



# Nanaimo Downtown Farmers' Market Society

## Rules & Regulations 2018

### GENERAL REQUIREMENTS

These rules and regulations shall govern the Nanaimo Downtown Farmers' Market, hereafter called the "Market".

These rules are in place to ensure that the market remains true to its' Farmers' Market roots. You must **MAKE IT, BAKE IT, or GROW IT** in order to sell it at the Farmers' Market. We **DO NOT** sell manufactured, imported or second-hand products. Any vendor selling a product not meeting that criteria will be asked to remove that product. Failure to do so will result in immediate suspension from the market until the seller agrees to these rules; any further violation will result in immediate and permanent suspension from the market.

The Board will ensure that no vendor is in conflict with any merchant or in direct competition as per the Harbor Commission Regulations.

Vancouver Island Health Authority (VIHA) regulations apply to **ALL** vendors selling produce and/or prepared foods. All food products or mixed produce require a list of ingredients (as per VIHA rules.) Vendors will immediately cease to sell any product on request of the Board or Health Official.

All items that are for sale must be priced clearly or have a price list displayed for the public.

The Market will be a **non-smoking** area for ALL Vendors. Please move outside of the Market area if you wish to smoke.

**Other than for health reasons, Vendors are strongly requested to use a parkade other than the lower levels of the plaza.** The closest parkades are beside the Port Theatre or Bastion Street and Skinner Street.

Crafters will be required to complete the "Adjudication Form" **PRIOR** to selling their crafts at the Market. Any new products **MUST** be adjudicated **PRIOR** to being offered for sale. This is for both existing and new vendors; photos **MUST** be included with your application to help with the process. Adjudications will be held before Market Board meetings listed on website.

No Vendor shall share a stall space with any person other than family members or those directly involved with the Vendors' product unless authorized by the Board.

Vendors will **NOT** be permitted to bring animals to the Market without prior approval of the Board.

The Vendor on site responsible for the stall space, must be a minimum of 16 years old.

All craft items offered for sale at the Market must be hand crafted by a resident of Vancouver Island or the Gulf Islands, at the discretion of the Board.

Copying another Nanaimo Downtown Farmers' Market Vendors' product for sale at the same Market, **IS NOT PERMITTED.**

Wheeled cart type displays will not be allowed other than for hot food Vendor sales.

No propane containers will be permitted except the small ones for CSA/UL heaters. The larger BBQ size is allowed **ONLY** for the hot food vendor.

### **FARM PRODUCT POLICY**

All produce in a vendor's stall must have been grown on Vancouver Island or Gulf Islands. The Board has the right to inspect the establishments where items are grown or produced to verify compliance with the rule of origin.

**The Market will not allow the dumping of produce at the Market.** All produce should reflect the true market value, showing the farmer's labor, knowledge, quality, time of season and variety of crop grown.

Any Farm Vendor may sell another person's accredited produce, as long as that produce is no more than 10% of the produce offered for sale that day. That produce must be clearly identified as to the grower.

All Food Vendors are to follow Food Safe procedures for food handling and cleanliness.

No farm item shall be advertised as "**CERTIFIED ORGANIC**" unless the producer can show proper documentation that they are fully certified. The Board recommends that Vendors use pesticide free, free range, chemical free, or other such wording, rather than organic to help avoid confusion with the buying public.

### **GENERAL CONDUCT**

The Board has appointed people to control vehicle movement on and off the plaza. Their directions **MUST** be followed. Failure to do so may result in suspension from the Market as this constitutes a safety factor.

Vendors are requested to act and behave in a businesslike manner at **ALL TIMES**. **Unacceptable behavior will result in expulsion from the market.**

The Board, reserves the right to refuse the rental of stalls and to remove the sellers and their products from the premises if their conduct is unreasonable or contrary to the Market Rules and Regulations.

The Board, has the discretion to end the market early if weather conditions or other extreme situations occur; otherwise vendors will remain set up until 2:00 P.M.

Vendors are requested to be polite and courteous to everyone on the plaza, other vendors and public alike.

