

# **RULES & REGULATIONS 2024**

## **VISION**

The Mabou Farmers' Market Cooperative is a thriving community space and an essential outlet for local farmers, food producers, crafters, and artists to safely engage with the wider community and sell their products directly to consumers.

## **MISSION**

To provide a safe and supportive venue for our vendors to sell their products directly to consumers.  
To offer a fun, family-friendly environment where the public can support the local economy by purchasing a wide range of locally made products.

**ALL VENDORS PARTICIPATING IN THE MABOU FARMERS' MARKET MUST ADHERE TO THE FOLLOWING RULES AND MARKET BYLAWS:**

### **Location, Hours, and Seasons of Operation:**

Our seasonal market is held on Sundays at the Mabou Arena from the first Sunday in June, through to the Sunday of the long weekend in October.

Our Holiday market is held on a Sunday in late November or early December at Dalbrae Academy.

### **Vendor Categories**

**To ensure all vendors feel heard & engaged as valued members of our vibrant market, membership to the Mabou Farmers' Market is required for all vendors.**

**Full Time Vendor:** Attending the market as a vendor for 15 weeks in the 2023 season, **AND** payment of the annual membership fee, qualifies that vendor to apply to be a Full Time Vendor of the market. Full time vendors have priority for table location, including the ability to request a premium table (See **Fees** below).

**Part Time Vendor** If a vendor attended less than 15 market days in 2023, or they are a new vendor, **AND** they have paid the annual membership fee, that qualifies the vendor as a Part Time Vendor.

- Each year, there are a set number of market spaces available for Part Time Vendors. We receive more applications than we can fit in our venue. To ensure fairness, all Part Time Vendors are placed in a rotation.
- Part Time vendors must inform the market manager of their preferred dates when submitting their application. Selected dates are not guaranteed, and will be used to help plan vendor rotations.
- Responses to weekly attendance requests by Part Time vendors will be given as soon as possible.

### **Application Deadline:**

Vendors must submit a new application to attend the market each year. In order to guarantee a Full Time Vendor a place at the market, their application must be approved in advance of the market season.

**\*\*\* The deadline for submission of applications is May 1st 2024 \*\*\***

Applications received after May 1st 2024 will be added to a waiting list and only accepted on a case-by-case basis.

### **Membership Fees:**

- **Annual membership fees are \$20** and must be paid in advance of the vendors first market.
- Youth vendors are exempt from paying the membership fee.
- Membership is effective from May 1 of the current Market year to April 30 of the following year.
- Payments can be made via e-transfer to [maboufarmersmarket@gmail.com](mailto:maboufarmersmarket@gmail.com) and must be paid prior to the first market of the season.
- If you be unable to pay via e-transfer, please contact the Market Man-

## **Fees:**

- **All table & electrical fees must be paid before market day.**
- Table fees are payable at the rate of **\$35 per week.**
- Payments can be made via e-transfer to [maboufarmersmarket@gmail.com](mailto:maboufarmersmarket@gmail.com)
- If you cannot pay via e-transfer please contact the Market Manager before market day to arrange an alternative.
- There are currently 7 premium vending spaces in the Mabou arena.
- They are located at the corners of the side entrances, at the front of the center aisle, and to the side of the front entrance. They may provide a vendor the opportunity to have 2 tables in an “L” shape, with 18’ of linear table space but more importantly, all premium spaces are in a prominent location with high visibility to customers. The table fee for a premium space is **\$40 per week.**
- Electrical Fees are in addition to table fees each week and are outlined as follows: **Lamps/Lighting: \$1, Cooking Appliances: \$2/appliance, Fridge/Freezer: \$5/market & \$5 to stay on during the week.** This fee must be paid before market day
- Youth vendor fees are \$15 per week. Youth fees apply to students through grade 12.
- Fees are waived for approved charitable organizations and community groups (we reserve the right to limit the number of organizations per week).
- All fees are non-refundable.

## **Setting Up and Taking Down:**

- Vendors are expected to have all merchandise at their table by 10:30am and remain set-up until the end of the market at 2 pm. **Breaking down your display can only begin at 2pm** and must be completed by 3pm when the building is locked. Failure to adhere to this schedule may result in loss of your vendor status.
- A vending space of 8 feet x 10 feet is provided for each vendor. It is the Manager’s decision where each vendor will be placed within the arena.
- Each vendor must allow for a corridor to exit their booth area without passing through their neighbour’s space or impeding their ability to exit.
- Vendors can request multiple spaces in their application but this is subject to approval by the Market Manager.
- All vendors are expected to provide their own table, table covering, and signage.

