



Renfrew Farmers' Market

Starting our 47th year of operation

Rules and regulations – revised: March 7, 2018 for **2018 season**

Farmers bringing their products to the people in the form of a gathering place called a “Farmers’ Market” rather than people having to go to each farm.

The Renfrew Farmers’ Market is a **Farm Producer** based market, to permit open air sales of local homegrown and handmade products produced almost exclusively by the vendor. This market stresses freshness and high quality produce and products. We are a Member of the “Farmers’ Markets Ontario” and this market is guided by a Management Committee.

Definitions:

“**Market vendor**”- is the owner of the business (farm, gardener, **home-based** business), who is growing, raising, producing or creating all of their items offered for sale within the **100 km** radius of the Renfrew market.

“**Farm**” means a farm in a rural area with a barn, silo, fields, etc. with a full-time farmer; a hobby farm in a rural area with fields and a farmer on a part-time basis, or a producer who grows only local produce on their own property or a common gardening area.

“**Home-based**”- is a business operated out of (within) the primary residence of the owner(s).

Application:

For each 10 foot stall, **all** returning vendors must **re-apply filling** out a Vendor Application Form and return it to the Committee with their Membership fee by **April 15, 2018**. All items you wish to sell must be listed, not categorized. Additional items must be approved by the committee. **Only members in good standing will be accepted.** (Please print email address & phone number **clearly!!**)

If you require a second 10 foot stall, please indicate, an additional fee will not be charged at this time.

Prospective new vendors, who have never sold at the Renfrew Farmers’ Market, may apply for a one day trial at no cost. Application form must be completed & approved prior to attending their trial day. Cut-off date for accepting applications will be September 15th. of each market year for new and returning vendors.

Vendors must check the appropriate space on application form with regards to pictures of themselves and/or their products appearing on the Renfrew Farmers’ Market web page and/or market advertisements.

Fees:

Renfrew Farmers’ Market has a “Membership Fee” only which entitles each vendor a space to sell their products for one market season. The **Membership Fee for 2018 is \$80.00** (reviewed annually) and is due by **April 15, of each market season**. Payments made after April 15, will be charged **\$20.00**.

***New vendors**, application form may be sent to renfrewmarket@gmail.com. or address on application form.

Please do not send money with your completed application form until approved by market committee. **Please allow the committee a 2 week period to review applications.**

Rules:

The Market Season will be Saturdays only, **9:00 a.m. to 12:00 noon** from the 2nd. Saturday in May until Thanksgiving weekend. The Market will operate at the **Renfrew Fair Grounds**.

Vendors are strongly encouraged to arrive 10 minutes before market in order to setup & not leave the market even if sold out, before 12:00 noon. Late arrivals & early departures disrupt the market as a whole.

Market stalls will be reassigned each year by the market committee & reserve the right to make changes if necessary.

All produce and products must be fresh or new and be of market value. A good rule to follow: (Do not attempt to sell anything you would not want to buy yourself).

All meat vendors must have a freezer to store their frozen products at the market. The temperature of frozen raw meat must be held at minus 18 degrees C. or lower. Owner is responsible for their own power source.

All prepared products such as baking; preserves, etc. must have their products labelled with all ingredients, name & phone number. This is a Federal health rule. It protects you as well as the market & enables to customer to know who to return to, to purchase more if they like your product.

All products must follow local, provincial and federal regulations.

The practice of “**flea market**” type pricing or offering **distress/discount pricing** during or at the end of the market day is not allowed. **No retailing** will be permitted. **Meaning- no selling of products from anyone not a member of the market.**

No vendor can post a sign or say they are “**gluten free**” or “**organic**” unless they present a copy of a certificate that permits them to. Suggestive sample of signs may be-- (‘all products are produced without wheat flour or allergen products’) (baking **is not** done in a gluten free facility) (**No** pesticides, herbicides, or commercial fertilizers)

Each vendor is responsible for the clean-up of his /her stall area at the end of each day as this is not our property.

Vendors' Code of Ethical Practices:

To enable our vendors & customers in creating a positive, enjoyable, safe & secure atmosphere within the market grounds.

- 1. Conduct oneself in a courteous and respectful manner towards the public and all market participants.*
- 2. Refrain from using language or behavior that is offensive, threatening or intimidating to others.*
- 3. Refrain from smoking in and around the stall areas.*
- 4. Refrain from any slanderous or libelous action against the R.F. Market committee members, individual vendors, and the market as a whole.*
- 5. Operate vehicles and equipment in a safe and responsible manner.*

Market Management:

A Management Committee will consist of **three** members: for the **2018** season.

