

# **ST MARYS FARMERS' MARKET**

## **RULES AND REGULATIONS – Effective July 1, 2018**

The St. Marys Farmers' Market is operated under the Constitution and Bylaws of the St. Marys Farmers' Market Association. It is overseen by a board of directors elected at the Annual General Meeting of the Association. Day to day oversight of the market is the responsibility of the Market Manager.

### **Mission Statement:**

Established in 1992, the mission of the St. Marys Farmers' Market Association is "to establish and maintain a Farmers' Market for the purpose of marketing local farm and craft products, to improve production, stimulate public interest, and increase consumption of local products."

### **Objectives of the St. Marys Farmers' Market:**

- To encourage the growing of quality fruits and vegetables, and the production of home baked goods, crafts and Ontario food products.
- To create marketing opportunities for local growers, producers and crafters.
- To promote a cooperative spirit among vendors and with consumers.
- To bring urban and rural communities closer together.
- To exchange knowledge and research information.

### **Membership**

Membership is required for Vendors and Community Participants of the St. Marys Farmers' Market Association. All members agree to abide by the Rules and Regulations of the Market.

- A "Vendor" is defined as an individual or group who rents space (a stall) from the Association for the purposes of selling their products.
- A "Community Participant" is a non-profit group using space to promote community activities and events.
- An "Associate Member" is an individual who does not use space but wishes to support the Farmers' Market.

Members of the St. Marys Farmers' Market are eligible to attend and vote at the Annual General Meeting, where decisions like the stall fees and length of season are made for the coming market season.

### **Eligibility Criteria and Eligible Products**

- Vendors must live within a 35 km radius of St. Marys, unless otherwise approved by the Board of Directors. (This gives the Board of Directors the option to support a greater selection of products, by allowing vendors who otherwise meet the eligibility criteria but are from beyond the 35 km radius to become vendors.)
- Seventy percent of all goods for sale by a vendor must be homegrown or locally produced (within 35 km of St. Marys). A vendor may sell complimentary goods that are not locally produced (but produced in Ontario), provided they have prior approval of the Board of Directors and that non-local/nonhomegrown goods do not exceed thirty percent of all goods for sale by the vendor. (This is to ensure that sales of nonlocal goods do not adversely affect sales of local goods.)
  - **If a vendor is selling products that they did not grow, bake or make themselves, those products must have clear labels indicating they were not produced by the vendor and must indicate who produced those specific products.**
- No brokers are permitted as vendors. (A broker is someone who does not grow or produce his/her own products but, instead, buys goods which are resold at market.)
- The ratio of agricultural/horticultural/prepared food vendors to arts and crafts vendors must be at least 4:1, in order to be designated as a farmers' market.

- At least 50 percent of vendors at the St. Marys Farmers' Market must be farmers selling fresh produce or meat raised on their farm. This is to ensure that the St. Marys Farmers' Market retains its status as a producer-based market.
  - It is important that the Market retains its producer-based market status, both for our promotion strategy and in relation to the Food Premises regulations which are enforced by district health units.
  - As a producer-based market, the St. Marys Farmers' Market is exempt from some Food Premises regulations, which means baking and preserves made in your home kitchen can be sold at the market.
- No live animals may be sold at market.
- All arts and crafts must be new, locally crafted and must not be factory produced or manufactured.

### Market Season

The regular market season runs on Saturday mornings from the Victoria Day weekend (mid-May) through to the last Saturday in October from 8:00 a.m. to 12:00 noon. **Please note that vendors should be fully set up and ready to sell by 8:00a.m.** Outside of the regular season, some market vendors may make arrangements with local businesses to set-up pop-up stalls and/or remain at the market location beyond the regular season.

### Market Stalls

- A market stall is 10 feet wide (the width of a canopy) and the length of a parking stall.
- Participants supply their own canopies, weights to hold down canopies, tables, chairs and any other items as required to operate their stall.
- Electricity is available but participants must supply their own extension cords.
- Vendors paying a seasonal market stall fee will have the same location reserved until 8:00 a.m. each Saturday.
- Vendors paying on a weekly basis are assigned stalls on a first-come, first-served basis.
- A vendor may rent up to, but no more than, two market stalls.

### Stall Fees

- **Vendors:**

Membership fee (required): \$20	
Full season stall fee: \$345	Second seasonal stall fee: \$240
Weekly stall fee: \$20	Second stall fee: \$15
Weekly electricity fee: \$5 per outlet	

Please note: To take advantage of the discounted seasonal stall fee, the fee must be paid in full by the fourth Saturday in June.

