

Policy #1

Rules and Regulations for the Rosseau Farmers' Market

The Board of Directors, at their discretion, may amend these rules and regulations as needed. The Directors shall deal with other items of business not specifically covered by these regulations nor by the By-laws.

1. Hours of Operation

9:00 a.m. to 2:00 p.m. on Fridays, from the last week of June to the last week of August, with yearly dates to be posted.

Vendors will be required to set up their booths between 7:00 and 8:45 a.m. and have their vehicles parked **outside** the sales area by 8:30 a.m. (**See 8. below— Parking and Vehicles, for details**). If a vendor has not arrived before 8:45 a.m., barring the unforeseen and without due cause, entry to the Market will not be permitted and no refund will be given. No vendor may begin to dismantle a display or a booth before 2:00 p.m. All vendors must be off the premises by 3:00 p.m.

2. Approval of Goods and Products by the Board

Prospective members are required to provide the Board with the list of proposed items as well as representative photographs at the time of their application. The Board reserves the right to request actual copies of those items which, in its opinion, require further inspection or content verification. Copies or photographs of all items will remain on file for the term of membership.

All items displayed, sold, distributed or promoted at the Market must be pre-approved by the Board by way of a motion, in accordance with Article 4.10 of the By-Law. In making its decision as to the admissibility of items, the Board will consider a range of criteria including, but not limited to, quality, craftsmanship, originality, suitability, and duplication.

Preference will be given (as defined by the By-laws) in the order presented:

1. Vendors who reside, and produce their products, within the Muskoka/Parry Sound area (as defined by the riding map provided by Elections Ontario). Any approved, local primary producer is welcome at this market, regardless of duplication. Vendors from other areas may be approved by the Board of Directors.
2. Primary Producers
3. Secondary Producers
4. Artists/Artisans/Crafters
5. Retailers
6. Others

In order to maintain the widest possible variety of products, the Board will consider out-of-season produce normally grown in Ontario, or Ontario produce not grown in our area.

Permanent vendors who want to introduce a new product or out-of-season produce must submit an application to the Board for approval.

Types of Products Allowed:

1. All products offered for sale must be of good quality.
2. Local produce is the first choice; and produce from other parts of Ontario, second. If Ontario produce is not available, then produce from other provinces may be allowed. If an item that is usually grown in Canada is not available, it may, with the approval of the Board, be imported for sale; but the country of origin must be indicated to the public in plain view.
3. A copy of all necessary certificates must be displayed at the booth.
4. Arts and crafts cannot be commercially produced, or purchased ready for sale. They must be handmade by the vendor
5. No person shall sell, display, distribute or hand out at the Market:
 - a) Any drug or medicine in any form, including any herbal remedies of any kind whatsoever.
 - b) Any handbills, dodgers or advertising matter of any kind, except for material pre-approved by the Board.
 - c) Any goods or chattels of any kind whatsoever by public auction.

Decisions as to the admissibility of items shall be within the sole discretion of the Board. The Board reserves the right to prohibit the sale of any item by a Member which, in the opinion of the Board, does not reflect the objectives of the Market, notwithstanding prior approval of the subject goods or products. All decisions by the Board are final.

3. Fees

Payment must be by cheque or money order only and payable to:

Rosseau Farmers' Market Inc. Receipts will be provided.

Booth Fees

Annual Membership Fee - \$15.00

- Full-time vendors - \$ 20 per market day

Annual registration Fee - \$15

- Guest vendors - \$ 25 per market day.

Seguin Township Fee All vendors - \$5.00 per vendor per market day (This is a per-vendor fee, not a per-booth fee. Whether you occupy one booth space or several booth spaces, or share a booth space with someone else, the Seguin Township fee is still \$5.00 per vendor.)

Cancellations:

On or before May 15 – Full refund

May 15 to (& including) June 15 – 50%

June 16 and after – No refunds

4. Full-time Vendors

All applications for full-time vendors both those applying to return and new, must be received with full payment by January 15th, together with samples or copies of the items to be sold. Each full-time vendor will be assigned a reserved spot and when possible, first option to return to it each year.

