

CAMROSE AND DISTRICT FARMERS' MARKET ASSOCIATION (CDFMA)

VENDOR INFORMATION

The vendors at the Camrose and District Farmers' Market (hereinafter referred to as the "Market") continue in the long-standing tradition of "meet the maker, baker, grower or builder" through one-on-one contacts with the customer. Our Market provides a venue where our approved vendors may pursue their livelihood through direct marketing opportunities with the customer.

Our Mission at the CDFMA is to:

- Provide opportunities for the incubation of new or emerging businesses;
- Promote, encourage and develop a successful and sustainable local food market;
- Promote and encourage local craft businesses; and
- Ensure vendors comply with Alberta Agriculture and Rural Development Farmers' Market guidelines. Promote safe food handling practices as required by Alberta Health Services and labelling requirements for appropriate products by the Canadian Food Inspection Agency.

Getting Started:

The first step to becoming an approved vendor at our Saturday Market is to complete the application form in full and submit the required membership fee. Please be specific about the products you wish to sell, as we are required to maintain an 80% (or more) to 20% ratio of make it, bake it, grow it products to commercially made products to retain our Approved Farmers' Market status.

Our vendor application form is available from the Market Manager on Saturdays or downloaded from our website by visiting www.camrosefarmersmarket.ca. Upon receipt of your completed application it will be reviewed and you will be contacted within 10 business days following submission.

Insurance:

Liability issues resulting in lawsuits are becoming more common in Canada. The CDFMA encourages vendors to protect themselves and carry their own liability insurance policies. Vendors who are members of the Alberta Farmers' Market Association (AFMA) may obtain insurance at a reduced rate through The Co-Operators. To become a member of the AFMA call 780-644-5377 or download an application from their website at www.albertamarkets.com.

Markets Hours of Operation:

The Market is open from 9:00am to 1:00pm most Saturdays as laid out in the market calendar.

Membership in the Camrose and District Farmers' Market Association (CDFMA):

All vendors are required to be members of the CDFMA (amended Bylaws filed Nov 12, 2015) and submit their annual membership fee (\$20.00) with their application.

A member is considered in good standing if they have attended eight market days during the calendar year, attended at least one general meeting and the Annual Meeting during the year, have paid all associated fees and are not under suspension or expelled from the market.

Membership entitles you to speak or vote at a general, special or annual meeting, make motions and if qualified an opportunity to be nominated and serve on the CDFMA Board. A member may attend any Board meeting as an observer by providing prior notice to the Secretary in advance.

By attending ten (10) market days prior to October 31 in a calendar year you are eligible for discounted table fees in November and December.

Market Operations:

All weekly bookings are managed by the Market Manager. Cancellation of table bookings must be made by contacting the Market Manager on or before **Thursday evening and no later than 9PM.**

Cancellation after this time and no-shows **will result in a penalty being assessed in the amount of the table rent for that Saturday and you will not be able to return to the Market until that penalty is paid.** Exceptions for good and sufficient cause may be considered by the Market Manager or the CDFMA Board when required.

Market Rules:

Vendor set up:

- Vendors may not enter the Mall before 7:30am.
- Upon arrival, locate your table. Our Market supplies our vendors with eight (8) foot tables or a stall area of similar dimensions. Table or stall location and assignment are the sole responsibility of the Market Manager.
- Vendors may request to be assigned the same location however market needs have precedence. Disputes will be referred to the CDFMA Board for discussion and review. The Board has the final say in the settlement of any dispute.
- Table or stall set up time is between 7:30am to 9:00am, all vendors must have their table(s) or stall set up no later than 9:00am. Tables or stalls left vacant after 9:00am, unless prior arrangements have been made with the Market Manager, may be reassigned to another vendor.
- **No sales may occur before 8:30am** (no exceptions). A table is considered to be set up when your tablecloth is in place.
- No sales may be made at the door or outside the Mall as these areas are considered to be outside the Farmers' Market and are subject to city bylaws. **Vendors not in compliance will be given a written warning for a first occurrence.** A vendor who commits a second violation will be assessed a fine and any subsequent violation will result in a fine and suspension (at a time determined by the CDFMA Board).

