

# Peace River Farmers' Market

[www.peaceriverfarmersmarket.com](http://www.peaceriverfarmersmarket.com)

Sponsored by the Peace River Agricultural Society

## Rules & Regulations (Revised 2022)

### Mission Statement:

It is the mission of the Peace River Farmers Market to provide a safe and affordable venue for local crafts people and producers to present their wares for the general public to access.

### Vision Statement:

The Peace River Farmers Market sees the need for local producers to have access to the general public as customers and wishes to assist with putting these two communities together in such a way as to be conducive to helping all interested parties see the fulfillment of their needs.

### Goals & Objectives:

1. To assist in ensuring the safety of the general public in whatever way we can (food safety being of paramount concern).
2. To provide a safe venue for customers and vendors to meet and trade.
3. To provide an affordable venue for all concerned.
4. To be fair and equitable to customers and vendors.
5. To provide a continuing community event.

### Note:

These rules & regulations cannot predict everything, the spirit of them is to provide a safe & pleasant environment for customers and vendors to meet and exchange goods. Anything which contravenes the spirit will be addressed immediately by the market manager.

AHS - Alberta Health Services

AFMA – Alberta Farmers' Market Association

AAF - Alberta Approved Farmers' Market Program

PRFM – Peace River Farmers' Market

PRAS – Peace River Agricultural Society

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1. All vendors (& their stall space) shall be kept neat and clean in appearance. All vendors will conduct themselves in a professional manner at all times.
  - a. Any complaints received concerning unprofessional conduct (including the use of profane language, smoking, cleanliness of the vendor or of the products, etc...) may be considered grounds for dismissal from the market.
  - b. No warnings are required for immediate dismissal nor will refunds be given should insubordination, the consumption of alcohol/drugs or fighting during the market occur.
  
2. Market fees will be set up and advertised at the beginning of each year.
  - a. Any NSF cheque will be charged applicable bank fees plus a \$25 fee.
  - b. All stall space fees will be collected prior to market starting. Vendors should be paying their fee prior to them setting up their product in order to assist with collecting fees.
  - c. Each vendor in attendance pays the market to be at the market even if sharing space with another vendor.
  - d. Anyone paying for more than one market at once must make arrangements with the market manager (for example yearly fee payment).
  - e. Anyone who commits to pay for a space and then does not attend (no show) will be denied any future access until all fees are caught up.
  - f. Year tax receipts for stall space fees are issued only upon individual vendor requests.
  
3. Refunds will only be issued for good cause if the vendor is unable to attend.
  - a. This is at the discretion of the current market manager & the PRAS Board.
  - b. The vendor can appeal at a scheduled meeting should they feel the need.

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4. Market venue, dates & hours will be decided upon at the beginning of the year and remain consistent throughout the year.
  - a. Market venue, dates & hours must be provided to AFMA, AAF and AHS (per regulations) for approval of market & permits for the year.
  - b. If there is a request or need to change the venue, dates or hours it will be decided upon during a meeting of all vendors.
  - c. Any requested changes need to be forwarded to the appropriate authorities immediately (AAF and AHS) for approval before change occurs.
  - d. All vendors will be supplied with the market date fliers for advertising purposes. Please hand them out at the market to your customers, at your work place & to your friends.
  - e. If the venue cancels on a scheduled market date the market may need to cancel if not enough notice for AAF & AHS to approve a new venue relocation.
  - f. The market will be cancelled if the venue breaches any AHS rules, such as no water in the washrooms.
  - g. The market can be cancelled if the manager deems the weather conditions too poorly.
  
5. Vendors must sign a new PRFM member registration form each year.
  - a. A copy of the current rules and regulations will be supplied to all registered vendors of the market.
  - b. A copy of the current rules and regulations is to be available at all markets for any one to access should any questions or concerns arise.
  - c. All vendors will indicate that they have read and understand the current rules & regulations by signing the PRFM vendor application form.

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- d. Any paperwork (PRFM application form, PRAS membership form, AHS vendor food safety checklist, etc.) that the vendor is responsible to fill out is to be completed & handed in to the manager prior to the end of the market.
  - e. On the PRFM vendor application form vendors are to list all product they have received approval for (from manager & AHS if food) & are going to sell. If a vendor wishes to change or add a new product they must get manager approval first (also from AHS if food product) prior to a market.
6. Booking a vendor space (table) should be done at least one week in advance through the manager. The manager has the right to refuse any vendor if they deem it necessary to maintain the diversity of product, the integrity of the market & operate under the 80/20 rule.
- a. The market manager will allocate the vendor space accordingly to showcase their products. Vendors are responsible to notify the manager prior to the market their requests (wall location, power needed).
  - b. Tables & chairs may be provided and, if so, must be returned in good condition.
  - c. Anyone wanting to utilize more than the space provided must consult with the market manager prior to the market (this includes, but is not limited to, racks, shelves, card tables, freezers for example).
  - d. A fee for the additional space will be charged according to the fee schedule as agreed upon at the annual general meeting.
  - e. A fee for usage of power will be charged according to the fee schedule as agreed upon at the annual general meeting.
  - f. Wall displays must not use anything that will permanently damage or mark the walls.