Guest vendors must pre-register and pay for specific days and will be allocated booths by the market manager.

5. Allocation of Spaces

Full-time vendors will be given the same booths for the entire season. They will be given preference. No refund will be given for days not used. Full-time vendors are asked to notify the Market Manager at least 24 hours in advance if not be able to attend a market day they will. Full-time vendors may not sublease, or let another person use their spot at the Market. Spots not occupied by 8:45 a.m. will be made available to guest vendors and are assigned on a first-come, first-served basis. Not-for-profit organizations may be allocated space for the purpose of fund-raising or distributing information; however, they must not bring in anything that will conflict with the sales of vendors.

6. Displays, Signs and Labels

Vendors must provide their own tables and displays. All vendors must have signage with their names and addresses prominently displayed on their stalls. Local producers are encouraged to display signs promoting their products as locally produced. Products such as baked goods and processed foods must be labeled with a list of ingredients, for liability purposes as required by local health regulations.

All displays, including tents, must be securely fixed to the ground, or to heavy objects. Displays and tents must be so firmly anchored that they cannot be moved by the wind, or by sudden gusts of wind.

7. Vendor Responsibilities

- All displays must be attractive, tidy, clean and safe.
- All signs (farm and family), tarps, umbrellas, canopies, and large merchandise shall be secured and displayed properly. Tarps, canopies and merchandise must fit the space assigned by the Market Manager (Single = 10' frontage x 10' deep, Double = 20' frontage x 10' deep, Triple = 30' frontage x 10' deep).
- All sales must be confined to the stall and must be conducted in a conservative and respectful manner (no shouting or hawking).
- All vendors will be required to volunteer to help the Market run smoothly.
- Vendors are encouraged not to sell prior to 9:00 a.m.
- Vendors must be set up by 8:45 a.m. and their booths must be vacated and the spaces left clean by 3:00 p.m.
- No vendor may begin to dismantle a display or a booth before 2:00 p.m.
- No alcoholic beverages are allowed on the grounds.
- Compliance with both federal and provincial sales tax regulations is the responsibility of each vendor.
- All produce vendors must be familiar with, and comply with, the requirements set by the provincial and federal governments regarding the sale of food.

- All arts-and-crafts vendors are responsible for following federal, provincial and municipal regulations regarding their products.
- Vendors are required to take all garbage and items to be recycled (e.g., cardboard boxes) home with them. Bins are provided for customers only, not for vendors. This is a strict requirement and it will be enforced. Please, please, please!
- No pets are allowed in vendors' stalls.
- Vendors must agree not to practice distress pricing. Vendors of perishable produce may reduce prices during the last hour and not before.
- It is advisable to offer the American visitors a fair market exchange on their money. We encourage you to give fair market value to our visitors so that they will want to return.
- Although the Rosseau Farmers' Market carries \$5,000,000 comprehensive liability insurance, vendors should purchase their own insurance before trading at the Market. The Rosseau Farmers' Market will not be held responsible for vendor or visitor losses, whether by theft, accident, or by any other means; nor will the Market be held responsible for the products or the claims or the conduct of its vendors. It is at the discretion of the Market Executive to decide which vendors have to show proof of having extra liability insurance because their service might potentially pose a danger to the public (e.g., pony rides).
- Each vendor shall have an assigned space, as designated by the Market Manager and/or the Directors.
- Vendors are required to display a sign, in plain view, stating the name of the business or the name of the vendor.
- If a vendor cannot be at the Market on any given day, the vendor must contact the Market Manager no later than 8:00 p.m. on the previous day (Thursday). If a vendor is not at the Market by 8:30 a.m. on any Friday morning, his or her space may be given to another vendor.
- Without the prior approval of the Market Manager, no vendor shall transfer or assign their space or allow any other persons to occupy their stand, except for a member of their immediate family,
- Two vendors may be allowed to share one space; however, each must belong to the Co-op and each must pay the Seguin Township fee (which is a per-vendor fee). One single booth fee will be paid.
- The Market Manager may request that, as the Market grows and shrinks due to seasonal variances, the vendors close in or expand out to properly fill the space available. It is not expected that this will change the sequence in which vendor stalls are set up, and all vendors are expected to comply without argument.
- All persons selling at the Market agree to abide by the preceding By-laws and Policies, and they agree to complete and sign a registration form to this same effect.
- The above Policies are to be enforced by the Market Manager.

