

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

Please read and initial each section

1. _____ **LOCATION**

The 2021 Bradford Farmers' Market will begin the season on March 27. For the first eight weeks, the online store will operate and the pick up area will be located at the Bradford Leisure Centre parking lot on the east side, 471 Holland Street West, Bradford. On May 22, the market will move to its traditional location at the Bradford Library & Cultural Centre parking lot on the south side, 425 Holland Street West, Bradford, Ontario.

2. _____ **2021 SEASON SCHEDULE**

MARKET ONLINE SEASON

Saturdays, 9:00am to 10:00am

March 27, 2021 until December 18, 2021 (39 weeks).

MARKET OUTDOOR SEASON (this will overlap the online season)

Saturdays, 10:00am to 2:00pm

May 22, 2021 until October 9, 2021 (21 weeks).

3. _____ **PURPOSE**

- To provide the customers with a central source for high quality local produce, value-added food products and locally produced artisans' goods.
- To provide a venue for the promotion of local producers, farmers and artisans and the sale of their products.
- To provide a safe way to access local food, through our online ordering system.
- To provide a centre for activity and education for visitors and families of our community where they can become familiar with our rich cultural heritage and the wide variety of resources available to them locally (if possible under **COVID-19** restrictions).
- To provide increased awareness and appreciation for the community and charitable organizations operating within the town of Bradford West Gwillimbury (if possible under **COVID-19** restrictions).

4. _____ **BRADFORD FARMERS' MARKET VENDORS GROUP (BFMVG) MEMBERSHIP**

The BFMVG membership will consist of all current seasonal Bradford Farmers' Market vendors in good standing.

Where there is a need expressed by a member of the BFMVG to convene a meeting of the group as a whole to deal with an issue, a 2/3 majority of the membership must be in favour of having a meeting of the membership.

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

5. _____ **BOARD OF DIRECTORS**

The Board of Directors is elected at the Annual General Meeting.

- Up to 7 directors will be elected annually to the BFMVG Board of Directors, and notwithstanding the above, the board must contain more than 50% true grower/producers. Executive positions including Chair, Co-Chair, Secretary, Treasurer and other positions deemed necessary by the group will be elected/appointed by the BFMVG at its Annual General Meeting. The Chair or Co-Chair position must be a grower/producer.
- Directors must be Bradford Farmers' Market vendors in good standing.
- Directors must have been a part of the market for the previous season.
- Potential directors can be nominated by others or themselves, voting will be done by secret ballot.
- When voting in a board of directors, registered vendors (as per application form) have one vote.
- The Constitution, Rules and Regulations and Vendor Application form will be reviewed annually.
- In the event a BFMVG Board of Director member resigns, a replacement shall be voted upon by the BFMVG of the whole.
- The date of the Annual General Meeting will be set by the group and shall be held before or within 30 days of the start of the Market each year.
- Meetings will be held monthly from January to May, as needed from June to October, with one wrap-up meeting in November/December.

6. _____ **MARKET MANAGER**

The Market Manager is responsible to the BFMVG Board of Directors and has on-site authority to enforce all the rules and regulations of the market. If a vendor does not abide by all the rules, the manager may take any action appropriate, up to the barring of the vendor from selling that day.

7. _____ **VENDOR ELIGIBILITY**

There are to be three classes of vendor:

- Grower/Producer
 - Baker/Food Vendor
 - Artisan/Crafter
- The number of Grower/Producers must outnumber Baker/Food Vendors and Artisan/Crafters by one (minimum 51% is required to maintain "farmers' market status" with Farmers Market Ontario).
 - All Vendors must be residents of Ontario. Grower/Producers must grow or produce the goods within a 100 km radius of Bradford. Baker/Food Vendors and Artisan/Crafters must produce within a 30km radius of Bradford.

