



INNISFIL FARMERS MARKET RULES AND REGULATIONS 2019

NAME: The Market shall be known as the Innisfil Farmers Market.

The Innisfil Farmers Market name and Logo are the property of the market and may only be used with written consent.

LOCATION: Innisfil Recreation Complex; 7315 Yonge Street, Innisfil, Ontario

Market Outdoor Season: June 6th, 2019 through to October 3rd 2019

Market Indoor Season: October 10th, 2019 through to December 19th, 2019

PURPOSE : The purpose of the Market is to provide a service to the community in the following ways:

- 1: Provide a venue for promotion and sale of locally produced food;
- 2: Provide the customer with a central source for high quality, locally produced and value added food products as well as a venue to connect with local artisan and crafts people;
- 3: Provide a centre of activity and education for visitors and families of our community where they may become familiar with, recognize and value the wide variety of resources to be found locally;
- 4: Increase the awareness and promotion of existing agri-tourism offerings

GOVERNANCE:

The Innisfil Farmers Market is an initiative of the Town Council to be run by a Farmers Market Committee as selected by the Farmers Market Vendor Membership. The Farmers Market Committee will comprise of willing market vendors who will sit for a period of one year after which elections will be called. Should a position become available prior to the end of the Market season, the runner up from the election process for that position will be contacted to participate on the Committee. The Committee

shall consist of 5 vendors from Primary and Secondary Producers, one Market Manager, and volunteers as needed. A Chair and Co-Chair will be nominated annually. The Farmers Market Committee will be responsible for reviewing the rules and regulations annually to ensure that the Innisfil Farmers Market is self sustaining with help from Council, and provides services set out in the Purpose section of the Rules and Regulations.

Market Management: The Market Manager, Chair, and Co-Chair are the only authority to implement and when necessary, enforce the Market Rules and Regulations / Code of Conduct as directed by the Committee decisions.

Products:

- 🍎 Vendors must grow or produce a minimum of 70 % of what they sell in season and be defined as local which is set out under the eligibility criteria.
- 🍎 Hand crafted items must be original in nature and be locally produced in whole by the seller. No crafts shall be permitted from kits.
- 🍎 Exceptions to the above may be considered on a case by case basis by the committee.

While the Market does not offer exclusive rights to any one vendor to sell any one product, the Committee may exercise their right to limit the number of vendors to avoid excessive duplication. In many cases there just is only enough customer support to host one vendor to a specific type of item.

Vendor Eligibility:

All vendors must reside or do business in the Town of Innisfil, or the County of Simcoe, however consideration may be given to vendors outside this area if a suitable vendor in a category is not presented.

All vendors are responsible for the Following:

- 🍎 Compliance with all conditions laid out in these Rules/ Regulations and Code of Conduct;
- 🍎 Knowledge and compliance with health and safety regulations;
- 🍎 Obtaining all appropriate permits; licences and or certificates with respect to the sale of goods offered
- 🍎 Arranging for a site visit as requested by the Committee for producers and growers
- 🍎 Display of an attractive, easy to read sign with their farm or business name
- 🍎 You must post prices for all items meeting with Ontario Regulation 119/11 for produce, honey, and maple products. Price lists must be made available for all customers so there is no distressed selling at the market
- 🍎 Prices should be fair market value
- 🍎 Vendors must provide their own canopy (Fire Retardant certified CAN/ULC- S109 or NFPA701) their own tables/ chairs/ tablecloths, displays, signs, bags, waste disposal containers, sanitation supplies etc. Weights for canopies are MANDATORY !
- 🍎 Maintain a tidy area throughout the market day, - leaving the area clean at the end of the day

