



WELCOME TO HARBOURSIDE ORGANIC FARMERS MARKET

SATURDAYS JUNE - OCTOBER 9.30 AM - 2 PM DOWNTOWN OAKVILLE CENTENNIAL SQUARE
(Lakeshore Rd & Navy St in front of downtown library)

Rules and Bylaws

1. Location

The market is located at Centennial Square, 120 Navy Street, Oakville, ON L6J 2Z4.

2. Hours

In the year 2010 the market will be open from 9:30 a.m. to 2:00 p.m. on Saturday (June 19 to October 31). Producers/Vendors must arrive in time to ensure that their stall is open for business promptly at 9:00 a.m. Sales cannot be permitted before 9:30 a.m. in order that all vendors have reasonable set up time. Vendors must stay for the duration of the market and may not dismantle before the market closes, without prior approval from the Manager.

3. Application and Selection Process

Vendors should be located within 100 miles (approx. 160 km) of Oakville and have to produce the majority of what they sell.

Their produce/products shall be wholesome and of high quality. Live animals cannot be sold at the market. Growers will not use Genetically Modified seeds. GMO ingredients in prepared foods will be unacceptable. Products/ produce must be from farms that are organic, are in transition, or that use ecologically sustainable methods that meet the approval of market management. Farmers raising meat or poultry may sell it if it is free-range† and with minimum medication.

Anything that is not organic, and has been approved by management, must be clear to customers why it's not organic and with good reason.

Vendors must be willing and able to verify the sources of their products and their production methods. Management must be allowed access to the place where a vendor's goods are produced, as well as to documents indicating the source of goods purchased for resale at the market.

The Market Advisory Committee will determine the suitability of the product for the market. All reasonable efforts will be made to ensure that visits to farms/kitchens/workshops are arranged at mutually agreed upon times.

Farmer

Farmers are persons who raise Livestock or produce (fruit, vegetables, herbs, flowers, or nursery crops) from seeds or plants, and care for, cultivate, and harvest the crops offered for sale. No finished products may be bought and resold.

Processor

Processors are persons offering fresh food products such as meat, fish, or baked goods that they have processed, creating and adding value to their product being offered for sale.

Crafter

Handicrafts may be sold at the Market. The word handicraft is defined as a product in which the vendor (or a relative of the vendor) has invested considerable skill, time and effort. The handicrafts sold at the market shall be of a type and nature to reflect the "hand-made, farm-based" atmosphere of the farmers' market.



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See item 'k' under Vendor Requirements for additional details about handicraft products.

Holistic Arts

Holistic Practitioners are persons trained in a recognized healing arts program, also referred to as Alternative Medicine such as shiatsu massage, reflexology, homeopathy these practitioners provide a service rather than a product.

Market floor should comprise of 55% farmers, 30% processors and 15% crafters/holistic arts.

Non-Profit

One stall space will also be available to non-profit community groups throughout the season at \$10.00 per market day. (see item 6 for clarification).

The Market Site Manager will assign the stall space.

In the year 2010, the Market Manager or his/her designate shall allocate vendor spaces as follows:

- Renewing seasonal vendors have first choice of the stall they would prefer. Priority of choice is given based on first paid-first choice, with those applying for full season given priority over occasional vendors.
- New seasonal vendors have second choice of remaining stalls.
- The Farmers' Market Manager will assign daily vendors on a first-come-first-served basis. The final stall allocation will include an appropriate product mix, and will be at the discretion of the Farmers' Market Site Manager. The Market Manager's decision is deemed as final.

4. Vendor Requirements

- When a farmer has home-grown produce to sell, other vendors are not permitted to sell the same produce if they have not grown it unless they have the consent of the farmer who has brought home-grown. Vendors will let the market manager know a week ahead of time what they are bringing, and in the case of conflict, the manager will mediate.
- In order for the Market to ensure an appropriate product mix, vendors are permitted to sell only the items that are listed on their vendor application. Vendors who want to introduce new products must contact the Market Manager to make an amendment to their vendor application.
- For farmers, no more than 30% of a vendor's produce can come from other than their own farm [or land directly under their management].
- As a small market, we try to avoid destructive competition. No distress pricing will be allowed. When two or more vendors want to sell the same product, the manager will mediate.
- All vendors must comply with the requirements set by Canadian Food Inspection Agency and local Health Units (labelling produce by type, quantity and price, cooling, sanitation, etc.)
- All vendors must comply with the requirements of the Halton Public Health Department, and food producers must supply proof of health department inspected premises at the time of application. Meat sellers must have documentation of the abattoir in which the animals were slaughtered. All products sold at the market will comply with the applicable provincial and federal regulations regarding labelling, measuring, safety, etc. Compliance with these regulations is the responsibility of the vendor.



