



## Mabou Farmers' Market Cooperative Ltd.

### 2025 Rules & Regulations

---

#### **1. 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.

#### **2. 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.

#### **3. LOCATIONS, HOURS AND SEASONS OF OPERATION**

Our seasonal Market is held on Sundays at the Mabou Athletic Centre 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.

### **ALL VENDORS PARTICIPATING IN THE MABOU FARMERS' MARKET MUST ADHERE TO THE FOLLOWING RULES & REGULATIONS**

#### **4. VENDOR CATEGORIES**

To ensure all vendors feel heard and engaged as valued members of our vibrant Market, membership to the Mabou Farmers' Market is required for all vendors (youth vendors are exempt).

**Full-Time Vendor:** Attending the Market as a vendor for 15 weeks in the 2024 season, **AND** payment of the annual membership fee, qualifies that vendor to apply to be a Full-Time vendor for the 2025 season\*. Full time vendors have priority for table location, including the ability to request a premium table (see fees below).

**\*At this time, the Mabou Farmers' Market does not have the capacity to add additional full-time craft vendors to our membership. Crafter vendors will remain part-time, with no guarantee of full-time status to ensure an adequate number of part-time spots are available at the Market.**

\*It is the right of the Board of Directors to cap the number of Full-Time vendors, of specific offerings, to ensure the Market maintains a variety of products.

**Part-Time Vendor:** If a vendor attended less than 15 markets in 2024, or they are a new vendor, **AND** they have paid the annual membership fee, that qualifies them as a Part-Time vendor.

Each year there are a limited number of spaces available to Part-Time vendors. We receive more applications than we can fit into our venue on a weekly basis. 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 assist with planning vendor rotation.
- Responses to weekly attendance requests by Part-Time vendors will be given during the week prior to a Market date.

## **5. APPLICATION DEADLINE**

All 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**

**SUNDAY, APRIL 27th\*\***

Applications received after April 27th 2025 will be added to a waiting list and only accepted on a case-by-case basis.

## **6. MEMBERSHIP FEES**

- **Annual membership fees are \$20** and must be paid in advance of the vendors first market date.
- Payments can be made via e-transfer to **maboufarmersmarket@gmail.com**.
- If you are unable to pay via e-transfer, contact the Market Manager to arrange an alternative payment method.
- 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.

## **7. VENDOR FEES**

- **All table and electrical fees must be paid prior to Market day.**
- Table fees are payable at the rate of **\$35 per week (+HST)**.
- Payments can be made via e-transfer to **maboufarmersmarket@gmail.com**.
- If you are unable to pay via e-transfer, contact the Market Manager to arrange an alternative payment method.
- There are currently seven (7) premium vending spaces in the Mabou Athletic Centre. They are located at the corners of the side entrances, at the two front corners 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 vending space is **\$40 per week (+HST)**.
- **Electrical Fees** are in addition to table fees each week and are as follows, and must be paid before Market day:
  - Lamps/Lighting: **\$1/week (+HST)**
  - Cooking Appliances: **\$2/appliance (+HST)**
  - Fridge/Freezer on Market Day: **\$5/appliance (+HST)**
  - Fridge/Freezer plugged in Monday – Saturday: **\$5/appliance (+HST)**
- **Youth vendor fees are \$15 per week (+HST)**. Youth fees apply to students through grade 12.
- **All fees are non-refundable, once paid.**
- Fees are waived for approved charitable organizations and community groups. We reserve the right to limit the number of organizations per week.

## **8. SETTING-UP AND TEARING DOWN**

All vendors are expected to have all merchandise at their table by 10:30am and remain set-up until the end of the Market at 2pm. **Tearing 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 eight (8) feet by ten (10) feet is provided for each vendor, with one (1) foot of space between each vending space. This space must remain free at all times. Each vendor must allow for a corridor to exit their booth area without passing through the neighbouring space or impeding their ability to exit.

It is the Manager’s decision where each vendor will be placed within the arena.

Vendors may request no more than two (2) vending spaces in their application, but this is subject to availability and approval by the Market Manager.

All vendors are expected to provide their own table, table covering and signage. Chairs are provided by the Market.

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

## **9. MISSING MARKET DAYS**

Vendors must notify the Market Manager as early as possible if they are unable to attend any scheduled Market, but no later than 4pm on the Wednesday prior to Market day. If adequate notice is not given, then the Vendor is required to pay for the missed week. Until payment is received for a missed week, the Vendor will not be eligible for a table\*. This applies to all vendors.