- 🕒 For the safety of the vendors and patrons, booths must be set up 30 minutes prior to the start of the business day: This means you must be ready for business at this time
- 🕒 Booths must be taken down immediately after the business day, unless otherwise arranged with the Market Manager previously
- 🕒 Take down prior to seven o'clock is prohibited
- 🕒 Sales are not permitted prior to the opening of the Market. Our Market starts at 1:00 p.m. and no sales are permitted prior to 12.45 p.m. This ensures that the market is set up and that the other vendors are ready to sell their goods when customers arrive. This also ensures that our visitors are not showing up early causing a safety hazard and nullifying our insurance coverage.
- 🕒 The Market is open rain or shine. Your safety is your first priority; prepare for the weather, and if you do not feel it is safe to attend it is up to you to decide on your participation for the day
- 🕒 Vendors are required to provide 3 hours throughout the season of volunteer time for set up of events, tables/ chairs/ and the market tent when needed. A schedule of volunteer dates/ times will be made available prior to Market start date. Understand this keeps our rates reasonable
- 🕒 All Full season vendors are expected at Market each week. If there is an emergency, please notify the Market Manager as soon as possible as this affects the layout greatly. If 3 weeks are missed, you will be removed from the market with no refund on fees.

Insurance and Indemnity:

- 🕒 Vendors are encouraged to carry their own insurance outside of the insurance that covers the Farmers Market for their own protection
- 🕒 Vendors agree to indemnify and hold harmless the Innisfil Farmers Market, its employees, elected officials, representatives, committee members, and agents from and against any and all claims arising out of Vendors participation, in whole or in part, in the Innisfil Farmers Market

Non-Compliance with market rules; Conflict Resolution and Code of Conduct

- 🕒 Any vendor who fails to abide by the market rules and regulations is subject to the immediate cancellation of their participation in the market without refund at the direction of the Committee. Conflicts will be addressed as set out in the Vendor Conflict Resolution Process and the Code of Conflict.

Fees: - Full schedule of fees is outlined on the application form

- 🕒 Refunds will not be issued for weeks paid but not attended by the vendor
- 🕒 Refunds will be issued for cancellation of the Market due to Extreme Circumstance
- 🕒 Not for Profit organizations will not be charged a fee, however a vendor application does need to be filled in and approved. These vendors are required to carry their own insurance and are not covered by our policy

Vendor Conflict Resolution Process and Code of Conduct 2019

All vendors will be respectful to the Innisfil Farmers' Market (IFM) Committee members, the Market Manager, fellow vendors and customers.

All vendor issues/concerns/grievances will be directed to the Farmers' Market Manager who will attempt to resolve the situation. If the Market Manager is unavailable the matter will be brought to the Chair or Co- Chair.

If the situation cannot be resolved by the Farmers' Market Manager, Chair/Co-Chair the vendor will be requested to submit a detailed description of the incident or issue in writing within 10 days of it occurring. The letter is to be submitted to the Farmers' Market Manager with copy to the Chair or Co-Chair. All issues escalating to this point will be brought before the Farmers' Market Committee at their next meeting.

The Committee may request a meeting with the vendor to further discuss the issue at the next IFM meeting.

The Committee has the authority to make the final decision on the outcome of the grievance and the penalties for non-compliance.

Vendors will respect the privacy and confidentiality of others. Personal vendor information (for example: illness, personal hardship) will only be shared by the IFM Committee upon receipt of verbal or written consent from the affected party.

All vendors are required to review and sign the Vendor Conflict Resolution Process and Code of Conduct document for submission with their vendor application and fees.

Penalties for Vendor Non-Compliance:

Category # 1:

- Verbal Threatening /Abuse

First Offence: reported to the Committee, reviewed and response/warning letter from the Committee issued to the vendor and placed on file.

Second Offence: temporary suspension from the market (up to 4 market days)

Third Offence: termination from the Innisfil Farmers' Market.

Category # 2:

- Physical Threatening/ Abuse

Zero tolerance resulting in immediate termination from the Innisfil Farmers' Market. Law Enforcement will be notified.

Signature of acknowledgement on Rules / Regulations/ Code of Conduct for the IFM
2019

NAME of Owner/ Operator

Signature / Date

This can be mailed or emailed in with your application to:

Innisfil Farmers Market

PO Box 7027

Innisfil PO

Innisfil Ontario

L9S 1A8

Email - innisfilfarmersmarket@outlook.com