- All vendors must sweep their space, mop up any spills, and remove any loose debris prior to leaving the market.
- In some cases, tables and other market materials may be left at your vending space with approval from the Market Manager.

### **Missing Market Days:**

- We ask vendors to please give at least 3 days notice by email to the Market Manager when they will miss a market (see Vendor Contact Information).
- Any vendor who books a space with the Market Manager but does not show up at the market must pay the table fee for the space they had booked.
- Any vendor who misses 3 markets without giving adequate notice will be denied a vending space at future markets.

### **Primary vs. Secondary Producers:**

Vendors at the Mabou Farmers' Market are either Primary or Secondary Producers.

**Primary Producer :** A producer that grows, raises, or forages the raw product for sale in its unprocessed or processed form. For example: honey, vegetables, meat, fruit, flowers, plants and trees.

**Secondary Producer :** A producer that purchases raw materials and manufactures them locally into a new product. For example: baking, pickles, preserves, woodworking, jewelry, knitting etc.

- We expect our vendors to grow, make, or finish their products themselves. Please review our "[Secondary Producer Guidelines](#)" before completing your application.
- Craftspeople must transform their materials into unique products. Purchased fabric, for example, must be dyed or created into something new. Woven and knitted goods are to be woven or knitted by the vendor.
- Photographers are to photograph their subjects themselves.
- Gardeners are to grow their products from seed or cuttings – not to purchase plugs and sell the vegetables grown from them.
- Jewellers are to select their materials and then change them into something new – more than stringing a pendant on a chain or leather.

**Defining Local:**

All products must be locally made or produced, by a member of our local community. We loosely define the term 'local' as representing anywhere in Nova Scotia. Ideally though, we prefer products from within a 100 mile (160km) radius of Mabou.

**Direct Selling:**

All products must be grown or produced by the vendor and sold directly to the consumer. Absolutely no resale, second-hand, or flea-market items are permitted.

Vendors may carry the products of other local vendors at their table, only if:

- the product is first approved by the Market Manager,
- the products are local and homemade,
- the products are clearly marked as to who made them,
- the products are not in direct competition with an existing vendor. For example: If a vendor wants to sell their neighbours' honey, they can do so as long as there are no other vendors of honey at the market.

**Seafood Traders:**

- Because seafood producers are often fishing when the market takes place, it is often not a feasible option for them to be at our market.
- Therefore, the market will allow seafood traders or company representatives to sell products that are caught or produced in Nova Scotian waters.

**Alcoholic Beverage Vendors:**

We accept company representatives as the vendors of Alcoholic Beverages that are produced in Nova Scotia. Preference is given to companies that source their ingredients from local producers. Vendors are responsible for any licenses or permits required and must conform to all municipal, provincial, and federal regulations that pertain to the sale of alcoholic beverages.

**Restaurants:**

Farmers' markets are broadly regarded not only as a means for growers to directly market their produce, but also as a small business incubator and marketplace for other cottage industries.

- In this spirit, we require that restaurants (and other businesses with an existing storefront presence):
  - are family-owned and operated;
  - have family members carry out the majority of their labour;
  - source locally where practical;
  - do not prepare food or beverages from pre-packaged mixes or fillings;
- An exception may be requested by distilleries, vintners, breweries and other businesses in which production constraints make this impractical.
- No vendor is allowed to sell water or pop.
- Franchises and chain restaurants will not be accepted.

### **Controversial or Political Issues:**

Tables displaying material on controversial topics or political issues are not accepted at the market. Soliciting for controversial or political issues is prohibited. We want all vendors and customers to experience a relaxed, non-confrontational atmosphere.