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

- The sale of items grown or produced by anyone other than the vendor is only permitted by special provision. Such items must be approved by the BFMVG Board of Directors. For approval, at least 75% of what is being sold is the vendor's own product and the resell items cannot be in competition with locally grown items for sale by other market Vendors. And further to that, items grown or produced outside of the 100 km radius are identified as such and must be products of Ontario. Exceptions to this rule must be approved by the BFMVG Board of Directors.
- Items not produced by the vendor must be documented and verifiable by the BFMVG Board of Directors. This ratio may vary week to week, and be averaged over the season.
- Arts and crafts items shall be 100% original and hand-produced. Space for artisans and crafters is extremely limited, and acceptance to the Market is at the discretion of the BFMVG Board of Directors. Potential artisans/craft vendors shall submit samples of their work for approval. Flea market or manufactured items are not allowed.
- Vendor fees are calculated based on the number of weeks at the market. See Vendor Fees.
- Market vendors will be invited to the Annual General Meeting and will have voting privileges.
- When voting is required, the registered vendor is allowed one vote.

8. _____ APPLICATION AND SELECTION PROCESS

Applications by vendors shall be made to and reviewed by members of the BFMVG Board of Directors.

Application

All vendor applicants must complete a "Vendor Application" form annually and/or whenever they add to or change the focus of their products. The purpose of the Vendor Application procedure is to maintain a high quality, producer-based market, to provide a variety of balance of products, to ensure fairness to all vendors and to ensure that vendors abide by the rules of the Markets.

Review & Jurying

The completed Vendor Application form is reviewed by members of the BFMVG Board of Directors. All products offered for sale must be juried by members of the BFMVG Board of Directors to ensure they are indeed produced by the applicant, are produced within the applicable radius, are of high quality and are compatible with the other products sold at the market.

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

9. _____ **VENDOR FEES**

Booth Fees – Online AND outdoor market vendor (39 weeks)

Fifty percent of fees are due two weeks after approval and the remaining fifty percent by May 22, 2021. Vendors will not be allowed to set up their online store and subsequently a booth if fees are not paid. Vendors could lose their place to another vendor (due to space restrictions or overlap in product line) if 50% of the fees are not paid within two weeks of approval. Within the first four weeks of the season, any Vendor who wishes to forfeit or cancel their seasonal permit may request a refund for the unexpired portion of the fee, provided that seven days' written notice is given.

Online store and single stall (10'x10') for a combined 39 weeks= **\$504**

Online store and double stall (20'x10') for a combined 39 weeks = **\$609**

Online store and triple stall (30'x10') for a combined 39 weeks = **\$714**

Booth Fees – Outdoor market vendor only (21 weeks)

Fifty percent of fees are due two weeks after approval and the remaining fifty percent by May 22, 2021. Vendors will not be allowed to set up their booth if fees are not paid. Vendors could lose their place to another vendor (due to space restrictions or overlap in product line) if 50% of the fees are not paid within two weeks of approval. Within the first four weeks of the season, any Vendor who wishes to forfeit or cancel their seasonal permit may request a refund for the unexpired portion of the fee, provided that seven days' written notice is given.

Single stall (10'x10') for 21 weeks = **\$378**

Double stall (20'x10') for 21 weeks = **\$483**

Triple stall (30'x10') for 21 weeks = **\$588**

Booth Fees – Online market vendor only (39 weeks)

Fifty percent of fees are due two weeks after approval and the remaining fifty percent by May 22, 2021. Vendors will not be allowed to set up their online store if fees are not paid. Vendors could lose their place to another vendor (due to space restrictions or overlap in product line) if 50% of the fees are not paid within two weeks of approval. Within the first four weeks of the season, any Vendor who wishes to forfeit or cancel their seasonal permit may request a refund for the unexpired portion of the fee, provided that seven days' written notice is given.

Online store for 39 weeks= **\$273**

Booth Fees - Occasional Vendor

Occasional Vendor spots are available only if approved by the Board of Directors and only for special circumstances.

Single stall (10'x10') = **\$25 per week**

Vendors who start the season late can reduce their fees by \$5 for every week missed, up to 4 weeks. Any vendor with outstanding fees is considered to be not in Good Standing.

