

Kakabeka Farmers' Market Rules and Regulations 2018

Definitions:

These definitions apply to terms in these Rules and Regulations, and also to the terms in the Vendor Information & Application and related documents.

“Craft”

A product not intended as food, which is made primarily by the vendor, e.g., i.e. flower arrangements, needlework, jewellery, furniture, sewing, pottery.

"Farm Food Vendor"

A vendor selling farm food items produced on his or her own farm, and/or selling prepared foods containing farm food items produced on his or her own farm (e.g., vegetables, fruits, nuts, mushrooms, fruit pies, preserves produced or made on that vendor's own farm).

"Legion"

Royal Canadian Legion, Kakabeka Branch #225

“Local”

All areas within the District of Thunder Bay, Ontario

"KFM"

Kakabeka Farmers' Market may be referred to as KFM in documents pertaining to the Market.

"Market"

Kakabeka Farmers' Market may be referred to as "the Market" in documents pertaining to the Market.

“Garden Products”

Greenhouse and garden grown-plants and flowers, potted plants, seedlings or bedding out plants, fresh cut flowers, soils and soil amendments.

“Prepared Foods”

Food products that have been altered or combined with other products before they can be eaten, e.g., preserves, jams, jellies, pickles, imports (coffee, tea, chocolate), breads, baking, salad dressings, dips, prepared meals and entrees.

“Retail”

Any product which is not made or altered by the vendor in any significant manner, but which is purchased (from another producer/supplier) or obtained and re-sold, or sold on consignment, by the vendor.

"TBDHU"

Thunder Bay District Health Unit may be referred to as "TBDHU" in documents pertaining to the Market.

1. Requirements:

1.1 Each person selling at KFM agrees to abide by the Rules and Regulations by submitting his or her "Vendor Application". Persons in the company of those individuals at their market stalls must also abide by the Rules and Regulations.

1.2 KFM is primarily intended to sell locally produced food, garden products and crafts.

1.3 The Market will customarily be held on Saturday from 9:30 - 12 noon. The Volunteer Market Manager will announce start and end dates on an annual basis.

1.4 The sale of all items grown or produced outside the District of Thunder Bay shall be permitted when sufficient quantities of Local product are not available. All non-Local products shall be clearly marked as such if there is any possibility of confusion.

1.5 Vendors are required to meet all applicable requirements and inspections for the products they intend to sell. As examples, eggs must be graded, and meats must be inspected, at a federally licensed facility.

1.6 The Royal Canadian Legion, Kakabeka Branch #225 holds Public Liability Insurance for its premises. Additional insurance will be the responsibility of the individual vendors.

1.7 All vendors wishing to sell at KFM must submit a Vendor Application form, or contact the Volunteer Market Manager with the necessary information. No person is allowed to vend at the KFM until his or her application has been approved.

1.8 Vendor Applications shall be reviewed by the Volunteer Market Manager. The decision to allow or refuse an application shall be at the Volunteer Market Manager's discretion. The Volunteer Market Manager will strive to maintain a balance of the types of vendors that are approved.

2. Operations, Site Allocation and Fees:

2.1 Each indoor site will consist of a table frontage. Tables will be provided. Outdoor locations will have space for one table (not provided), with the dimensions of a 10' x 10' tent.

2.2 The allocation of sites at KFM will be at the discretion of the Volunteer Market Manager. Sites will be available weekly on a first-come, first-served basis. If a regular vendor has a customary spot, other vendors are asked to be courteous.

2.3 A maximum of 49% non-Farm Food Vendors will be allowed per market day, in order to fulfill the Ontario Regulations definition of a "farmers' market".

2.4 Any required site fees will be collected by the Volunteer Market Manager or his or her designate on each market day. Vendors may contact the Volunteer Market Manager with any inquiries regarding fees.

2.5 The applicable daily site fees under Section 2.4 of these rules may be waived by the Volunteer Market Manager in special circumstances. The availability of tables for organizations for whom fees are waived will be determined on availability on that particular market day. All organizations wishing to have a presence at the KFM will be required to apply prior to the market day, and will be required to abide by these Rules and Regulations while on site.

2.6 Vendors shall be set up and ready for market sales by opening time of 9:30 am. Vendors are asked to remain at their stalls from the opening until the closing time of 12 noon, and are encouraged to bring a sufficient supply of product to last for the full duration.

2.7 Vendors are to have a suitable display of their product. Their display and product must be tidy and in keeping with a country market atmosphere. All Vendors must display a sign that, at a minimum, shows their business name, and must have a price list available for all products being offered for sale.

2.8 Vendors shall ensure that at least one person remains at each market space throughout the duration of the market day. Sales from each site shall be conducted in an orderly business manner. No shouting or hawking is permitted. Disorderly conduct may result in the person displaying the conduct being required to leave KFM.

2.9 Any items left by vendors, whether inside or outside the Legion building, are left at the owner's risk.

2.10 Vendors shall keep their market sites free from refuse during market hours. Empty containers and equipment shall be kept in an orderly manner and confined to the vendor's site. Indoor tables are to be wiped clean if soiled. This rule includes meeting the requirements of the TBDHU for safe food handling and presentation. Each vendor must clean his or her own site and deposit refuse in receptacles provided by the Legion.

3. Product and Product Quality:

3.1 No product may be offered for sale if it contravenes any Provincial or Federal regulation.

3.2 Vendors selling consumable products such as meat, fish, eggs, Prepared Foods, etc. must comply with applicable regulations and licensing.

3.3 Vendors selling food are required to follow safety guidelines found in TBDHU's "Home Catering Guidelines" and "Farmers Market Guidelines." As an example, preserves and jams must be presented in new jars with new rings/lids. Food vendors must also submit to TBDHU a "Farmers' Market Food Vendor Application" each year. Copies of these and other TBDHU documents may be found on TBDHU's website or requested from Market volunteers.

3.4 Each vendor is expected to sell quality merchandise. If complaints are received or returned goods presented, each vendor is responsible to provide customer satisfaction. The Volunteer Market Manager may request that goods of obviously low quality be withdrawn from sales.