendance at time of approval.
* Vendors provide advance notice (as far in advance as possible), if changing their attendance preferences -from that indicated on their application.

**Not receiving the necessary notice, or missing a Market session to which you have committed, will require payment for that Market.**

Casual vendors, those who meet guidelines (for whom there is no regular table space available) may be offered space in a week when a regular or occasional vendor cannot attend.

Setup Time/Parking

* Parking in the parking lot beside the Community Centre is **restricted.** This lot is the outdoor portion of our Market, and is reserved for outdoor vendor tables. Parking is permitted in the lot only if you arrive before 10:00a.m. and leave after 2:30 p.m. Temporary parking is available in the four spaces along the front of the Community Centre on Chebucto Street for loading/unloading. Vendors are required to promptly move their vehicle after unloading /loading, to give space to another vendor. Do not park here during the Market, as those spots become used by customers once the market begins. If parking in the Community Center lot, do not park in the space nearest the street and Library (reserved at all times for the Bookmobile).
* If setting up a table near one of the hall entrances, please do not block access for others also doing the same. Please leave 100% clear access to exits (fire safety) and washrooms (comfort) at all times, both during and after setup time.
* Setup time is very busy. People are arriving with laden cars and arms, and unpacking often delicate items. When moving a car, please be aware of other people carrying their wares, and remember normal village traffic continues on the road and sidewalk.

Applications

**Prior to March 15, 2019, BFM vendors in good standing can provide a written or verbal commitment for one of three pre-pay options and reserve a table for the 2019 regular market season. Vendors reserving a table using the above method must still complete and submit a 2019 BFM application prior to May 15, 2019. All other applicants will be evaluated and approvals granted based on remaining space and product mix requirements.**

Food vendors must complete the *Food Vendor Application,* and, if desired, the *Kitchen Use Application.*

Non-food agricultural product (raw or unworked; a producer doing more than harvesting/stabilizing, may be a *craft vendor).*

Craft vendors must complete the *Craft Vendor Application,* and submit your products to one of the BFM jury sessions. While craft-product vendors may apply at any time, crafted products are only reviewed twice per season. See *Jury for Non-food Products* for details.

Additional Regulation

Food vendors are subject to government regulation; please see *Food Safety for All Edible Products,* below. Cosmetics vendors are also subject to government regulation; see *Cosmetics,* below. Many food and cosmetic products are subject to labeling requirements; see *Product Labeling,* below. Many non-food vendors *(e.g.,* cosmetics, crafts) are subject to our twice-yearly jury process; see *Jury for Non-food Products,* below.

Food Safety for All Edible Products

All vendors of food products must read and adhere to the Nova Scotia Department of Agriculture’s *Guidelines for Public Markets,* available at this Government of Nova Scotia web site:

[www.gov.ns.ca/agri/foodsafety/policies/publicmarketguide.shtml](file:///C:\Users\admin\Documents\VERONIKA\Baddeck%20market\www.gov.ns.ca\agri\foodsafety\policies\publicmarketguide.shtml)

**Vendors are responsible for any permits or licenses that may be required, and must clearly display such permit(s) at all times during market hours.** Vendors must immediately inform the Market Manager if their permit is withdrawn or amended.

Cosmetics

All vendors of cosmetic products (includes soaps and bath products, scented items like candles or pillows, tinctures, salves, etc.) must follow Health Canada’s *Guidelines for Cosmetics Manufacturers, Importers, and Distributors,* available at:

[www.hc-sc.gc.ca/cps-spc/pubs/indust/cosmet\_guide/index-eng.php](file:///C:\Users\admin\Documents\VERONIKA\Baddeck%20market\www.hc-sc.gc.ca\cps-spc\pubs\indust\cosmet_guide\index-eng.php)

Cosmetic products must be submitted to our jury process.

Product Labelling

In general, and as applicable, products should be sold with complete care or use instructions.