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

10. _____ *BOOTH INFORMATION*

Booth Allocation

The BFMVG Board of Directors shall assign stall space on or before the first day of the season. The BFMVG Board of Directors may move a vendor for reasons of safety, health, product compatibility and any other valid reason at their discretion; however, the BFMVG Board of Directors will make every effort to keep a vendor close to their originally designated location to minimize disruption for customers. Vendors who miss one or more days due to weather (or who identify themselves as “weather sensitive”) will be placed to minimize disruptions on those days.

Space Limitations

Vendors may apply for multiple stalls but allocation depends on space availability at the time.

Subletting

Subletting of stalls is not permitted, except for a member of the immediate family, and in that case, with the approval of the BFMVG Board of Directors.

Refunds

Within the first four weeks of the season, any vendor who wishes to forfeit or cancel their seasonal permit may request a refund for the unexpired portion of the fee, provided that seven days' written notice is given.

Special Fees

Any special budgetary fees shall be considered by the BFMVG Board of Directors.

Seniority

Non-producer space in the market is guaranteed by seniority.

Allocation of Space

- Each Vendor complying with the rules of this agreement may renew their stall(s) for the following season if done by the date of the AGM or February 1st of the Market year (whichever comes first).
- Any conflicts in stall allocation will be arbitrated by the BFMVG Board of Directors.

Absences

A vendor is responsible for informing the Market Manager by Thursday at noon if he/she is not able to sell on the following Saturday.

The Bradford Farmers' Market 2021 Rules and Regulations (By-Laws)

Weather

Our market is open rain or shine and all vendors are expected to attend despite the weather (thunderstorms are the only reason the market closes, but decisions are made at the market on market day). Prepare a rain-day plan to display your products if necessary and selling out of your car is an option on high wind days. Your booth location will be moved to the outer edges for the entire season if you do not attend on rain days.

Masks

We ask that all vendors wear masks while in the market area.

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

11. _____ **ONLINE MARKET**

Online Store

Our online store is run through Local Line. If you are participating in the online store, you will need to populate your store with your products including pictures of each item. You may sell different products in your online store that you do not plan to sell out of your booth (if you are setting up a booth). This allows you to bring items that are already paid for and might not be worth bringing otherwise. Your success in selling online comes from your work in creating beautiful pictures and promotion through social media and your customer email list. Letting your customers know where your products can be bought brings in sales. The market manager will promote your products on the market's social media accounts but can only share high quality pictures and descriptions posted by you.

The online store opens on Mondays at 8 a.m. and closes on Thursdays at 9 p.m. This allows customers to shop for four days and allows you to prepare the products on Fridays.

Product Distribution on Market Day

The following instructions are for the weeks of March 27-May 15 and October 16-December 18.

On Saturday morning, please arrive no later than 8:45 with your products clearly labeled and ready to go. You will be directed to your parking place and you can set up with or without a tent. You are to have a table between yourself and the car drive thru area and please respect your area and stay there, avoiding the other vendors' areas. Please wear a mask at all times and have sanitizer with you to sanitize when necessary. The market manager will provide the name of the customer who has arrived, you place the item they have ordered on the table and step back. The market manager will move that item to the customer's car.

Once the regular outdoor market opens on May 22, our location and distribution of products ordered online will change somewhat, but we are still working out those details. As **COVID-19** rules continue to evolve, we will be adjusting our plans. We will continue to offer an online pick up option between 9 a.m. and 10 a.m. between May 22 and October 9 as we will have customers who are not comfortable walking through the market.

Please arrange ahead of time with the Market Manager if you cannot stay the full hour to distribute your products.

Since COVID-19 rules are continually evolving, an up-to-date COVID-19 safety instruction email will be sent to you before opening day.

