



LOCKE STREET FARMERS' MARKET RULES AND REGULATIONS 2017

1. Name

The official name of the market will be the Locke Street Farmers' Market (hereafter called LSFM).

2. Purpose

The purpose of this document is to describe the organization and administration of the Locke Street Farmers' Market, and to outline the rules and regulations to be followed by the governing body, the Locke Street Farmers' Market Steering Committee (hereafter called LSFMSC). The LSFMSC shall deal with any issues not covered in this document.

3. Locke Street Farmers' Market Steering Committee

The LSFMSC will be comprised of: the Locke Street Farmers' Market Vendors, and a maximum of four people from the community at large.

The LSFMSC retains the authority to invite and approve all applicants to the LSFM, provided they meet the Selection Criteria, abide by the Rules and Regulations described herein and have paid their membership dues. Market vendors, citizen representatives, and patrons should feel free to comment to the LSFMSC with respect to:

- a. The overall management, operation and administration of the LSFM
- b. The improvement of the LSFM site and associated area; the layout of vendor space, and other physical improvements
- c. The regulations of the LSFM, including the hours of operation; designation of stall space; charging of membership fees; charging of market fees; housekeeping rules; sanitation and posting of signs and other matters
- d. The advocacy and support of the LSFM and development of advertising and promotional programs for the Market.

4. Mission

The LSFM will sell and promote locally produced food and food products for the benefit of the community, local farmers and businesses.

5. Vision

The LSFM will be a vibrant and economically sustainable farmers' market offering fresh, locally grown and produced food.

6. Key objectives of the market

- a. To create a place where local farmers can sell their produce and food products at prices which reflect the costs of production and a fair return for their efforts.
- b. To create a place where residents of, and visitors to Locke Street can purchase fresh, locally grown and produced foods.
- c. To create a place where the community gathers to socialize and have fun.

- d. To create a place that restores the link between farmers and consumers. Farmers can learn what products the local consumers' desire, and consumers can learn more about the seasonality of food production in our region.
 - e. To enhance local economic viability by creating a vibrant Farmers' Market that helps to make Locke Street a place to shop and visit.
7. Market location, season, dates and hours
The location of the LSFM will be 260 Locke Street South (Locke Street Tire and Automotive lot at the corner of Locke and Herkimer). The LSFM will operate on Saturday mornings from 9am to 1pm. The opening of the market will May 20. The market will run for a twenty-four week period to the end of October.
8. Application and selection process
Participation in the LSFM is by invitation of the LSFMSC. The LSFMSC will refer to the Official Selection Criteria when determining participation in the LSFM. The LSFM is producer-based, therefore, only applicants selling goods which they have produced themselves will be considered. Absolutely no resellers or peddlers will be allowed in the Market. However a producer may sell additional produce grown by a relative, a neighbour farmer or an approved association.
All vendors must have an application form on file with the LSFM to be considered for space rental. Vendors are to provide their own tables and shelter. Preference will be given to current long term vendors, provided they are held in good standing with the LSFMSC. All products being sold in the Market will comply with applicable Provincial and Federal regulations regarding labeling, measuring, safety etc. Compliance with these regulations is the responsibility of the individual vendor. Live animals cannot be sold or given away at the Market.
9. Membership dues
All vendors pay a membership fee of \$25.00 annually.
10. Fee schedule
The fee for one 10' stall at the LSFM shall be \$325 for 12 or fewer weeks, \$625 for between 13 and 24 weeks. Fees are to be paid in full for the half season or full season.
11. Stall allocation
The LSFMSC shall allocate vendor space as follows:
 - a. Renewing seasonal vendors will receive first consideration to renew the previous years' location
 - b. The maximum number of stalls that a vendor is permitted to apply for is set at one
 - c. The final stall allocation will include an appropriate product mix and will be at the discretion of the LSFMSC.
12. Vendor Categories
Primary Producers – Those who grow or raise their own products within 160km of Locke Street.

Secondary Producers – Those who produce foods themselves such as artisanal bakers and makers of preserves and cheeses. Their products must be made with locally produced ingredients; if these are unavailable a maximum of 50% (by weight) of the ingredients in their products may be sourced from outside of Ontario. They may not have a commercial storefront outside of Locke Street.

