



IncrEdible Haliburton County Farmers' Market

RULES AND REGULATIONS

Haliburton County Farmers' Market Association is a social enterprise operating independently under the aegis of Farmers' Markets Ontario. It has been operating since 2009 under the management of a Board of Directors comprised of elected local volunteers. Its primary purpose is to provide agricultural and food producers in Haliburton County with an opportunity for direct marketing, and to provide a conveniently located seasonal local food venue to consumers.

Membership: All vendors must be members of the Haliburton County Farmers' Market Association (HCFMA). Annual memberships are available for \$20, or 20 or more hours of volunteer work negotiated with the Market Manager. Membership is also available to anyone who wishes to support the organization.

Vendor Application and Selection Process:

The purpose of the application and selection process is to:

1. maintain a high quality market,
2. provide a variety and balance of products,
3. ensure fairness to all vendors, and
4. ensure that all vendors are aware of the rules of the market.

Qualifications:

1. All vendors must be residents of Haliburton County except at the discretion of the Market Manager as described below.
2. All vendors must identify themselves as falling within one of three product categories, based on the bulk of their product to be offered at the market:
 - a. **Agriculture** - agricultural or value added products such as maple syrup, firewood, fruit pies, sausage, preserves, etc., made from items grown or raised by the vendor.
 - b. **Prepared Food** – home-cooked or baked foods, preserves not made from products homegrown by the vendor
 - c. **Artisan** – hand-crafted, high-quality items with high value added using the skill, artistry, and training of an artist who resides in Haliburton County to produce a new, unique and original product from natural or original materials.
3. Vendors may share a space with another vendor at the discretion of the Market Manager, if:
 - a. their products meet market criteria,
 - b. their products are compatible with each other,
 - c. products of both vendors are on display at all times, and
 - d. one vendor is identified as the primary contact.
4. Vendors of agricultural and food products who reside outside Haliburton County may, at the discretion of the Market Manager, be invited to bring products that are otherwise unavailable in sufficient quantities and desirable to offer at the market. These vendors must be HCFMA or MyPick-verified producers.



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5. Vendors may offer agricultural and food products produced by other Haliburton County, HCMFA-certified or MyPick growers, provided they give credit to the grower and identify the location of origin.
6. Charitable and not-for-profit organizations based in Haliburton County may occupy market space at the discretion of the Market Manager for fundraising, promotional or educational purposes. The organization must be a member of HCFMA but will not be charged a table fee.
7. Buskers, musicians and other entertainers may be invited to attend at the market. All arrangements are at the discretion of the Market Manager.

Application Process:

1. A completed application form should be submitted by the deadline specified on the annual application form accompanied by fees as specified in the application. The Market Manager will review the application form and render a decision in a timely manner.
 - a. Fees will be returned if the application is turned down.
 - b. An applicant may appeal the Market Manager's decision to the HCFMA Board for their re-consideration; their decision is final.
2. Only products identified on the Application Form can be sold at the market.
 - a. New products may be added through the review process.
 - b. No new products can be reviewed on the market day on which it is proposed they will be sold.
 - c. The Market Manager will review products to ensure they meet HCFMA requirements.. Factors for consideration are:
 - i. where and by whom products are grown or created,
 - ii. quality and appearance of product,
 - iii. overall balance of products on offer, especially with regard to ready-to-eat meals and
 - iv. suitability for our consumer base.
 - v. The approved Vendor Application comprises the Agreement between the vendor and HCFMA, according to the conditions outlined in these Rules and Regulations and the application form.
3. Vendor approval is for the current season only. A vendor's history is taken into consideration in the Market Manager's decision, and no vendor is guaranteed approval in subsequent seasons. Preference will be given to vendors who commit to seasonal attendance.
4. Vendors may not
 - a. sell,
 - b. share (except as specified),
 - c. sub-lease
 - d. or rent their space.
5. Vendors who join the market mid-season should submit their application form with accompanying fees to the Market Manager at least one week before the market at which they wish to sell their products. The same Rules and Regulations apply.



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Space Allocation:

1. The fee specified in the annual application form covers a 10' by 10' space. Hydro charges will be charged separately, if applicable.
2. The table fee, after the first week in which a vendor sells at the market, is payable on market day unless the vendor has chosen to prepay for the season.
3. Vendors must give the Market Manager **at minimum 24 hours notice of any change in attendance from what they indicated on their application except in the case of an emergency.** Vendors who fail to notify the market manager of cancelation of a planned day will be charged the table fee.
4. Assignment of space is at the discretion of the Market Manager.
5. Vendor vehicles are to be parked as directed by the Market Manager.