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

12. _____ MARKET BOOTH SET-UP

- Vendors not participating in the online store must arrive at the Market **by 9:30** at the latest. Cars must be moved out of the market area by 9:45 at the latest. Vendors must be **open for business by 10:00 am**.
- Due to setup requirements, some vendors may be asked to setup their booths after their neighbouring vendors have arrived and pulled in, however, they are still responsible for arriving by 9:30.
- Vendors will be given one warning for arriving late (**after 9:30am**) or failing to attend without giving notice by the Thursday prior to the market at noon (unless there are extenuating circumstances) to the Market Manager after which **a \$20 fine will be issued**. After 10:00 am the Market Manager shall have the right to rent his/her booth to another person or move vendors into that spot for the duration of that particular day. The BFMVG Board of Directors shall not, by such action, be deemed to have condoned the Vendor's absence, and the vendor remains responsible for the fee pertaining to that day.
- If a vendor does not show up for 2 consecutive Market dates, without informing the Market Manager, the permit holder shall forfeit their designated spot and any fee for the unexpired portion of the term shall be forfeited.
- **No vendor should leave the Market prior to 2:00PM**, unless previously arranged with the Market Manager. Failure to comply may result in a \$20 fine issued to the vendor.
- Tarps and weights must be secured and in place on each leg (four weights per 10x10 booth) before the designated opening of the Market to ensure the safety of the customers. All tarps and frames must be dismantled and taken home at the end of each market day.

13. _____ PARKING

Vendors are required to park off site in the designated area (Leisure Centre parking lot) after unloading their products or in designated areas behind booths. **No parking in the library parking lot unless there is room behind your booth on the south side of the market. Exceptions are made during potential bad weather days, for vendors who need constant access to their vehicles or who need their vehicles close for mobility or safety. These exceptions are identified upon application acceptance.**

14. _____ BOOTH STANDARDS

Tents

All vendors must provide their own suitable, sturdy and attractive outdoor tent (**fire retardant – certified CAN/ULC – S109 or NFPA701**), preferably with a 10' by 10' footprint. **Each tent leg must be properly weighted at every setup to prevent accidents to vendors or customers using sandbags, water jugs, cinder blocks or tent weights.** Tents cannot be secured to the trees. A \$20 fine can be issued for failure to properly secure your tent.

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

Cleanliness

Vendors are responsible for keeping their stall area neat and clean at all times. At the end of the Market day, the **Vendor is required to remove everything from his/her space and sweep the selling area if necessary**. If a space is not clean, the area will be cleaned, and the Vendor will be billed accordingly, along with a service charge.

In-Booth Storage

Storage containers and equipment shall be confined to one's Market space and kept out of sight.

Displays

Vendors are responsible for providing all display materials (displays, tables, chairs etc.) and setting up and tearing down any displays. Booths should have an attractive and professional appearance, enhanced by good presentation and cleanliness.

Signage

A prominent business name sign must be displayed in your booth and should be readable at 20 feet away. All Vendors shall post their name and address in a prominent spot. All licenses, i.e. Health Unit, etc., should be visible to the public. The BFMVG Board of Directors shall have the right to approve any signs, decorations or displays in the vendor's space and to request changes or removal of them.

Pricing

All Vendors shall label their products clearly by type and price. All Vendors agree not to practice distress pricing.

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

15. _____ **CONDUCTING BUSINESS**

- Vendors must remain in their own booths/stalls when selling.
- Sales must be conducted in an orderly and business-like way, and no shouting or other objectionable means of soliciting trade are permitted.
- Vendors should be respectful to customers, the Market Manager, fellow vendors and volunteers.
- No alcoholic beverages are permitted at the market.
- Smoking is not permitted at the market.
- Vendors shall not block walkways or fire exits or other vendors' stalls.
- Radios, ipods or any other device used to project music or any other form of sound will be permitted only with the approval of the Market Manager or BFMVG Board of Directors.
- All Vendors shall have any permits or licenses (i.e. Health Unit, etc) with them while conducting business at the Farmers' Market.
- All Vendors shall post their name and address in a prominent spot. All Vendors shall label their produce clearly by type and price. All Vendors agree not to practice distress pricing.

Since COVID-19 rules are continually evolving, an up-to-date COVID-19 safety instruction email will be sent to you before opening day.

