



Bridgewater Farmers' Market Association

BFMA PP rev. 2024-02

Market Policies & Procedures

The purpose of these policies and procedures is to foster a positive environment for vendors, customers, and other members of the community at our market.

1. Market selling times are Saturdays from 9 am until 12pm. The 2024 season starts on Saturday, May 11, and continues to Saturday, December 21.
2. Vendors need to arrive at their assigned space in plenty of time to have their display set up and be ready for business no later than 9 am.
3. Vendors are not allowed to breakdown their stall before the end of the market. If they are sold out, they can put up a SOLD OUT sign and leave their booth.
4. **Tent weights are mandatory.** Simply tying tents to vehicles is not sufficient. A limited number of tent weights can be borrowed from the Market.
5. Membership dues for vendors who are accepted as members are \$25 per year. In order to be eligible for membership, vendors have to have attended a minimum of 50% of the market dates during the previous season. The Board, based on criteria set out in the Association's by-laws, must approve all new members.
6. Non-members may sell at the market on a space available basis as a "day vendor", at the sole discretion of the market manager. Selling as a day vendor does not imply any future membership in the Association nor any right to future selling opportunities at the Market.
7. Fees for members and day-vendors are laid out in the Vendor Fee Structure. Reduced rates for vendors paying monthly are due on the first market of the month. No refunds or credits will be issued for no-shows.
8. Each market day, there will be a market space set aside to be shared by up to two community groups as an information booth/table by any community organizations offering information and education to the public about resources and services they offer to the community. Organizations such as school or recreational groups or charities doing fundraising may be permitted to offer items for sale or raffle tickets etc. with prior approval. Space and opportunities to be at the market will be at the discretion of the market manager.
9. Vendors, without exception, must produce or value-add to 75% of all products offered for sale at the market. For example, in the early spring or late fall, member farmers may wish to supplement their offerings, but not to exceed 25% of the products they sell at the market on an annual basis. Buying and reselling of products as the primary activity of any Vendor is prohibited, except as outlined in paragraph 18). **Any products not produced or value-added by the vendor need to be clearly identified as to their origin.**
10. Pricing is at the discretion of the vendor. The market is competitive, and several vendors may sell similar products. *However, underselling, or predatory pricing is prohibited*, and is one reason for restricting the reselling of, for example, produce purchased from higher volume suppliers elsewhere. Part of the mandate of the market is to support local growers,

which is undermined if vendors purchase cheap produce in other locales to resell. Vendors should price their products within a range that is reasonable for the product's value.

11. Different marketing initiatives, such as coupons, may be organized by the market to attract new customers and business. Vendors will be reimbursed 75% of the face value, to assist the market in covering administration costs. You will be notified of any promotions set forth and are required to accept coupons etc. from customers who use them. They are not valid for use by vendors or their families.
12. The market is offering to process card payments for vendors who cannot do so themselves. Sales reports will be issued and paid out monthly. Currently, a 4% transaction fee is charged to recover Square fees, banking fees, and other administration costs, e.g. sales books).
13. Vendors are required to honour all market gift cards presented by customers. Gift cards are being sold online or at the market, and are handed out as part of the Nourishing Communities Program. Gift card sales are processed at the market tent, and paid out monthly together with the debit/credit card transactions.
14. To maintain a positive selling environment that attracts customers and the interest of the public, vendors should have a neat, well-maintained space, and:
 - a) products should be fresh and harvested at prime,
 - b) packaging should be neat and clean and for prepared food items should be new.
 - c) pre-packaged items should be clearly marked by weight and/or volume, price prominently posted; labels need to include the name of the producer, their contact information, and list all ingredients. Reference the food labeling requirements set out in the food safety guidelines for the Province of Nova Scotia.
15. Each vendor should show the name of their farm or business at their market stall.
16. Vendors selling food items must be familiar with and adhere to the Food Safety Guidelines of the Nova Scotia Dept of Environment. It is the vendor's individual responsibility to obtain the necessary food safety permits and to follow the NSDE regulations on food safety for selling at "Public Markets". Any food safety permits must be displayed at the vendor's stall.
17. If products are represented as "organically" grown, certification must be displayed. (Otherwise, you may represent your wares as chemical-free or pesticide- or herbicide- or hormone-free or antibiotic-free if that is true. However, organic goods must be certified so.)
18. Each week one market space may be reserved for businesses to showcase and sell their products. Businesses will have to apply and pre-register and, depending on demand and other availability, may only be able to attend once a month.
19. If a market manager or assistant is hired for the market this person shall not be a member of the Association nor immediate family of a board member.
20. Vendors are asked to contribute to an atmosphere of courtesy and respect for all other vendors and members of the public. Conflicts with a vendor, volunteer or staff member will be dealt with according to our Conflict Resolution Policy.

- 21. Vendors are responsible for clearing out and cleaning their space (including sweeping any residue from their products and disposing of it in the garbage) as soon as possible following the end of selling time at each market day. Vendors should endeavor to be out of their market space within an hour of market closing time.
- 22. The Bridgewater Farmers Market Association strongly encourages vendors who provide single use items such as plates, cups, and cutlery to their customers to choose compostable and recyclable products where such options are available.
- 23. Cancellation policy: Our market is 'rain or shine'. We do not cancel or issue credits if there is rain in the forecast.

In case of severe weather warnings, if it looks like the market day will be impacted, we will closely watch the forecast and try to reschedule for Friday afternoon/evening or Sunday morning, depending on when the severe weather is expected. We will endeavour to let vendors know with as much time as possible about the change. Vendors are responsible to let us know immediately if they cannot attend a make-up date. If there is no communication within a reasonable amount of time after the notice of re-scheduling has been sent, the market fee for that market day is forfeited in case of a 'no show'.

- 24. All vendors must agree to the above policies and procedures before being permitted to sell at the market. Please detach, sign, and return with your application/registration form or select 'I agree' on the online form.

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I hereby agree to follow the above policies and procedures as a condition of selling at the market.

Signed: _____ Dated: _____

Printed Vendor Name: _____

Business Name: _____