Vendor Conduct:

1. The Vendor Agreement can be terminated at the discretion of the Board of the HCFMA or the Market Manager if vendors fail to comply with:
 - a. Vendor Rules and Regulations and/or
 - b. Municipal, provincial or federal government regulations regarding labeling, measuring, health and safety and restrictions or prohibitions of products they offer for sale at the market.
 - i. It is the responsibility of each vendor to be knowledgeable about regulations applying to his products.
 - ii. HCFMA reserves the right to visit a work site to verify vendor compliance.
 - c. The Harrassment Policy of the the HCFMA (see Page 4 of this document).
2. Vendors are responsible for supplying, setting up and tearing down their own tents, tables and other display equipment and for cleaning up their site.
3. Vendors are expected to arrive at the market site in sufficient time to set up and be prepared to serve customers as soon as the market opens.
 - a. Vendors should inform the Market Manager if they are unexpectedly running late.
 - b. The Market Manager may re-assign the space if a vendor has not arrived 15 minutes before the market opens.
4. **Vendors are not permitted to start selling until the market has officially opened for the day.**
5. Sales must be conducted in an orderly and professional manner.
 - a. Vendors should strive to provide enough product for the entire market session.
 - b. Prices should be prominently and clearly displayed.
 - i. Undercutting other vendors is strongly discouraged.
 - ii. Volume sales incentives (e.g. \$2 ea; 3 for \$5) are permitted.
6. Vendors are expected to present an attractive, professional appearance.
 - a. Business name and address should be prominently displayed.
 - b. Vendors are responsible for knowing and conforming to the food safety, packaging, labeling and any other requirements that apply to their products.



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The following link may be helpful:

www.omafra.gov.on.ca/english/food/inspection/mkt-opt3.htm.

- c. Products should be attractively displayed, in accordance with all relevant health and safety regulations and the Farm Products Grades and Sales Act.
 - d. Vendors must maintain a visibly high standard of personal hygiene and cleanliness and be properly attired.
 - e. Vendors are encouraged to list product ingredients to safeguard those with allergies and food sensitivities.
 - f. Vendors should keep their space clean and **take away their own garbage and recycling**.
 - g. No alcoholic beverages are allowed on the market grounds.
 - h. No smoking is permitted on the market grounds.
 - i. No animals (except for service animals) are allowed in the vendor space.
 - j. Sale of live animals or pets is not permitted.
7. The Market Manager has the authority, with cause, to request any vendor or other person to leave the market and, if necessary, to call the police for assistance.
 8. **Vendors, including Not-for-Profits, are expected to keep their tables open for the entire market session and not to begin to tear down until the market has closed.**
 9. Vendors are expected to have left the market within an hour of the market closing.
 10. Vendors are expected to personally sell their products, but may use a booth sitter if necessary. The Market Manager should be so advised.
 11. Vendors are responsible for maintaining their own insurance. Vendors are urged to check their coverage with their insurance carrier.
 - a. HCFMA insurance does not cover vendor property, products or behavior, or commercial vendors.
 - b. Commercial vendors (vendors who have outlets outside of the farmers' market or farm gate) must have their own business insurance coverage and attach a copy to their application. Their policy must name the Haliburton County Farmers' Market Association, Farmers' Markets Ontario, and the applicable market location host as 'additional insured'.
 - c. HCFMA has no responsibility for damage or loss of vendor display materials.
 - d. The Market Manager may request to see a copy of the vendor's insurance coverage.
 12. Vendors are requested to report their earnings to the Market Manager on a weekly basis. This information is aggregated and used to track the success of the market as a business, and to support requests for investment and grants. The data are treated confidentially and are never used in any way that allows an individual vendor to be identified. The data are destroyed at the end of each season.

Haliburton County Farmers' Market Association Harassment Policy

The Haliburton County Farmers' Market Association will strive to provide all members of the organization with a work environment that is free from harassment and will



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promote one that respects dignity, self-worth and human rights of every individual. Members of the organization are volunteers who serve as Members of the Board or in other volunteer functions, employees such as the Market Managers and vendors who sell at the market. The policy presumes that customers should also be expected to behave in a respectful manner recognizing that the organization's ability to compel customers' behaviour is limited.

Everyone is responsible for ensuring that the workplace is free from harassment. All members of the organization are responsible for ensuring that their comments and conduct are not offensive to other parties. If any member sees or hears any form of harassment from others they have an obligation to report it. That may include speaking to the person directly or discussing the matter with the Market Manager or a Member of the Board.

Nothing in this policy prevents or discourages a member of the organization from filing an application with the Ontario Human Rights Tribunal on a matter related to Ontario's Human Rights Code. The Haliburton County Farmers' Market Association supports the following:

1. Violence toward any person or member of the community will not be tolerated
2. Individuals behaving in an aggressive verbal or physical manner will be requested to leave the Market area
3. Failure to do so will result in the police being notified
4. Any threats towards volunteers, staff, vendors or customers will result in immediate notification of the police.

For information on the **HCFMA Harassment Procedure**, please refer to <https://haliburtoncountymarket.wordpress.com/>