8. Parking and Vehicles

Vendors must park in the designated gravel parking lot by 8:30. Only customers may park on the road. Vehicles must be removed from the vending area by 8:30 a.m. No vendor's vehicle may be driven in the market area while the Market is in operation. No

exceptions. No vendor may begin to dismantle a booth before 2:00 p.m. All vendors must be off the premises by 3:00 p.m.

9. Complaints and Appeals

On market day, the Market Manager will have final say on the operation of the Market. The Market Manager will request that inappropriate or poor-quality items be withdrawn from sale. Vendors must agree to comply with the directions of the Market Manager on market days. Vendors who do not abide by the Market rules; or who cause disturbances; or make false declarations about their goods; or who fail to meet Health Department standards; or who deal with customer complaints, or directions from the Market Manager in an inappropriate manner, will be asked to leave. These requirements will be strictly enforced. The Market Manager has the authority to request the aid of the police. A vendor not satisfied with the Market Manager's decision may appeal, in writing, to the Rosseau Farmer's Market Board of Directors for final resolution.

Policy #2

Duties of Market Manager

See also 8.02

IN ADDITION TO THE DUTIES DESCRIBED UNDER ARTICLE 8,
THE MARKET MANAGER WILL ALSO BE RESPONSIBLE FOR:

ARRIVING AT THE MARKET NO LATER THAN 7 A.M.

BRINGING CELLPHONE, TWO-WAY RADIOS, MEGAPHONE,
ENTERTAINMENT
FEE-SCHEDULE, MARKET MAP, AND VENDOR LISTS.

CREATING, KEEPING, AND CONSULTING—A DAILY CHECKLIST
COMPRISED OF ALL THE MARKET MANAGER'S DUTIES.

KEEPING CURRENT LISTS, BOTH ELECTRONIC AND PHYSICAL, WITH
CONTACT INFORMATION OF ALL VENDORS, BOTH FULLTIME
AND GUEST

CREATING AND MAINTAINING A MAP OF THE PARK WITH ALL VENDOR
LOCATIONS

KEEPING AN ON-CALL LIST OF VENDORS WHO ARE WILLING TO
ATTEND THE MARKET ON SHORT NOTICE WHEN A VACANCY
OCCURS.

BEING FAMILIAR WITH GOVERNMENT FOOD REGULATIONS THAT
AFFECT FARMERS' MARKETS.

ENSURING THAT: VENDORS ARE PARKED IN THE DESIGNATED
PARKING LOT AND ARE SET UP IN TIME

PROPER VENDOR SIGNAGE AND SPECIAL EVENTS PERMITS ARE
DISPLAYED.

SHELTERS ARE SECURELY TIED DOWN.

WALKWAYS ARE NOT OBSTRUCTED.

ENSURING THAT DOLLIES AND RECYCLING CONTAINERS ARE TAKEN
CARE OF AND THAT GARBAGE AND RECYCLING HAS BEEN TAKEN TO
THE DUMP AT THE END OF THE DAY BY THE EQUIPMENT MANAGER.

GREETING THE DAILY ENTERTAINMENT AND ISSUING PAYMENT
CHEQUE AT MARKET CLOSE.

ISSUING RECEPTS FOR FEES COLLECTED.

DELIVERING THE DAY'S MONIES, RECEIPTS, AND INVOICES TO THE
TREASURER FOR RECORDING.