

Sackville Farmer's Market Rules & Procedures

General

1. All Vendors must be registered with the Market Manager for the Sackville Farmers' Market Inc. (hereafter referred to as "the market") or her/his designate.
2. At the beginning of each calendar year each vendor is responsible for filling out an application with name, address, phone number and email as well as the products to be sold. Changes, additions or one time daily vendor applications may be temporarily approved by the Market Manager, subject to final approval by the Executive.
3. Vendors who repeatedly violate any of these rules & procedures, shall be informed in writing by the Executive that their participation is under review and that it could be revoked, if the situation is unchanged.

Membership

4. Membership is a requirement to vend at the Sackville Farmers Market. An annual membership fees is \$25. Members are eligible to serve on the Board of Directors, provided that a minimum of five of Directors are vendors.
5. When voting is required, each voting member in good standing is allowed one vote.
6. Membership fees and booth fees will be used for employment of a part-time Market Manager and as rental payment to the indoor sites of the market. A portion of these fees will be held in an account to be used for promotion, marketing and other items and activities as deemed necessary by the Board of Directors.

Space Allocation

7. Vendor spaces shall be allocated by the Market Manager or her/his designate as follows: Space will be reserved for registered members only.
8. No vendor may transfer, assign or sublet his space to another person, except a member of her/his immediate family or an employee.
9. Non-profit organizations may be allocated a free space for fund-raising purposes. To ensure a space, bookings must be made with the Market Manager well in advance.
10. If a vendor has not notified the Market Manager of a late arrival and is not present by 9 a.m., the space may be assigned to another vendor.
11. If a vendor has reserved a place at market and decides to cancel for any reason (including snowstorm, illness, or other commitments) they must notify the Market Manager by telephone or email by 9AM on the day prior to market. A vendor who does not cancel by this deadline will be required to pay the vendor fee for that market day

12. If a vendor cannot be present at a market they must inform the Market Manager. If they do not show up or give notice three times, their spot will be re-evaluated and the vendor may have to pay in advance.

Products to be sold

13. All goods sold at the Market must be locally grown, locally prepared or locally produced. *Locally is loosely interpreted as produced within 150Km of Sackville.* With the approval of the Market Manager or designate, vendors may offer goods for sale that are produced in other areas of the Maritime provinces, but only when such goods will not adversely affect sales of locally produced goods.

14. Items which may be offered for sale include, but are not limited to:

- Fruits
- Locally handmade crafts
- Shrubs and Trees
- Vegetables
- Bedding Plants
- House & Potted Plants
- Maple Products
- Poultry and Eggs
- Cut and Dried Flowers
- Honey Products
- Grains
- Baked Goods
- Roots and Seeds
- Mushrooms
- Preserves
- Seasonings
- Dairy Products
- Apple Cider
- Fleece
- Fence Posts
- Hay and/or Straw
- Firewood
- Charity fundraisers

Anyone wishing to sell anything not listed above must contact the Market Manager for prior approval.

15. Vendors will not sell any flea market or liquidation type items.

Market Hours

16. Market Hours will normally be from 9 a.m. to 12:00 p.m on Saturday.

17. On holiday weekends and special events, occasionally longer hours and additional days may be offered to participating vendors.
18. Vendors must be set up for business by 9 a.m, and must remain open until the designated closing time.
19. Stalls, canopies, tables etc. must be secured and in place before the designated opening of the Market to ensure the safety of customers, subject to weather conditions and changes. Stalls must remain entirely in place with no items dismantled or removed until the designated closing time.
20. Vendors may start selling as soon as they are set up.

Vendor protocol

21. All persons selling at the market agree to abide by the rules and regulations set out by The Market.
22. Every vendor shall keep their vehicle(s) within the designated parking area, as determined by the Market Manager.
23. Vendors *are encouraged to* post their names and addresses prominently on their stalls.
24. Vendors are responsible for adhering to any required regulations in the production and sale of their goods, including any license required by the Department of Health & Safety and other government agencies.
25. No smoking is permitted by any vendor within the market area.
26. Vendors shall not block walkways or fire exits or other vendors' stalls.
27. No objectionable signage will be tolerated.
28. No profanity, shouting or objectionable means of soliciting trade will be tolerated.

Cleanliness

29. Every vendor shall be responsible for the condition of the space around her/his booth during market operation hours and shall leave the same in a condition as clean as when she/he arrived.
30. If, in the opinion of the Market Manager or designate, a space is not clean, the Market Manager or designate may have the space cleaned and bill the permit holder accordingly, along with a service charge.
31. General garbage containers are for the use of customers only.
32. Vendors must place their own refuse in a suitable container at their stall and remove it when they leave.

Live Animals

- 33. Live animals must be confined and kept separate from any food.
- 34. Prompt and proper disposal of animal waste is compulsory.

Other

- 35. Any items not covered above will be dealt with at the discretion of the Executive.