- Once you have unloaded your vehicle, immediately park your vehicle in the parking lot to the west or north side of the Mall before beginning set up. Parking stalls immediately outside the entrances to the Mall are for the convenience of the customers of Duggan Mall and the Farmers' Market.

Market Day:

- Tables will be suitably draped with an approved tablecloth which may be purchased independently by the vendor and tailored to the specifications set out by the CDFMA, or they may rent or purchase one from the CDFMA for 2016. Size specifications are as follows: top 96" x 32", front drape 96" x 24" and two side drapes each of 36" x 24". This provides an overlap on each side at the back of the table top.
- Where vendors have products that may soil or stain the tablecloth, a clear plastic or other suitable covering may be used to cover the tablecloth.
- The CDFMA requires vendors keep their table or stall tidy and clear of impediments to foot traffic. The cleanliness and attractiveness of the table or stall and surrounding space is the sole responsibility of the individual vendor during market hours.
- Vendors are required to keep all signage, equipment, products and trash containers within the confines of their assigned table or stall at all times. Nothing is allowed to encroach into common areas, aisle space, fire lanes or neighbouring spaces.
- Stalls will not be extended beyond your assigned eight (8) feet of table space. Displays must be kept within 1.5 feet (about the depth of a chair) of the back of their tables.

Take down and clean up:

- Vendors are required to stay until the Market closes at 1:00pm. Vendors may however begin to pack up their products at 12:50pm provided they leave products on their tables until 1:00pm. Exceptions may be considered if the vendor has advised the Market Manager **in advance following set up in the morning** that they need to leave earlier than Market close. If a vendor has sold out they may leave provided they have advised the Market Manager in advance. Vendors who leave early without prior permission are subject to a fine of \$5.00 and the fine paid before they can return to the Market. A second occurrence will result in a fine and suspension (to be served at the Board's discretion).
- Vendors must vacate the Mall no later than 2:00pm. Stall areas are to be left as they found it -- empty, all material swept up and/or removed and disposed of.

Market Principles:

The Camrose and District Farmers' Market Association (CDFMA) strives to provide a positive and enjoyable Market experience for customers and vendors. Bullying, rude, abrasive, offensive, abusive or other disruptive behavior that is considered materially detrimental or seriously prejudicial to the Market will not be tolerated by the CDFMA. Any such occurrences will be dealt with quickly and the offender may be expelled from the Market for a first offense.

Vendor Conduct

- The Market Manager is contracted to ensure vendors are following the rules, not other vendors. The Market Manager will bring their concerns about vendors not following the rules to the Board for action.
- Vendors are expected to conduct themselves in a courteous, professional and business-like manner with our customers, market manager and other vendors.
- Vendors shall be honest and forthright when interacting with customers, our market manager and other vendors. Vendors shall not use language or do any act to intimidate a customer into purchasing a product being sold.
- Vendors shall not interfere with or cause detriment to another vendor. Vendors shall not approach a customer for the purpose of making a sale, while said customer is engaged with another vendor.
- Vendors shall not place signs on their table or use any language advertising donations to any charity.
- Sampling of food products is permitted provided appropriate food safety rules are followed. Fruit wine or mead, manufactured at cottage wineries may be sold, however they may not be offered as samples or consumed at the Market.
- Pets are not permitted at the Market.
- Suggestions, questions or concerns about the Market are to be brought to the attention of the CDFMA Board, in writing and signed.

Compliance

- Vendors are expected to comply with the policies, rules and regulations established by the CDFMA and government to assist in the well governance and operation of the Market.
- Failure to follow the rules may result in a reprimand, a fine, suspension or expulsion from the Market depending on the severity of the infraction.
- Suspensions will be served at a time determined by the Board; all fines must be paid before a vendor will be allowed to return to the Market.
- A vendor suspended or expelled from the Market shall appear before the CDFMA Board before being allowed to return to the Market.

Emergencies

In the unlikely event of a major emergency on site, vendors must be prepared to cooperate with emergency responders (police, fire, or emergency services) and/or Mall security to ensure they have access for personnel and equipment.