All food vendors, whether or not you require permits, must comply with requirements detailed in the Canadian Food Inspection Agency’s *Guide to Food Labelling and Advertising,* available at:

[www.inspection.gc.ca/food/labelling/guide-to-food-labelling-and-advertising/eng/1300118951990](file:///C:\Users\admin\Documents\VERONIKA\Baddeck%20market\www.inspection.gc.ca\food\labelling\guide-to-food-labelling-and-advertising\eng\1300118951990)

Nova Scotia Food Safety Inspectors administer food labelling protocols on behalf of Canada.

For soap or other cosmetics, vendors must follow Health Canada’s *Labelling of Cosmetics* guidelines:

[www.hc-sc.gc.ca/cps-spc/pubs/indust/cosmetics-cosmetiques/index-eng.php](file:///C:\Users\admin\Documents\VERONIKA\Baddeck%20market\www.hc-sc.gc.ca\cps-spc\pubs\indust\cosmetics-cosmetiques\index-eng.php)

Vendors are responsible for determining what labelling may be required, and for displaying or affixing to your products any required labelling, as specified in the relevant guide.

Jury for Non-food Products

Any non-food product that is not sold essentially in its raw harvested state is generally considered a crafted product, and therefore subject to the craft-jury process (ex. cut flowers are raw product, but a floral arrangement is a craft; undecorated green boughs or vine wreaths are raw product, but decorated Christmas wreaths are crafts). If a vendor has questions about the classification of their product, please ask for clarification. Applications for jury session must be submitted by **May 15, 2019.** Please visit <http://baddeckcommunitymarket.net/become-a-vendor/> to download a copy of our ***Craft Guidelines 2019*** for details.

Appendix A

**Definition terms for the Baddeck Farmers Market:**

**Market Vendor** – is a producer of Nova Scotia grown produce or artisan of locally (Cape Breton) made art who meets Market eligibility requirements and sells their goods at the Baddeck Farmers Market.

**Market Season** – includes the regular market days during a typical summer market season (June to October).

**Market Table** – is a designated vendor spot, rented weekly by a Market vendor. The location of this “spot” may vary by week depending on number of vendors, weather, other coinciding events, etc.

**Jury Process** – a screening system used to determine eligibility of artisans to sell at the Baddeck Farmers Market (typically twice/season – at the beginning and mid-way through the season).

**Table Fees** – a rental fee paid by a Market vendor for the use of a table (to sell goods) at the Market. Fees can be prepaid in two installments for the entire regular market season or a portion thereof. Alternatively, table fees can be paid on market day if a vendor is attending only for that day.

**Vendor in Good Standing** (V.G.S.) – a vendor that has paid in full all table fees owing to the Market Manager (or substitute) by the end of each Market day or prepaid fees owing according to their chosen attendance schedule. Other V.G.S. criteria include punctuality at beginning and end of market, teamwork, attitude, compliance to Market rules, etc.

**Casual Vendor** – meets Market eligibility requirements and sells at the Market on a part-time basis. A waiting list of Casual Vendors is maintained by the Market Manager and is used to fill last minute table space vacancies for a given Market day.

**No-show Notification Requirements** – a Full-time Vendor unable to attend the Market must provide 48-hours notice (prior to the start of that week’s Market) to the Market Manager. Vendors not following notification policy will incur table charges for that Market day.

**Full-time Vendor** defined:

A Full-time Vendor at the Baddeck Farmers Market must meet the following criteria:

1. Maintains a “V.G.S.” status throughout the Market season.
2. Follows Market Code of Conduct requirements, as administered by the Market Manager.
3. Misses no more than one market day/month.
4. Sells only approved goods at their Market table(s).
5. Staffs table during regular Market hours (11 A.M. – 2 P.M.) on each Market day.
6. Maintains suitable goods inventory at their Market table throughout the weekly regular market selling period.
7. Assists when required with set-up and tear down of tables and hall clean-up (after completion of each Market); if physically able to do so.
8. Follows vendor “no show” notification requirements when not able to attend the Market on a given week.

**Full-time to Casual Vendor** status:

Not meeting the above criteria can result in loss of Full-time Vendor status. Once status is lost during a season the vendor is considered a Casual Vendor for the remainder of that year’s regular market season.