16. _____ **VENDOR RESPONSIBILITIES**

Compliance

Vendors must comply with the following; failure to do so shall be grounds for no longer being allowed to vend at the Market:

- The Bradford Farmers' Market Rules and Regulations.
- Municipal, Provincial and Federal Regulations regarding labeling, measures, health and safety etc. for all products offered for sale at the Markets. Compliance is the responsibility of the individual Vendor and not the Bradford Farmers' Market.

Penalties

- Any vendor who contravenes any of the provisions of these Rules and Regulations or the Town of Bradford's by-law may be subject to being asked to leave the market as a vendor on the recommendation of the BFMVG Board of Directors. Any vendor who contravenes any BFMVG Board of Directors decision may be subject to being asked to leave the market as a vendor.

The Bradford Farmers' Market

2021 Rules and Regulations (By-Laws)

17. _____ **FOOD SAFETY**

Food vendors will be required to have a Food Handler's Safety Certificate, the market manager will contact you regarding it after your application is submitted.

Every person handling food products must maintain a very high standard of personal hygiene and cleanliness. In fact, all Vendors and staff must practice these standards to prevent the transfer of pathogens between Vendors/staff and therefore to foods. Vendor is responsible for obtaining a Food Handler's Safety Certificate from the Board of Health before May 22, 2021, if applicable. Please contact the Simcoe Muskoka District Health Unit for more information. Please adhere to the following guidelines:

- All foods offered for sale must be protected from contamination.
- Baking and processed foods must be pre-packaged at point of production, or contained in a display case to protect from airborne and human contamination.
- All persons handling food, must wear clean clothing, wash hands often, be free from infectious disease, NOT smoke, and avoid touching nose, mouth, hair and skin.
- All Vendors MUST wash hands thoroughly with water and soap after visiting the washroom.
- Containers and wrappings must be single-use only.
- Do not allow any unauthorized persons access to where food is being prepared.
- Racks, shelves or tables must be provided for food display, and all food must be at least 15 cm (6 in) off the floor/ground.
- All canned products must be packaged in new jars and sealed with vacuum lids.
- Personal effects should not be stored anywhere near food products.
- Sampling and condiments (if allowed under **COVID-19** guidelines, to be determined):
 - Do not allow customers to get hands anywhere near samples to be eaten by other customers; prepare individual samples that cannot be handled by more than one person; provide toothpicks or small paper containers, or pass out each sample. ○ Provide tongs, forks or spoons for each type of condiment being offered; no customer hands in the bowls.
 - Clean up the serving area often, being especially careful to pick up food scraps that fall onto the ground or floor.
 - Watch children very closely.

Since COVID-19 rules are continually evolving, an up-to-date COVID-19 safety instruction email will be sent to you before opening day.

The Bradford Farmers' Market 2021 Rules and Regulations (By-Laws)

18. _____ *LIVE ANIMALS*

Live animals may not be sold at the Market. Vendors are not permitted to have pets in the Market under any circumstances, guides dogs are accepted.

19. _____ *REMOVAL OF PERSONS*

BFMVG Board of Directors have the authority, with cause, to request any Vendor or other persons to leave the Market operating area and, if necessary, to call the police for assistance.

20. _____ *PROBLEM RESOLUTION*

Vendors are encouraged to approach the Market Manager or any of the BFMVG Board of Directors if they encounter a problem. Any issue that requires further attention can be brought to a BFMVG meeting. Any discussion of the problems of the Market in front of customers is strongly discouraged. Please refer to the Conflict Resolution Document for more information.

21. _____ *INSURANCE*

Vendors agree to accept full responsibility for any loss, damage or accident occurring at the Market as a result of negligence or wilful default on the part of the Vendor. The BFMVG shall carry Public Liability Insurance on the Market area to protect the Market and participants, and to protect the Board of Directors and BFMVG for their actions on behalf of the Market. Vendors should also contact their Insurance Agent relative to their participation in the Market.

22. _____ *THE TOWN OF BRADFORD WEST GWILLIMBURY*

- The Town of Bradford cannot be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- No vendor shall make any change or alteration to Town property.