### **Food Safety for Vendors of Edible Products:**

- All vendors of food products must familiarize themselves and comply with the following documents from the Nova Scotia Department of Agriculture:
  - Food Safety Guidelines for Public Markets in Nova Scotia
  - Food Safety and the Retailer
  - Food Protection and Enforcement Fact Sheet
- Vendors are responsible for any permits that may be required, and must display such permit(s) so that they are clearly visible at all times during market hours. If your food product requires a permit, you must also supply the market with a copy of your permit.
- Permits can be obtained from the Food Safety Office in Port Hawkesbury. Contact: Charles Young, [charles.young@novascotia.ca](mailto:charles.young@novascotia.ca).
- All food vendors, whether or not you require permits, must comply with requirements detailed in the:
  - [Safe Food for Canadians Regulations](#)
  - [Food Safety and the Retailer](#)

## **Green Policy**

The Mabou Farmers' Market is committed to the goal of ensuring environmentally responsible operations. In order to support that effort, the Board of Directors has set a goal of eliminating the use of plastic serving containers (i.e. hot food dishes, plates, utensils, coffee stirrers, etc.) by the beginning of the 2025 Market Season. The Market encourages vendors to use compostable containers and utensils when serving prepared food to customers. (This will be mandatory for the 2025 Market Season. The Market Manager can provide a list of Canadian owned companies which sell compostable options for dinnerware.) Vendors are encouraged to offer a discount on purchases to customers who bring their own containers to be filled at the Market (particularly for prepared food).

In addition to the new serving policy, vendors who attend the Mabou Farmers' Market are required to:

- Properly sort personal waste into Market provided and labelled receptacles; take their own garbage bags to the dumpsters located behind the Arena at the end of each Market Day
- Vendors are required to take home all boxes, paper and other similar items. Paper recyclables are not to be left in the arena or placed in the dumpsters

## **Fire Safety**

- An evacuation plan is in place for the market. Please familiarize yourself with the posted plan at all exits and collect a copy of the plan before setting up your booth.
- Any vendor using a deep fat fryer must provide a Class K fire extinguisher at their table location.

## **Storm Day Policy**

The Mabou Farmers' Market recognizes the importance of our role in the livelihood of our vendors and our role in the community, but we will always put the safety of our vendors and customers first. In the event of significant weather, The Market Manager will monitor updates from Environment Canada before making a decision on the status of the Market. Cancelling a Market is always a last resort, and the decision is not taken lightly.

The Mabou Farmers' Market recognizes that each vendor has their own considerations based on travel, production, infrastructure and other factors. In the case of a potential significant weather event, we may not be able to make a call in the ideal timeline of a given vendor. In this case, vendors should communicate their concerns to the Market Manager and adjust their individual decision accordingly. In these situations, the Market Manager and Board of Directors will make a call on whether vendors will be responsible for their table fees.

We always keep an eye on the weather and will communicate updates via email in the days/hours leading up to a potential weather event. It is important that you check your email often. In the unlikely event that the Market is cancelled, we will advise via email first, followed by social media and will also notify local radio stations. If the Market closes for this reason, vendors will not be responsible for their table fees.

## **Code of Conduct**

- We strive to create a safe and family-friendly environment for our community. Harassment of any kind will not be tolerated at the market.
- Any criminal offences will be immediately reported to the police, the offending person(s) will be permanently removed from the market and their membership revoked.

## **Discretion of the Board of Directors:**

- The Mabou Farmers' Market reserves the right to approve the vendors participating in the market. Priority is given to agricultural and food-producing vendors over craft vendors with the goal of achieving a 60/40 split.
- The Board of Directors reserves the right to limit the number of similar items to ensure that the market maintains a diverse range of products.
- In all cases, the Board of Directors will determine, at its own discretion, what products may and may not be sold at the market.



**Vendor Contact Information:**

It is the sole responsibility of the vendor to maintain up-to-date contact information with the Mabou Farmers' Market.

**Annual General Meeting (AGM):**

Our AGM is usually held on the first Sunday in April from 1-3pm at the Mabou Fire Hall. The snow date is the second Sunday of April. Everyone is welcome!

The AGM of the Mabou Farmers' Market shall be held annually for the purpose of:

- Reviewing and accepting the minutes of the previous AGM;
- Receiving a financial report from the Treasurer;
- Receiving Final Reports from all standing committees (other than the Board of Directors);
- Electing new members and officers of the Board of Directors for the next year;
- Discussing new business as it arises.

Please contact the Market Manager by email at:

[MabouFarmersMarket@gmail.com](mailto:MabouFarmersMarket@gmail.com)

Refer to the website or Facebook page for news and updates at:

[www.maboufarmersmarket.ca](http://www.maboufarmersmarket.ca)

[www.facebook.com/maboufarmersmarket](https://www.facebook.com/maboufarmersmarket)

[www.instagram.com/maboufarmersmarket\\_/?hl=en](https://www.instagram.com/maboufarmersmarket_/?hl=en)