

2018 Pembroke Farmers' Market Association (PFMA): Rules & Regulations

1. Hours and Fees: Board of Directors will establish Market operating times, daily rates and membership fees annually.
2. The Market is producer based; **resellers are not eligible for membership**. All products offered for sale must be grown/produced by the applying Vendor within a 100 kilometer radius of the market.
3. No vendor may practice 'flea-market type' pricing or offer **Distress/Discount Pricing** at any time. Our Market is committed to supporting fair value for top-quality products all day.
4. **Anyone who sells products either at their own table, or the table of another vendor, must have a yearly paid-up Market membership, and Application approved by PFM.**
5. All vendors: unless an extra adult is attending PFM to supervise a vendor's children, small children must be contained within the vendor's stall (ie: playpen) for safety due to traffic, mobility aids, etc.
6. Claims: No claims (i.e. dairy-free, gluten-free) may be made verbally or in writing without lab certification to verify claim.
7. Labeling: vendors must comply with regulations from your insurance company, FMO, CFIA and OMAFRA. New regulations occur regularly, i.e: labelling of Greenhouse products vs field/garden; allergens in baked products, etc. Contact your governing body for updates. Compliance is the responsibility of the individual Vendor and not the PFMA.
NOTE: All prepared/value-added products for sale at Pembroke Farmers' Market must have full list of ingredients, producers name & contact info.
8. All new vendors must be pre-approved by the Vendor Membership Committee. No person may arrive and proceed to set up until receiving Membership Committee notification of their approval.
***New applicants: Please do not send cheques until notified of approval.**
9. Informative signage sells product. **Vendors shall post their name and address prominently at their booth; vendors should wear name tags.** Customers want to know you!
10. Pricing: All items offered for sale must have prices prominently and clearly displayed. Please be consistent daily with your pricing.
11. Permanent reserved vendor spaces will be provided for seasonal vendors who have confirmed their attendance with payment. **Daily vendors will be placed in the centre aisle.** Everyone's co-operation is appreciated, for the benefit of the Market at large.

12. Vendors are responsible to provide all supplies and equipment necessary for their own operation (table, chair, shelving, etc). This includes set-up, tear down and clean up of stalls.

13. **Booth set-up may begin no earlier than 7:30 am.**

Vendors are not to sell before the official opening time (8:30 am) of the market.

14. Buskers are allowed at the Market at the discretion of the Market Board.

15. Vendors are encouraged to not arrive late, or leave early on a regular basis, to prevent disrupting the market and minimize confusion.

16. Vendor Parking: Vendors with stalls around the perimeter of the building may park vehicles within their allocated stall space, where possible. Vendors with stalls in the center of the building may arrange with PFMA Board if they need a parking spot at the building - in this case vendors with double stalls may be asked to make one of the parking spots connected to their stall available. **Vendors with more than one vehicle are requested to park one vehicle elsewhere on the Market lot.**

Note: no vehicle or stall to be located at the area between the 2 posts at the end of the building (river side).

17. No alcoholic beverages are permitted on the grounds. Smoking is not allowed under the roof of the building, or near the vendor stalls. **No animals allowed in dining area.**

Live animals as part of a vendor display must be confined and kept separate from any selling area. Their wastes must be regularly and properly disposed of.

18. Compliance with all relevant Federal, Provincial, and Municipal regulations is the vendor's responsibility. Any applicable licences should be visible to the public.

19. Basic insurance covering public liability and property damage while customers are on the Market lot is provided through the Pembroke Farmers' Market. Any additional coverage is the individual vendor's responsibility.

20. The Vendor Membership Committee will apply the Rules and Regulations of the market as set by the Board of Directors.

21. Vendors shall report daily market sales on dated blue slips handed out daily (no names attached please). Vendor submissions are anonymous and essential to future management and promotion of the Market. **Please do not submit blue slip before 1pm closing time.**

22. **Vendors must be familiar with the rules and regulations of the Pembroke Farmers' Market and agree to comply fully with them, while conducting business in a professional manner.**

A Vendor may forfeit their right to sell at the Pembroke Farmers' Market if found to be in non-compliance.

23. No hot food to be sold/served other than from the canteen.