**Fulltime Vendor benefits**:

1. Receive first right of refusal to participate in special Markets or special events (e.g. Xmas Market).
2. Receive discounted rate for table fees – these are pre-paid in full at the beginning in two installments through the regular Market season.
3. Offered an 8’ table (if available), at the Market Manager’s discretion.
4. Provided indoor table location (space permitting).
5. Given first opportunity to book two tables/vendor location.

Vendors with questions about how government regulations apply to their products, or requiring information about provincial programmes such as safety testing for prepared food products, should contact *Food Safety* at (902)563-2000. The Food Safety Specialist for our area is Sean O’Toole; direct office number is (902)625-8437 in Port Hawkesbury. Find Health Canada contacts for product safety and cosmetics questions at [www.hc-sc.gc.ca/contact/index-eng.php](file:///C:\Users\admin\Documents\VERONIKA\Baddeck%20market\www.hc-sc.gc.ca\contact\index-eng.php)

*—The Baddeck Farmers Market Board of Directors*

Appendix B

**Date: March 14, 2019**

**To: 2019 Baddeck Farmers Market Vendors**

**From: Baddeck Farmers Market Board**

**Re: 2019 Vendor Fee Schedule**

**There ae 18 regularly scheduled markets during the 2018 Baddeck Farmers Market season (June 26 – October 23, 2019).**

The following outlines the fee structure for the 2018 Baddeck Farmers Market:

**Pay-as-you-go**

**Casual INSIDE vendor fees** - **$20/table/week** paid on Market day – by cash or e-transfer. Subject to availability of space on a particular market day.

**Pre-pay**

1. **Full-time INSIDE Vendor (18 regular market weeks)** - **$15/table/week** - the total prepayment amount for the 2019 regular market season is $270. Payment options are pay in full or two instalments. Instalments are paid by two cheques dated June 26, 2019 and August 21, 2019 (for $135 each) due on June 26, 2019 or by e-transfer by the above dates.
2. **Full-time 1/2 of the regular schedule INSIDE Vendor (9 regular market weeks) – $17/table/week –** the total prepayment amount for the 2019 regular market season is $153. This amount is due on June 26, 2019 - to be paid by cheque or e-transfer.
3. **Full-time 1/3 of the regular schedule INSIDE Vendor (6 regular market weeks) - $19/table/week -** the total prepayment amount for the 2019 regular market season is $114. This amount is due on June 26, 2019 - to be paid by cheque or e-transfer.

The Market Manager reserves the right to schedule vendors that participate in Pre-pay options “b.” and “c.” to ensure that vendor attendance is consistent throughout all regular season markets.

1. **Casual OUTSIDE vendor - $18/table/week paid on Market day by cash or e-transfer.**
2. **Full-time OUTSIDE vendor** - **$13/table/week** - the total FULL-TIME OUTSIDE VENDOR prepayment amount for the 2019 regular market season is $234. Payment options are pay in full or two instalments. Instalments are paid by two cheques dated June 26, 2019 and August 21, 2019 (for $117 each) due on June 26, 2019 or by e-transfer by the above noted dates.

Previously distributed guidelines explain the definition of full-time versus casual vendors at Baddeck Farmers Market.

Full-time vendors have priority for table availability for the 2019 Christmas Market, to be held in early December 2019. Vendor fees for the 2019 Christmas Market will be announced at a later date.

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| **BADDECK FARMERS MARKET KITCHEN USE FEES**  **Effective as of March 14, 2019** | |
| **Activity** | **Fees** |
| Handwashing  Use of tap water | FREE |
| Fridge  Handwashing of dishes in kitchen sink(s)  Dishwasher  Any use of dishes \*\* | $5 |
| Food preparation (Hot or Cold) \*\* | $20 |

\*\* **It is at the discretion of the Market Manager which fee is applicable to you on the day of the market.**

Please note that kitchen should be left in “clean” state following Market Day or additional clean-up charges may apply.