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- Food samples, if offered, must be provided to the public in appropriate containers, maintained at an appropriate temperature and handled in accordance with health regulations. The Market Site Manager can deny a vendor permission to offer food samples for reasons such as extremely hot weather and/or if a potential health issue is raised.
- Vendors are responsible to obtain all necessary licenses, permits, inspections and certificates for the sale of their product.
- Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the individual vendor.
- A limited number of products that cannot be grown locally within approximately 100 miles of Halton will be considered for sale at the market, only if the vendor has considerable input into their preparation/creation. Ethically harvested wild foods will also be considered.
- Some crafts may be included if they are part of a vendor's production. Other crafts will be allowed, after application to the market manager, who will select vendors whose crafts have an "earth based" theme, are based on recycled, sustainable, natural materials. Crafters must go through a jury process which will include management approval prior to acceptance. Reselling will not be permitted.
- All craft vendors are responsible for following all federal, provincial, and municipal regulations regarding their products.
- Vendors will agree to bring an adequate supply of their primary product to last the entire market day.
- Vendors will provide their own tables and shelter. Vendors are responsible to ensure their canopies, tents, umbrellas and displays are of sturdy quality and are secured in place with weights. Preferred tents have steel frames, not aluminum, with grenade pin hardware on the lock joints. All vendors required to have at least 25 pounds of safe weight on each leg of the canopy, to protect against blow overs and aways. In the event of strong winds and inclement weather conditions management may request the removal of any structure or object that may pose a danger to the public.
- The market manager will allocate the vendor space. Stall allocation will include an appropriate product mix and will be at the discretion of the market manager. All decisions made by the Market Manager are considered final unless the grievance committee deems otherwise.
- All vendors must display a sign which clearly states the Farm or Business Name and location.
- Vendors will post their product signage prominently on their stalls.
- Vendors are encouraged to personalize their stalls with stories and pictures and to share their farming background with the customers.
- Classification Signage: Additional stall signage will be Market Certified and Categorized to clearly indicate to the customer the practices of each vendor. Each vendor will fall into at least one of the following categories;



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- Certified organic primary producer
 - Non certified organic primary producer
 - Certified organic secondary producer
 - Non certified secondary producer
 - Fair Trade products
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- Products designated as “organic” must be certified by a recognized certifying body. Vendors making claims of “organic” without certification acknowledge that they may be subject to investigation under Canada Organic Standards Act.
 - Smoking is not permitted at any vendor’s stall.
 - Subletting of stalls is not permitted.
 - Vendors shall honour all Harbourside Organic Farmers’ Market promotions.
 - Vendors must keep their own refuse in a suitable container and remove it when they leave.
 - Guest vendors may be invited to the Market to participate as guests for special events or some other limited purpose. Guest Vendor participation must be approved by the Market Advisory Committee prior to participation. Guest Vendors will pay the \$60 booth fee.
 - All vendors must provide market management with full contact information, including mailing address, email [if used], and phone number. This information will be included in the vendor’s list of the market and on its web site.

5. Arrival, Departure and Selling Time

- Vendors are allowed a two-hour set-up and one-hour take down time before and after the scheduled market hours.
- Vendors are required to arrive at least 30 minutes prior to the start of the market or their assigned stall space will be reassigned; vendors are required to off load their products for safety reasons and remove vehicle in a timely manner. they may be fined \$25 and/or prohibited from participating in that day’s market.
- Vendors may leave only after the market has closed and a safe exit can be made.
- Vendors may not conduct sales until the market officially opens and may not conduct sales after the market has closed.
- Vendors may not dismantle their stall space before the market closes without approval from the Market Manager.
- To facilitate monthly in-market promotions and activities, stall fees are payable one week in advance. The payment schedule may be modified due to bad weather or at the discretion of the market manager.

6. Cancellations

- Vendors are expected to attend confirmed markets each week throughout the market season.



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Confirmed stall reservations are considered commitments by Vendors to participate in the market on either a weekly or seasonal basis; a commitment by OSFP to provide a space for same.

- In the event a vendor cannot attend a market day, he/she must contact the OSFP office or Market Manager at least 72 hours prior to each Market day to cancel their stall reservation.
- The Market Manager has the discretion to cancel a market in the event of dangerous or extreme weather conditions, with no refunds offered.
- No Show: a pre-confirmed vendor that does not show up at a market, nor calls to cancel before market setup.
- Vendors, who have two or more No Shows at a market during their designated season, may lose their stall space reservation and will be fined \$50.

7. Parking

Motor vehicles will only be allowed in Centennial Square for the purpose of loading/unloading between times that will be designated by the Market Manager. The manager will direct vendors where to park.

8. Dispute

A demonstrated willingness on the part of all market participants to work cooperatively and to resolve conflicts as they arise is essential.

- In the event of dispute, the Market Managers decision at the time is deemed final.
- Grievances to decisions made by the Market Manager may be made in writing and submitted to the Market Advisory Committee within ten days. Grievances not submitted within this timeframe shall be deemed invalid.

9. Non-Profits

The Market Advisory Committee will schedule the participation of non profit organizations with missions related to farming, gardening, conservation, education, youth and/or nutrition. If a non profit organization is scheduled for Harbourside Organic Farmers Market and the non profit plans to offer items or services for sale, it shall be subject to pay the same rate as the Farmers/Vendors on a per space basis. Non profit organizations at the Market are asked to make a \$10 donation to OSFP for the space. All non profit organizations are asked to complete an application form with the Market Manager and will include an explanation for intent and purpose of requesting a booth space and fill out a post-evaluation form.

10. Fee Schedule

Any fees collected by the Market are for the purpose of promoting and operating the Farmers' Market. All cheques are to be made payable to OSFP (Oakville Sustainable Food Partnership). N.S.F. cheques will be charged an administration fee of \$45.00.

Annual Membership Fee

All vendors pay an annual membership fee of \$25.00 when accepted as a member.



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Insurance

All vendors pay \$25 towards the market's insurance. One time vendors have the option of paying a premium day fee which includes insurance fees.

The fees apply to a 10ft. x 10ft. stall space. All fees include GST.

These fees are for stall rentals during the 2009 Farmers' Market season, and there is to be no carry over to fees incurred for other programs with the Organic Farmers' Market or OSFP. All payments are non-refundable. In order to secure space, seasonal vendors should have their **applications and fees (cheques) in no later than May 23, 2009. See Schedule A for payment options.**

11. Cancellation of Application

Management reserves the right to cancel the approval of any vendor's application at any time if and when it finds said vendor in violation of any of the aforementioned guidelines and eligibility requirements.