Handcrafts – The LSFM is a food-based market. Handcrafts are permitted at the market if sold by the primary producers, ie. A goat farmer that sells goat milk soap and goat hair products.

Community Table – Local non-profit organizations and charitable groups can apply for a table. The application must be completed and permission obtained by the LSFMSC and may be limited to once per season.

13. Selection Criteria

The following are the selection criteria that will be taken into account when the LSFMSC must choose between several vendors selling similar goods.

Priority will be given to:

- vendors closest to Locke Street
- vendors using natural practices and/or ingredients
- market composition – discretion of the LSFMSC to ensure the market has a good mix of vendors

14. Farm Verification

If the LSFMSC deem it necessary and with permission of the farmer they may visit the farm to verify their claims of locally and/or naturally grown. Denial of a farm verification visit may mean you may no longer be able to sell at the market. Claims of “certified organic” must be backed by documentation from an accredited organic certifier.

15. Grower Priority Rule

Primary producers are permitted to resell produce from other local farms as long as: a) resold products take up no more than 20% of their table space b) that same product is not being sold on that market day by another vendor who grew the product themselves and c) the product was produced within 160km of Locke Street.

16. Vendor responsibilities

Compliance

Vendors must fully comply with the Rules and Regulations as set out in this document. Failure to do so may be grounds for termination of the Vendor Agreement and membership.

Market business

The only business that shall take place at the LSFM shall be that which has been contractually confirmed with the LSFMSC.

Payment of Fees

All applicable fees must be paid prior to setup.

Punctuality

Vendors may enter the LSFM site at 7am and no later than 8:30am on market day to start setting up. Vendors who arrive after 8:30am will not be allowed to park or unload at their site. Vendors shall be open for business by 9am and shall make every effort to notify the LSFMSC as soon as possible if they are not going to be in attendance that week. Vendors must keep their booths/ stalls/tables open for the entire Market Day, and not begin to tear down before 1pm. Vendors must have their vehicles packed and their stall areas swept clean by 2pm.

Products

Vendors must bring enough product to last for the entire day. Exceptions may be made for reasons of product supply beyond control of the vendor, e.g. produce in season. All vendors must remove their tables and products after every Market day.

Donation of perishable goods

Vendors are encouraged to donate unsold, perishable produce and products at the close of market day to a local food bank or charitable organization.

Displays

Vendors are responsible for providing all display materials (displays, chairs etc) and setting up and tearing down any displays. Vendors must keep within appointed stall guidelines, not interfering with walkways or driveways etc. Shelters, umbrellas etc. must be properly fastened together and anchored immediately. Any ropes, poles etc used in the shelter construction must not interfere with customer traffic. Every vendor participating in the market must have their name/business/contact information prominently displayed.

Conducting Business

Vendors must remain in their own booth/stalls when selling. Sales must be conducted in an orderly and business-like way. No shouting or other objectionable means of soliciting trade are permitted.

Pricing

All items offered for sale must have prices prominently and clearly displayed. Vendors must not practice distress pricing by undercutting other vendors or dumping products at bargain or sale prices. Each vendor will be responsible for his or her own sales tax collection, where applicable.

Permits

Vendors are responsible for obtaining all necessary licenses, permits, inspections and certificates for the sale of their products.

Farm products grades and sales act

Produce should be sold by units or containers. If your product is sold by weight, the scale has to be government inspected, with a valid sticker displayed. All produce should be correctly labeled and priced.

Refuse

Booth/stalls/tables must be kept free from refuse during the Market days, and vendors are responsible for ensuring their stalls are left clean and swept at the end of the day.

Prohibited

No alcoholic beverages (wineries excepted) are permitted on the Market site. Vendors and their representatives are kindly requested to refrain from smoking while on the LSFM site.

Sub-letting

Under no circumstances will the LSFM permit the subletting of stall space without explicit written consent of the LSFMSC.

Insurance

LSFM bears no responsibility for any vendor's property at the market.

17. Incidents/accidents

All market vendors must report any incidents or accidents at the market to LSFMSC on the day the incident occurred.

18. Amendments to this document

This document may be amended at any time at the discretion of the LSFMSC