The elected committee consists of- Corrie Horsfield, Jennifer Donohue, Cameron McGregor.

The R.F. Market Committee has the right and responsibility to accept or decline an application based on their best judgement, following the regulations and rules within the Renfrew Farmers’ market. All vendors must be approved by the committee. Criteria used in the approval process would include those listed under rules above.

The committee will make decisions concerning the market and its vendors, settling any disputes, dealing with unruly conduct, and making sure rules of the market are followed.

The Committee will be responsible for collecting all applicable fees and for paying market expenses from these fees. The Committee will look after any advertising, and /or introducing promotional activities. All major decisions will be brought to a General Meeting.

The committee will maintain a **51 %** farm vendor/general vendor ratio.

The Committee will assign market spaces or stalls. The committee will ask assistance from other vendors with any duty related to the market as a whole. Vendor co-operation would be greatly appreciated.

The committee reserves the right to take disciplinary action due to violations of the code or any of the above regulations. Such actions will include verbal and written warnings upon first offense & suspension or expulsion from market participation dependent on the severity of the violation.

I have read and am fully aware of the current Rules and Regulations of the RENFREW FARMERS' MARKET. I hereby agree to comply with these rules and regulations. I understand that I may forfeit my right to sell at the RENFREW FARMERS' MARKET if I am found to be in non-compliance.

To be signed & dated on the application form.

Notes:

(a) Please let us know if you are unable to attend a market day in order to avoid gaps. We would like to keep the market as attractive as possible. Please email renfrewmarket@gmail.com. or call Corrie Horsfield: **613-256-2261**

(b) Health regulations – all food must be **one foot** off the ground.

(c) If a vendor wishes to hold one special day for an organization of their choice, that vendor must get approval from the Management Committee in advance. The vendor must also post a sign at their stall identifying the organization and indicating that it is a fund raising activity. Market rules must be followed.

(d) Egg regulations- Requirements under Regulation 171/10 ---A general prohibition from selling **ungraded eggs**, with an exemption for producers who sell directly to consumers on the farm.

(e)One Community stall- is available free of cost for **1 day per season**. Additional days may be possible depending on availability. An application form needs to be filled out. Rules & regulations must be followed by all volunteers during their presence. Management committee has the right to decide who may be accepted. Please allow the committee a 2 week period to review applications.



Vendor Application Form for 2018

All vendors wishing to participate at the Renfrew Farmers' Market must complete the following information:

Business Name: (if applicable) _____
Owners' Name: _____
Mailing Address: _____

Telephone #: (home) _____ (cell) _____
Email : _____ (print clearly, please)
Website: _____

The address where the product is grown, raised or produced is a farm as defined in ASPHIO Guidelines for Farmers' Markets Found in Rules and Regulations: **Yes** _____ **No** _____

List all products you wish to sell: _____

Comments: _____

---**Anticipated first day** at the market: (please circle one)
 May 12, 19, 26, June 2, 9, 16, 23, 30 July 7, 14, 21, 28 August 4, 11, 18, 25.

---**I need:** 1 _____ 2 _____ (10' x 10') space at the market. (**Please check one**)

---**I agree** to have my picture and/or products appear on the Renfrew Farmers' Market web page, social media pages, or other advertisements for the Renfrew Farmers' Market: **Yes** _____ **No** _____

All returning vendors, please have your application & fee returned by **April 15, 2018**. ****Late Fees of \$20.00** apply after this date.

****New applicants** can send application only for approval to address below or through renfrewmarket@gmail.com. The Membership Committee will contact you upon review of application.

****Prospective new vendors** may apply for a one day trial only. Cut off date for applications is **September 15th** of each market year.

****Fees** – once approved, payments are **non refundable**.

Please return completed form along with your **\$80.00 Membership Fee** (please make cheques out to **Renfrew Farmers' Market**) & return to:

Corrie Horsfield, (Committee Chair)
136 Blackburn road
Renfrew, On. K7V 3Z9

Or phone for arrangements: Corrie Horsfield **613 – 256-2261**

I have read and am fully aware of the current Rules and Regulations of the RENFREW FARMERS' MARKET. I hereby agree to comply with these rules and regulations. I understand that I may forfeit my right to sell at the RENFREW FARMERS' MARKET if I am found to be in non-compliance. I understand that the committee reserves the right to take disciplinary action due to violations of the code or any of the above regulations. Such actions may include verbal and/or written warnings, suspension from market participation and expulsion from the market due to the severity of the violation.

Signature _____ **Date** _____