Any vendor who misses 2 Markets without adequate notice will be denied a vending space at future Markets\*.

*\* Any exceptions made in situations of emergencies, are at the discretion of the Market Manager and/or Board of Directors*

## **10. MARKET MONEY**

Market Money is an alternative currency available for customers to purchase at our Market table. Market Money is available as a service for customers since there is no ATM available on site. All participating vendors **must** accept Market Money as a form of payment.

## **11. PRIMARY VS. SECONDARY PRODUCERS**

Vendors at the Mabou Farmers' Market are either Primary or Secondary Producers. Secondary producers may be Secondary Agricultural producers.

**Primary Producer:** A producer that grows, raises or forages the raw product for sale in its unprocessed form. Examples include, but are not limited to: honey, vegetables, milk, vegetables, meat, fruit, flowers, plants and trees, etc.

- Farmers/Growers are to grow their products from seed or cuttings – not to purchase plugs and sell vegetables grown from them.

**Secondary Agricultural producers:** A producer who grows, forages, raises, farms major components of their manufactured products. Examples include, but are not limited to: goat farmers who manufacture goat milk soap, fruit farmers who make jam, a beekeeper who uses their honey or beeswax to manufacture personal care items, etc. The Mabou Farmers' Market prioritizes secondary agricultural producers over other secondary producers.

**Secondary Producer:** A producer that purchases elements of their raw materials and manufactures them locally into a new product. Examples include, but are not limited to: 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 transformed into something new.
- Woven and knitted goods are to be woven or knitted by the vendor.
- Photographers are to photograph their subjects themselves.
- Jewelers are to select their materials and then changes them into something new – more than stringing a pendant/beads onto a chain or leather.

## **12. 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 within a 100-160 km (100 miles) radius of Mabou.

## **13. 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(s) are approved by the Market Manager.
- The product is filling a gap or need at the Market.
- The product(s) are local and homemade.
- There is signage that clearly states where the product comes from and who produced it.
- The product(s) 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 selling honey at the Market.

## **14. 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.

## **15. 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.

## **16. 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. The Mabou Farmers' Market recognizes its role to bring together local businesses in a way that provides easy access for the community to shop from and support them. In this spirit, we require that restaurants (and other businesses with an existing storefront presence in the immediate community):

- Are locally owned and operated small businesses
- Source locally where practical
- Do not prepare food or beverages from pre-packaged mixes or fillings
- They may only bring goods that are not in direct competition with existing vendors and that add value/variety to the market

All vendor approvals are at the discretion of the Market Manager. 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.

## **17. 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.

## **18. 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](#)
- [Fact Sheets for Food Safety at Public Markets](#)

Vendors are responsible for any permits that may be required and must display such permit(s) so that they are always clearly visible during Market hours. If your food product requires a permit, you

must also supply the Market with a copy of your permit. You can find the Food Permit application online [here](#).

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 they require permits, must comply with requirements detailed in:

- [Safe Food for Canadians Regulations](#)

## **19. 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 requires vendors to use compostable containers and utensils when serving prepared food to customers.

This is mandatory for the 2025 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 this 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 Zamboni bay 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 Zamboni bay.

## **20. FIRE SAFETY**

An evacuation plan is in place for the Market. Please familiarize yourself with the posted plan at all exits, or in the copy emailed by the Market Manager.

## **21. 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 even 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.

## **22. 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.

If any participating Market vendor does not comply with the Rules & Regulations as laid out in this document, or vendor code of conduct, they are subject to the following procedure:

- First Offence – a verbal warning from the Market Manager
- Second Offence – a written warning from the Market Manager and Board of Directors
- Third Offence – exclusion from the Mabou Farmers' Market
- In cases of severe violations, the Board of Directors reserves the right to meet and immediately expel a vendor.

## **23. 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.

## **24. COMMUNICATION AND VENDOR CONTACT INFORMATION**

The primary form of communication is email. This is the most effective way for the Market to relay important information to vendors. As such, vendors are expected and responsible for checking their email. It is up to all vendors to read and comply with request or concerns in these emails.



It is the sole responsibility of the vendor to maintain up-to-date contact information with the Mabou Farmers' Market. All changes of email, phone number or address must be communicated to the Market Manager via email.

## **25. 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

The Market Manager can be contacted by email with any inquiries at:

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

Refer to the website or social media pages for news and updates at:

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

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

Instagram: @maboufarmersmarket\_