



## **NIVERVILLE FARMERS MARKET RULES & REGULATIONS**

2018 Market hours:  
Every Friday starting June 15th-October 15th, 2018 from 3:00pm-7:00pm  
Located at the Niverville Heritage Centre  
(No market on September 14th-Event- This may change)

Niverville Farmers Market is a “make it, bake it, grow it” market. All vendors may be subject to an inspection in order to participate at the market. This inspection confirms that the vendor and/or the vendors’ family is making, baking and/or growing the products they sell.

**The Market is overseen by the Niverville Heritage Centre.**

**Niverville Heritage Centre  
Unit 100**

The Market Managers are Noella and Jessica. The Market Managers are responsible for applications, invoicing, enforcing rules and regulations as well as day-of set up. Vendors can contact the market managers at [farmersmarket@heritagecentre.ca](mailto:farmersmarket@heritagecentre.ca). Please keep in mind that your emails may be answered up to three business days.

Only registered vendors of the Niverville Farmers Market are allowed to sell at the Farmers’ Market.

### **TO BECOME A VENDOR OF THE NIVERVILLE FARMERS MARKET YOU MUST:**

- Fill out the online application form and receive approval from the Market Manager.
- Agree to abide by the Rules, Regulations and By-laws of Niverville and the Niverville Farmers Market. By submitting an application, you are agreeing to the rules, regulations and by-laws of Niverville. The by-laws of Niverville can be found here: <http://whereyoubelong.ca/town-council/by-laws>.
- If you’re applying for a year long spot at the Farmers Market, 50% of the full amount is due by May 1st, 2018. This deposit is non refundable and reserves a specific booth space for the vendor for one market year. Reservations must be renewed annually prior to May 1st of each season. Reserved vendors from the previous year are given first priority. Vendors who fail to renew risk losing their permanent vendor status.
- Vendors who reserve a year booth, but utilize it for less than 60% of the outdoor market season, risk losing their reserved vendor status.

- All booths are 10x10 unless special permission is given.
- \*Most “make it” and “bake it” inspections are done at the market site on a market day.
- All market fees can be paid by cheque, Interac E-Transfer or with credit card over the phone. NSF cheques are subject to a processing fee of \$40.00.
- Washroom facilities are available at the Heritage Centre facility located on site. Please help to keep these washrooms clean and serviceable.

**MARKET RULES:**

- a) Selling on the Market site is permitted only on Market days by approved vendors of the market. Persons conducting business on the Market site who are not approved by the Market, or conducting business on the Market sit at other times, will be considered trespassers.
- b) Vendors must be set up and ready to sell prior to: Market Day Friday at 2:45pm
- c) Reserved vendors must cancel booths by 5:00 pm on the Saturday prior to the market. Failure to cancel will incur regular market fees for the vendor.
- d) At outdoor markets, for safety reasons, vendors may not move their vehicles on the Market site during the hours of: Fridays, 2:30PM to 7:15 PM. Any time a vehicle is moved on site, it is recommended that a driver have a person assist with backing up.
- e) Vendors must provide their own tables, chairs, display equipment, etc. and must remove same at end of the market day. Market equipment may not be left on site outside of market hours.
- f) Vendors selling food must either have their own permits, or abide by the Province of Manitoba: Guidelines for the Operation of a Temporary Food Market”. Vendors selling food of any kind must have at least one person at their booth with a Food Handler’s Certificate. Vendors must use new packaging material for all processed food products. In order to protect themselves and their customers, vendors of all processed food products must label their products. Labels must indicate all of the ingredients in the product, beginning with the largest ingredient by weight. Labels must also show the name, address and phone number of the vendor, such that, if needed, the vendor can be contacted by health authorities.
- g) No commercial drinks are allowed for sale at the market, except bottled water.
- h) Vendors must have all applicable permits for their products.
- i) Any reserved vendor who does not utilize their reserved market booth for one season may find their reservation up for review.
- j) Vendors are not allowed to smoke at their stalls or on the market site. Food vendors must wash their hands after smoking and washroom breaks.
- k) Vendors must not keep pets on the Market site.
- l) Vendors may sell their goods at any price they choose. Prices must be clearly displayed on, or nearby, the goods for sale. Vendors’ names must be clearly displayed.

- m) Vendors are responsible for garbage pick-up in their stall area.
- Vendors selling food meant for immediate consumption must provide adequate garbage receptacles at their booths.
  - Garbage bins on site are for public use only
  - Recycle bins are available on site. All recycle materials must be broken down to fit in the bins. No garbage is allowed in the recycle bins.
  - Vendors may not leave garbage in their booth sites, on the ground grounds, or in the garbage bins of neighbouring organizations.
  - Vendors found leaving garbage on site, or disregarding other rules around garbage management will be subject to a clean up fee.
- n) Vendors must not drive vehicles on grassed areas of neighbouring properties.
- o) Vendors selling products by weight must use approved scales bearing the stamp of Canada Weights and Measures.
- p) Giving away, subletting or loaning your booth is not allowed.
- q) Vendors must not create excessive noise on their site ie. generators and idling vehicles during market hours.
- r) Vendors are not allowed to extend their booth beyond their booth size
- s) For safety reasons, all electrical cords must be water proof, labelled with the vendor name, and care must be taken that they are not submerged in rain puddles, etc.
- t) In accordance with Manitoba laws this market does not tolerate aggressive behaviour, verbal abuse, or harassment towards board members, staff, fellow vendors, customers, visitors, or volunteers. Inappropriate action may result in refusal of service, being asked to leave, or contacting the local authorities. The Managers hold the right to ask anyone upsetting the harmonious operation of the market to leave the premises.
- u) The Market Managers have instituted a "Three Strikes, You're Out" policy for violations of the Market rules. Vendors will receive written notice when they are found in violation of any rule. The third written notice will be a termination of membership. Warning letters will be kept on file for 24 months. Any vendor whose membership is revoked may not apply to return as a vendor until five years after the date of revocation.

**BUSINESS/VENDOR NAME:**

**PRIMARY CONTACT NAME:**

**I AGREE WITH THE TERMS AND CONDITIONS LAID OUT IN THIS DOCUMENT**

**YES**

**NO**