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- g. Walk ins (who have not booked a space) will only be allowed a table if there is room to accommodate them and will be charged a fee according to the fee schedule as agreed upon at the annual general meeting.
  - h. At each market you can pre-book a space for the next scheduled market. If you have missed a market it is your responsibility to book for space at a future market you are wishing to attend. This also applies to yearly rate vendors.
  - i. Cancellation of a space should be at least 2 days in advance of the market date. This also applies to yearly rate vendors.
  - j. If there is inadequate notice of cancellation then the full table fee may be charged at manager discretion.
  - k. For yearly rate vendors not providing adequate notice a penalty will be applied as per the fee schedule agreed upon at the annual general meeting.
  - l. Any refunds will be at the discretion of the Market Manager.
  - m. Any appeals will be heard at a regular scheduled meeting of the market.
7. Market set up (prior to, during & afterwards) & volunteering
- a. Market set up (tables, chairs, flag, banners, guest table, coffee corner) begins up to an hour & half before the official market start time for volunteers only. Vendors are not permitted to unload nor set up their product during market set up.
  - b. Any vendor that does not assist with market set up may be denied access in the future. This also includes hanging posters, putting out wooden signs, etc.
  - c. The market may charge a fee if there is no assistance with set up and/or tear down. Or volunteers may receive a discount off table fees.

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- d. Vendor set up (table cloth & product) begins one hour before the official market start time. Locate your designated table by referring to the floor plan found at the entrance doorway.
  - e. Any vendor who booked a space and who is not in attendance 30 minutes before the market starts without notifying the manager they are running late may find their space given to another vendor. No refunds.
  - f. All vendors must be set up and ready to operate at least 10 minutes before the opening of the market. This includes food labels on the product.
  - g. All vendors are to immediately park their vehicles away from the customer parking stalls after unloading at the entrance. This is to be courteous of all other vendors needing to unload & allows customers access to the limited parking.
  - h. Vendors not moving their vehicle may be denied access to the market in the future.
8. Every vendor will abide by all farmers' market, federal or provincial regulations or the Alberta approved farmers' market status can be provoked & market closed.
- a. It is the vendor's responsibility to educate themselves about any regulations that apply to their products or how they are sold (for instance safe sampling, proper labelling, safe storage temperatures).
  - b. Vendors shall inform the market manager about all regulations that apply to them.
  - c. Prior to selling food vendors must obtain manager & AHS approval for that food & complete the Farmer's Market home study course or other Food Safety course.
  - d. Food vendors certification (name and contact info) must be displayed on their table.

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- e. The manager can deny a vendor a table if he/she deems it necessary due to any contravention of regulations (for instance for non-commercial kitchen food vendors without an AHS permit may take customer orders for their product but it is to be delivered at the farmers' market. Food is NOT to be sold online, through deliveries nor at venues not sponsored by an Alberta Approved Farmers' Market.)
9. Vendors are to remain in attendance at the market until after closing and assist with clean up.
- a. Tear down at the end of the market is obligatory; any vendor departing without assisting may be denied access to the market in the future. (ask for assistance if need)
  - b. Vendors are encouraged to have their own insurance. The market insurance does NOT cover any injury to the public caused by vendors or their product.
  - c. No selling outside of the market times (especially before) to fellow vendors nor to customers. (This is per AHS regulations and can be used to shut the market down!)
  - b. Vendors are not to pack up product until the official end time of the market.
  - c. All empty boxes are to be taken with the vendor not left at the venue.
  - d. If sold out of product before the end of market you can approach the market manager to ask for early departure. It is his/her discretion if allowed.
  - e. If you have special circumstances to depart early you must communicate them with the manager for approval to leave early.
  - f. If a vendor departs early without proper notice disciplinary action may be taken by the market such as denial of entry into future markets.
  - g. Any conflicts with other vendors are to be brought to the market manager immediately who will deal with it at their discretion.

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- h. Any appeals will be heard at a general market meeting.
10. All tables must have a table cover, provided by the vendor, approved by market manager.
- a. It is recommended to use vinyl material for cleanliness and ease of clean up.
  - b. Any table cover that is not clean or presentable may be taken from the vendor (and returned at the end of the market).
  - c. Vendors are to ensure that no potential accidents (tripping) are caused by their table cloth dragging on the floor prior to setting up their product. (Also ensure that racks, product, signage are not a problem).
11. Clean bags for customers may be supplied by the vendor.
- a. Vendors are NOT allowed to provide garbage bags to customers (there are chemicals in/on the plastic of the garbage bags that could be harmful. As per AHS).
12. No second hand or used articles or antiques may be sold at the market (as per AAF).
13. There is no smoking allowed at vendors tables.
- a. Smoking will only be allowed in designated areas per local bylaws.  
(Alberta Statutes state 5m from any doorway)
14. Raffle tickets may be sold for non-profit organizations; however, market manager approval is required prior to the market.
- a. A separate table must be booked with the organizations name clearly displayed.

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15. All boxes, coolers and totes must be stored under or behind tables.
  
16. All outdoor vendors must use weights on their tents.
  
17. The market shall hold no less than two market meetings per year.
  - a. Meeting attendance is strongly encouraged by all 80/20 rule vendors.
  - b. All those who are current vendors at the market will be allowed to vote on market policy.
    - i. "Current vendor" is defined as a registered 80% rule vendor (as filed with the market manager) for the current calendar year who attends at least 1/3 markets.
    - ii. All the current vendor's fee's must be up to date or the vendor will not be allowed to vote.
    - iii. Vendors falling into the 20% rule will not be allowed to vote.
  
18. These regulations shall be reviewed and update every 3 years.
  
19. During markets all rulings of the current market manager are final.
  - a. The current market manager (or the designate) may deny access to any vendor applicant at their discretion.

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Note: A healthy "mix" for the market is the aim; sometimes it may be necessary to deny access to a potential vendor in order to keep the "shape" of the market "appropriate".

- b. The current market manager (or the designate) can suspend a vendor from a market if they are in breach of any of the Rules & Regulations
- c. Anyone wanting to appeal a market manager decision will be given an opportunity at a scheduled market meeting.

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