Vehicles will be permitted on the plaza for **LOADING** and **UNLOADING ONLY**.

Vehicles **MUST** be removed from the plaza **PRIOR** to setting up your stall, except where approval has been granted by the Board. When unloading, ensure that all items are moved to the **REAR** of your stall except where approval has been granted by the Board.

**Ensure that your stall is packed up, your canopy is collapsed and all items moved to the REAR of**

**your space BEFORE accessing the plaza with your vehicle, except where approval has been granted by the Board**

Vendors are responsible for keeping their stall space clean and tidy at all times.

Vendors must be packed up and off the plaza **one hour** after close of market or they may have to hand-carry their items off, as the gate may be closed and locked.

### **FEES AND STALL SPACE**

Various packages are available as listed on the Application Form. Please note that the **ALL Fees** are **non-refundable**. Registrants are allotted one stall per season, unless they have paid for extra space.

**ALL drop in Vendors are required to pay in advance for their next week Market.** If unable to attend, advise the Market co-ordinator Wednesday at 6:00 pm and we will hold your fee until you can attend the market again.

Any cheque returned will be assessed a fee of \$40.00. We offer e-transfer as well credit card charges through Square.

A stall space shall be no larger than 10'x 10'. Vendors will **NOT** be allowed to spread their products beyond their assigned space without Board approval.

**Stall spaces will be allocated at the discretion of Market Co-ordinator.** Preference will be given to farmers and food vendors for the upper level. If required, Drop-ins will be rotated from the lower level to the upper level as spaces warrant.

Cruise ship markets, and other special markets, are extra markets and are not covered under the yearly fee, unless otherwise specified by the Board.

For any special markets, such as Cruise Ship, Canada Day etc. vendors are required to pay in advance. Failure to attend will result in their fee being retained by the NDFMS.

**If a vendor has notified the Board they are attending and fails to notify that he/she will not be coming to a special market, they will forfeit their payment. This applies to all vendors, regardless of status; i.e. full time member or drop-in.**

There are **NO** refunds for site rentals. A reason in writing submitted to the Board will be discussed at the next board meeting, and a decision made.

All reserved spaces on the main level are to be occupied no later than 9:00 A.M., unless the Market Co-ordinator is notified before 8:00 am on Market day.

Any unfilled space on the main level will be assigned to another vendor after 9:10 A.M., unless the Market Co-ordinator has been notified that you will be late.

### **INSURANCE**

Recommend that all Vendors be informed that the Market Liability Insurance does not cover the Vendor. It is suggested, that each Vendor look into their own liability insurance coverage

**\*\* If you are unable to attend any Markets, you MUST email ndfmsmanager@gmail.com by Wednesday at 6:00 pm, or contact the Market coordinator by phone/text, phone number listed under Board Members. If you notify the Market that you are unable to attend and then show up, you will be re-assigned a space that is available that day, not your regular spot. \*\***

## **THE MARKET DOES NOT HAVE A CELL PHONE**

Vendors are responsible for their own tents, tables and structures where their goods will be displayed.

Vendors assigned to a site on the lower level are required to be at the plaza between 9:00 and 9:15 AM. Space permitting you may be re-assigned to the main level.

Market hours will be **10:00 A.M.** until **2:00 P.M.** unless otherwise noted. All stalls **MUST** be set up no later than **9:45 A.M.** Vehicle access will be cut off at **9:30 A.M.** Vehicles will not be able to access the plaza again until **2:10 P.M.** **!! NO EXCEPTIONS !!** You will have to walk your products on/off.

**Remember:** In order to sell at our Market, you must; **MAKE IT, BAKE IT, or GROW IT.**

Items being distributed or promoted at the Market **MUST** have **PRIOR** approval of the Board.

**\*\* The Board has set a limit of six (6) Full Time Jewelry Vendors and three (3) Full Time Soap Vendors, per market each season. With the exception of the Cruise Ship and Special Event Markets, where drop-in vendors are allowed. Holistic vendors shall be limited to two full time and no drop-ins.**

**\*\*Vendors retain the right to appeal to the Board in writing\*\***