

Le Marché St. Norbert Farmers Market Co-operative Inc.

General Information and Rules

Our Mission:

To provide a marketing opportunity to small producers in a co-operative environment.

Products that can be sold at the Market:

The rule is if you or your family “make it, bake it, or grow it”, you can sell it at the Market. However, any vendor selling food items must comply with the “City of Winnipeg/Province of Manitoba Guidelines for the Operation of a Temporary Food Market”. As of 2009, any vendor selling any food items must have at least one person at their booth hold a Food Safety Certificate.

As of 2008. all members must pass a Producer Inspection in order to participate at the market. The inspections are provided by an independent inspection agency. There is a fee for the inspections. Members pay the first \$50 of the fee, and half of any remaining amount.

Market Membership:

Only members of Le Marché St. Norbert Farmers Market Co-op Inc. (and those who have applied for membership) will be allowed to sell at the weekly Farmers Market. To become a member of Le Marché St. Norbert Farmers Market Co-op Inc. you must:

- a) Fill out a Co-op Membership Application form, buy a \$5.00 Co-op Lifetime membership share, and pay \$50.00 annual dues.
- b) Membership is subject to review by the Board of Directors or by the Co-operative membership after participation in three markets within a two month period.
- c) Agree to abide by the Rules, Regulations and By-laws of Le Marché St. Norbert Farmers Market Co-op Inc. Your signature that you have read and understood the rules included in this document will be required before you can participate in the market.

Note: Special arrangements can be made to accommodate vendors who, for religious or other reasons, do not wish to participate in the business of running the co-operative.

Board of Directors:

The Market has a seven person Board of Directors elected by the membership at the Annual General Meeting. Term of office for Directors is two years. The Board is responsible for all policies and rules governing the operation of the Farmers' Market.

The Board can be contacted at:

Le Marché St. Norbert Farmers Market
PO Box 9,
St Norbert, Manitoba
R3V 1L5

Market Coordinator:

The daily Market is administered by the Market Coordinator, who is appointed by the Board of Directors. The Market Coordinator is responsible for collecting fees and

enforcing the rules of the Market. Members can contact the Market Coordinator via the Market Info Line at (204) 275-8349. The Market Coordinator is currently Ed Deen.

Market Fees:

The 2009 basic Market fee is currently \$25.00. This basic fee entitles you to approximately 12 linear feet of display frontage. Total space allotted will vary. As of 2009, vendors may reserve only one booth space at the market. Existing vendors holding multiple spaces are grandfathered.

The canopy fee is currently \$5.00. Vendors requiring space under the canopy will be charged this fee, and will be limited to 8-10 linear feet of display space.

The hydro fee is currently \$5.00. Vendors requiring hydro will be charged this fee. Electrical cords should be labeled to indicate who is using them.

Reservations:

Any vendor wishing to occupy the same site each week can do so by paying a reservation fee (over and above the regular Market fees). Unreserved spots, if available, can be reserved on a first come, first served basis. Reservations can only be renewed prior to April 15th.

Reservations expire each Saturday at 7:15 AM. At that time, any open spot can be reassigned by the market coordinator for that day by any Member. Vendors with reservations are **expected to inform the Market Coordinator by Wednesday afternoon** if they are not able to use their space for a particular Market day. The vendor coordinator may be reached at (204) 275-8349 . Vendors will be charged the daily fee if they do not do so.

Market Rules:

- a) Market hours: 8:00 am -3:00 pm, During July, August and September there will be a market on Wednesdays from 1:00 pm - 7:00 pm.
- b) Selling on the Market site is permitted only on Market days. Persons conducting business on the Market site at other times will be considered trespassers.
- c) Vendors must be set up and ready to sell prior to 8:00 AM. **For safety reasons** , vendors must not move their vehicles on the Market site during the hours of 7:30AM to 3:00PM. At any time a vehicle is moved on site, it is recommended that a driver have a person assist with backing up.
- d) Vendors must provide their own tables, chairs, display equipment, etc. and must remove same at end of the market day. Market equipment may not be left on site outside of market hours.
- e) Vendors selling food must either have their own permits, or abide by the “City of Winnipeg/Province of Manitoba: Guidelines for the Operation of a Temporary Food Market”. As of 2009, vendors selling food of any kind must have at least one person at their booth hold a Food Safety Certificate. Vendors are reminded that they must use **new packaging material** for all processed food products. In order to protect themselves and their customers, vendors of all processed food products must label their products. Labels

must indicate all of the ingredients in the product, beginning with the largest ingredient by weight. Labels must also show the name, address and phone number of the vendor, such that, if needed the vendor can be contacted by health authorities.

- f) Vendors must have all applicable permits for their products.
- g) Vendors are not allowed to smoke at their stalls.
- h) Vendors without reservations will be allocated space as available.
- i) Vendors must not keep pets on the Market site.
- j) Vendors may sell their goods at any price they choose. **Prices must be clearly displayed on, or nearby, the goods for sale.** Vendors' names must be clearly displayed.
- k) Vendors are responsible for garbage pick-up in their stall area. Vendors selling food meant for immediate consumption must provide adequate garbage receptacles. The Market provides garbage cans, which vendors may use to dispose of garbage at the end of the day. **If the bins are full, vendors must remove their own garbage. Vendors may not leave garbage on the ground near the bins.** Vendors must not use the garbage bins provided by the St. Norbert Community Club. Sites that must be cleaned after you leave will be cleaned at your expense.
- l) Washroom facilities are available for vendors in the St. Norbert Community Club adjacent to the Market site. Please help to keep these washrooms clean and serviceable.
- m) Vendors must park their vehicles in their stall (if applicable) or in the lot provided by the school to the southeast of the Market site. Vendors may be required to provide their license plate numbers to the Market Coordinator. Do not park on the highway in front of the market.
- n) Vendors must not drive vehicles on grassed areas of neighbouring properties.
- o) The Craft Sales may be organized by a Craft Sale Committee. Only Market members are allowed to participate. When space is limited a member's chance of getting into these sales is directly proportional to the number of markets he/she has attended during the season up to and including the third Saturday in September. In short, the more Markets you participate in, the greater your chance of getting into the Craft Sales.
- p) Vendors selling products by weight must use approved scales bearing the stamp of Canada Weights and Measures.
- q) Verbal or physical abuse to customers or vendors on the site will not be tolerated. Anyone upsetting the harmonious operation of the market will be asked to leave the premises.
- r) Subletting or allowing any other person to use your space is not allowed.
- s) Vendors must not create excessive noise on their site i.e. Generators and idling vehicles during market hours.

The Board of Directors of Le Marché St. Norbert Farmers Market Inc. has instituted a "Three Strikes, You're Out" policy for violations of the Market rules. Vendors will receive written notice when they are found in violation of any rule. The third written notice will be a termination of membership. Warning letters will be kept on file for 28 months.