- **Community Participants:** Membership fee (required): \$20  
 The non-profit participant will be exempt from the weekly stall fee  
**Except:** if the non-profit participant is selling a product or service that competes with regular market vendors (for example, a bake sale or selling garden produce) then **the participant will be considered a regular vendor** and all of the Vendor rules and responsibilities shall apply.  
**Community Participants are limited to a maximum of three (3) Saturdays in any given season.**

- **Associate Members:** Membership fee: \$10

### Location and Parking

The St. Marys Farmers' Market is located in the Jones St. parking lot directly behind The Source at the corner of Water St. S. and Jones St. E, in downtown St. Marys. The actual address is 116 Jones St. E. Ample parking for customers and vendors is available in the Foodland/Canadian Tire parking lot directly south of the Market. If you need your vehicle in the market or if you need direct access to your vehicle please discuss options with the market manager. Please, give

consideration to the needs of market shoppers when choosing where to park your vehicle during market hours.

The Town of St. Marys will place a port-a-potty at the Market from May through October.

### **Insurance**

The St. Marys Farmers' Market Association provides basic insurance, covering public liability and property damage, through your membership fees. Market insurance **does not** cover any food liability. Vendors are encouraged to have their own liability insurance as well.

### **Member Responsibilities**

- Each vendor must meet and follow Perth District Health Unit regulations, as required. **For food vendors this includes having a “hand-washing station” in your booth.**
- Each vendor must complete and submit the Perth District Health Unit Application Form to the market manager.
- Raw meat sold at the Market must be frozen and eggs sold at the Market must be graded to comply with health regulations.
- Each vendor must meet and follow Federal, Provincial and Municipal regulations, as required.
- Each participant will supply his/her own equipment, i.e. tables, chairs, canopy, extension cords, etc.
- The quality of goods a vendor sells must meet the quality of goods a vendor would buy.
- Products sold that are not produced by the vendor must be clearly labelled as such.
- Vendors must not engage in such practices as undercut pricing, clear out pricing or distress pricing.
- All members shall conduct their business in an orderly manner. Shouting or any objectionable means of soliciting trade are not allowed.
- Participants will ensure their market stalls and surrounding areas are kept clean and clear, both during and after each market. All canopies must have appropriate weights on the legs to prevent canopies from being windblown

### **Non-compliance:**

The Rules and Regulations of the Farmers' Market will be strictly enforced. The Board and/or Market Manager will discipline Members who do not comply with the rules and regulations as follows:

- a. Market Manager will provide the Member with a verbal warning for the first offence.
- b. A written notice will be given by the Market Manager for a second offence.
- c. If a third offence occurs, the Member shall be informed in writing that their organization can no longer participate in the Market.

Additionally, in extreme circumstances, the Market Manager is empowered to provide written notice and then immediately evict from the Market any Member consistently breaking the rules, or acting in such a fashion that could be construed as detrimental to the Market. In such an event:

- a. the Chair of the Board will be copied in on any such notices;
- b. the Board as a whole will be updated at the next board meeting.

### **Advertising**

- The St. Marys Farmers' Market has an active Facebook page, managed by the Market Manager.
- Weekly advertisements are placed in the St. Marys Independent, and intermittent advertising appears in other publications as affordable and appropriate. Print ads are placed by the Market Manager.
- The St. Marys Farmers' Market website is [www.stmarysfarmersmarket.ca](http://www.stmarysfarmersmarket.ca).

## **Annual Special Events**

- Strawberry Shortcake Day, mid-June
- Heritage Festival Pancake Breakfast, 2<sup>nd</sup> full weekend in July
- Apple Pie Day, late-September
- Souper Douper Saturday, mid-October

Note: additional events may be organized during the season.

## **Weekly Draw**

Since the opening market in 1992, the St. Marys Farmers' Market has held a weekly draw. Vendors are asked to (but not required to) submit a small item or coupon (something worth \$5 or less) to the draw winner's bag of market goodies. This can be an opportunity to introduce a new product to customers or to give a thank you to regular shoppers.

## **Photographs**

A representative of the Market may occasionally take photographs of goods offered for sale at the market, of market stalls and/or of market vendors to use in the promotion of the Market. If you do not wish to have your photograph taken please let the market manager know.

## **Responsibilities of the Market Manager**

The Market Manager is appointed by and responsible to the Board of Directors. The Market Manager is responsible for:

- the ongoing management and maintenance of the market facilities;
- the allocation of market space and arbitration of disputes at the market;
- maintaining regular contact with vendors and encouraging potential new vendors and;
- enforcing the Bylaws and Rules and Regulations of the St. Marys Farmers' Market on behalf of the Board of Directors

## **Responsibilities of the Maintenance Manager**

The Maintenance Manager is appointed by and responsible to the Board of Directors. The Maintenance Manager is responsible for:

- placing and picking up sandwich board signs at the entrances of the Town and in pre-determined downtown locations;
- helping to set up and take down the Market canopy and tables, as well as any canopies required for Market events;
- moving picnic tables from the gravel to the middle of the market first thing in the morning and moving them back at the end of the market;
- unlocking for members' use and then relocking the electrical cabinet at the end of each market.

## **St. Marys Farmers' Market Contact Information:**

E-mail: [stmarysfarmersmarket92@gmail.com](mailto:stmarysfarmersmarket92@gmail.com)

Website contact page: [www.stmarysfarmersmarket.ca](http://www.stmarysfarmersmarket.ca)

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