

# **Le Marché St. Norbert Farmers Market Co-operative Inc. General Information and Rules 2011**

## **Our Mission:**

To provide a marketing opportunity to small producers in a co-operative environment.

## **Products that can be sold at the Market:**

Our rule is that if you or your family “make it, bake it, or grow it”, you can sell it at the Market. However, any vendor selling food items must comply with the “City of Winnipeg/Province of Manitoba Guidelines for the Operation of a Temporary Food Market”. As of 2009, any vendor selling any food items must ensure that at least one person at their booth holds a Food Handlers Certificate.

***As of 2008. all members must pass a Producer Inspection in order to participate at the market. This inspection confirms that the vendor is making, baking or growing the products they sell. The inspections are provided by an independent inspection agency. There is a fee for the inspections. Members pay the first \$50 of the fee, and half of any remaining amount.***

## **Market Membership:**

Only members of Le Marché St. Norbert Farmers Market Co-op Inc. (and those who have applied for membership) will be allowed to sell at the weekly Farmers Market. To become a member of Le Marché St. Norbert Farmers Market Co-op Inc. you must first attend as a casual vendor for one year. After that time, you must:

- Fill out a Co-op Membership Application form; buy a \$5.00 Co-op Lifetime membership share; and pay \$50.00 annual dues.
- Membership is subject to review by the Board of Directors or by the Co-operative membership.
- Expect to start as a casual vendors at our Wednesday market. Wednesday vendors will be given first priority to fill vacancies in the Saturday market as spaces come available.
- Agree to abide by the Rules, Regulations and By-laws of Le Marché St. Norbert Farmers Market Co-op Inc. Your signature that you have read and understood the rules included in this document will be required before you can participate in the market.

Note: Special arrangements can be made to accommodate vendors who, for religious or other reasons, do not wish to participate in the business of running the co-operative.

## **Board of Directors:**

The Market has a seven person Board of Directors elected by the membership at the Annual General Meeting. Term of office for Directors is two years. The Board

is responsible for all policies and rules governing the operation of the Farmers' Market. The Board can be contacted at:  
Le Marché St. Norbert Farmers Market  
PO Box 9,  
St Norbert, Manitoba  
R3V 1L5

**Vendor Services Manager:**

The daily Market is administered by the Vendor Services Manager, who is appointed by the Board of Directors. The Vendor Services Manager is responsible for collecting fees and enforcing the rules of the Market. Members can contact the Vendor Services Manager via the Market Info Line at (204) 275-8349. The Vendor Services Manager is currently Ed Deen.

**Market Fees:**

The 2011 basic Market fee is currently \$30.00 per booth per week. This basic fee entitles you to approximately 12 linear feet of display frontage. Total space allotted will vary. Vendors may reserve only one booth space at the market. Existing vendors holding multiple spaces are grandfathered.

The canopy fee is currently \$5.00. Vendors requiring space under the canopy will be charged this fee, and will be limited to 8-10 linear feet of display space.

The hydro fee is currently \$5.00. Vendors requiring hydro will be charged this fee per outlet used. Electrical cords should be labeled to indicate who is using them.

All booth fees include GST.

All market fees must be paid by cheques. NSF cheques are subject to a \$25 processing fee.

**Reservations:**

- Any vendor wishing to occupy the same site each week can do so by paying a reservation fee (over and above the regular Market fees). Reservations can only be renewed prior to April 15<sup>th</sup> of each season.
- Vendors who did not hold a reserved spot last year, and who wish to do so, must wait until after April 15<sup>th</sup>, by which time current vendors must reserve their spots. After that time, reservations will be allocated by the Board on a merit basis: the Board will choose vendors whose product and display best complements the market. If you have a unique or innovative product, please bring this to the attention of the Board or the Vendor Services Manager.

**Reservations expire each Saturday at 7:15 AM.** At that time, any open spot can be reassigned by the Vendor Services Manager for that day by any Member. Vendors with reservations are **expected to inform the Market Coordinator by Wednesday afternoon** if they are not able to use their space for a particular

Market day. The Vendor Services Manager may be reached at (204) 275-8349 . Vendors will be charged the daily fee if they do not do so.

**Market Rules:**

a) Market hours:

Saturdays, June 4<sup>th</sup> to October 29<sup>th</sup>, 2011, 8:00 am -3:00 pm.

Wednesdays, July, August and September Noon - 6:00 pm.

b) Selling on the Market site is permitted only on Market days. Persons conducting business on the Market site at other times will be considered trespassers

c) Vendors must be set up and ready to sell prior to 8:00 AM. **For safety reasons**, vendors must not move their vehicles on the Market site during the hours of 7:30AM to 3:00PM. At any time a vehicle is moved on site, it is recommended that a driver have a person assist with backing up.

d) Vendors must provide their own tables, chairs, display equipment, etc. and must remove same at end of the market day. Market equipment may not be left on site outside of market hours.

e) Vendors selling food must either have their own permits, or abide by the “City of Winnipeg/Province of Manitoba: Guidelines for the Operation of a Temporary Food Market”. As of 2009, vendors selling food of any kind must have at least one person at their booth hold a Food Handler’s Certificate. Vendors are reminded that they must use **new packaging material** for all processed food products. In order to protect themselves and their customers, vendors of all processed food products must label their products. Labels must indicate all of the ingredients in the product, beginning with the largest ingredient by weight. Labels must also show the name, address and phone number of the vendor, such that, if needed the vendor can be contacted by health authorities.

f) Vendors must have all applicable permits for their products.

g) Vendors are not allowed to smoke at their stalls. Food vendors must wash their hands after smoke breaks.

h) Vendors without reservations will be allocated space as available.

i) Vendors must not keep pets on the Market site.

j) Vendors may sell their goods at any price they choose. **Prices must be clearly displayed on, or nearby, the goods for sale.** Vendors’ names must be clearly displayed.

k) Vendors are responsible for garbage pick-up in their stall area. Vendors selling food meant for immediate consumption must provide adequate garbage receptacles. The Market provides garbage cans, which vendors may use to dispose of garbage at the end of the day. **If the bins are full, vendors must remove their own garbage. Vendors may not leave garbage on the ground near the bins.** Vendors must not use the garbage bins provided by the St. Norbert Community Club. Sites that must be cleaned after you leave will be cleaned at your expense.

l) Washroom facilities are available for vendors in the St. Norbert Community Club adjacent to the Market site. Please help to keep these washrooms clean and serviceable.

m) Vendors may park their vehicles in their stall (if applicable) or in the lot provided by the school to the southeast of the Market site. Vendors may be required to provide their license plate numbers to the Vendor Services Manager. Parking in the lot is subject to fees by the St. Norbert Community Club. **Do not park on the highway in front of the market.**

n) Vendors must not drive vehicles on grassed areas of neighbouring properties.

o) Vendors selling products by weight must use approved scales bearing the stamp of Canada Weights and Measures.

p) Verbal or physical abuse to customers or vendors on the site will not be tolerated. Anyone upsetting the harmonious operation of the market will be asked to leave the premises.

q) Giving away, subletting or loaning your booth is not allowed.

r) Vendors must not create excessive noise on their site ie. Generators and idling vehicles during market hours.

s) Vendors are not allowed to extend their booth beyond their booth size

t) For safety reasons, all electrical cords must be water proof, and care must be taken that they are not submerged in rain puddles, etc.

**The Board of Directors of Le Marché St. Norbert Farmers Market Inc. has instituted a “Three Strikes, You’re Out” policy for violations of the Market rules. Vendors will receive written notice when they are found in violation of any rule. The third written notice will be a termination of membership. Warning letters will be kept on file for 28 months.**