

## Pembroke Farmers' Market: Rules & Regulations 2011

1. Hours and Fees: Board of Directors will establish times, daily rates and membership fees annually.
2. The Market is producer based; **resellers are not eligible for membership**. All products offered for sale must be grown or produced by the applying Vendor within a 100 kilometer radius of the market. Producers/growers outside this geographical area may be accepted if there is no conflict with any existing local vendors.
3. No vendor may practice 'flea market-type' pricing or offer **Distress/Discount Pricing** at end of the Market day. Our Market is committed to supporting fair value for top-quality products all day.
4. **Anyone who sells anything either at their own table or the table of someone else must have a yearly Market membership.**
5. Regular vendors are asked to notify Theresa Demers 613-735-5084, if you are going to be absent, so your stall can be filled.
6. Vendors must post clearly visible notice to customers of days they will (or will not) attend Market. This is a courtesy to our valued customers who often travel a distance to purchase from you.
7. Labeling: vendors must comply with regulations from your insurance company, FMO, CFIA and OMAFRA. New regulations are occurring regularly, ie: labeling of Greenhouse products vs field/garden; allergens in baked products, etc. Contact your governing body for updates.
8. All new vendors must be pre-approved by the Vendor Membership Committee. No person may arrive and proceed to set up until receiving Membership Committee notification of their approval.
9. Informative signage sells product. **Vendors shall post their name and address prominently at their booth, as well it is suggested vendors wear name tags.** Customers want to know you!
10. Permanent reserved spaces will be provided on first come first served basis. **Occasionally a vendor may have their location changed for the benefit of the Market at large.** Everyone's cooperation is appreciated.
11. Vendors are responsible to provide all supplies and equipment necessary for their own operation. This includes set-up, tear down and clean up of stalls.
12. **Booth set-up may begin no earlier than 7:30am. Vendors are not to sell before the official opening time (8:30am) of the market.**
13. Vendors are encouraged to not arrive late or leave early on a regular basis, to help prevent disrupting the market and minimize confusion.
14. No alcoholic beverages are permitted on the grounds. Smoking is not allowed under the roof of the building or near vendor stalls.
15. Compliance with all relevant Federal, Provincial, and Municipal regulations is the vendor's responsibility. Any applicable licences should be visible to the public.
16. Basic Insurance covering public liability and property damage while customers are on the Market lot is provided through the Pembroke Farmers' Market. Vendors wishing to acquire additional general liability coverage for their products are encouraged to do so.
17. The Vendor Membership Committee will apply the Rules and Regulations of the market as set by the Board of Directors. \* PFM's *Guidelines for Vendor Committee* available upon request to vendors.
18. The Vendor Membership Committee has the authority to request the aid of the police if he/she feels this is necessary. Should a vendor encounter a problem, he/she can feel free to resolve the problem in confidential surroundings.
19. Live animals must be confined and kept separate from any selling area. Their wastes must be regularly and properly disposed of.
20. The Board of Directors shall deal with any item of business not specifically covered by the rules.
21. Vendors shall report their daily market sales (no names attached). Vendor submissions are anonymous and essential to future management and promotion of the Market.
22. Vendors must be familiar with the rules and regulations of the Pembroke Farmers' Market and agree to comply fully with them, while conducting business in a professional manner.
23. In accordance with Health Dep't, no hot meals to be served other than from Canteen. Thank You!