

## VISION, VALUES & AIM

The Tantallon Village Farmers Market strives to provide the best possible range of fresh-from-the-farm products. To support and promote our local food producers and artisans of Nova Scotia. To be a positive force in the growth and sustainability of our local economy and to provide high quality, traditional goods produced in Nova Scotia.

The Tantallon Village Farmer's Market operates Tuesdays, mid-June through early-October from 2:00 to 6:00 p.m at 5249 St. Margaret's Bay Road, at the intersection of Peggy's Cove Road.

All vendors must be unloaded and their vehicle parked by 1:30pm. Vendors may not begin packing up until 6:00pm.

## VENDORS

Vendors are the heart of the Tantallon Village Farmers Market, and come from throughout the region. At the Tantallon Village Farmers' Market, vendors rent individual stalls, and are free to focus on their own products, sales and personal marketing and displays, while the volunteer members take care of the detailed aspects of Market operation.

## VENDOR APPLICATION AND SELECTION PROCESS

Criteria for Vendor Selection:

The Tantallon Village Farmers Market is committed to creating a diverse marketplace with the highest quality, locally produced products available. The market is not bound to apply a particular set of selection criteria in every instance, and reserves discretion to accept or refuse anyone as a vendor. However, the Association considers many factors when evaluating vendor applications, beginning with the Basic Vendor Criteria.

Basic Vendor Criteria:

*Primary Producer:* a producer that grows or harvests raw materials for direct sale or manufacture into secondary products.

*Secondary Producer:* a producer that purchases preferably local raw materials for local manufacture into secondary products. For example:

- A crafts person can be a primary producer if they grow or harvest their own production material.
- A cheese producer would be considered a primary producer if they produce their own milk but would be considered a secondary producer if they purchase the milk for cheese production.

1. Each vendor at the Tantallon Village Farmers' Market must be a primary or secondary producer.

2. 100% of all products sold by non-food vendors (artisans, crafters, etc) must be of their own production. The Tantallon Village Farmers Market Advisory Committee reserves the right to grant exceptions as deemed appropriate.

3. A minimum of eighty five percent (85%) of product sold by food producers at the Market must be of the Member's own production and the remaining must also abide by product guidelines per market during the market season. (Noncompliance will be addressed by the Manager.)

### **GENERAL CONSIDERATIONS**

In addition to the basic criteria, vendor selection may also be reflected by other general considerations, for example:

#### **Product Quality and Presentation:**

- Consistently high product quality: fresh, flavourful, and ripe
- Clean and attractive displays
- Courteous customer service, and knowledgeable staff
- Foster a connection between the producer and the consumer

#### **Conduct and Compliance:**

- History of compliance with Market rules and federal, provincial, and local regulations
- Positive and respectful vendor conduct toward customers, fellow vendors, Market staff, and volunteers
- Timely submission of application, licenses, and other Market correspondence.
- Billing and payment history.

#### **Product Balancing:**

- Products that are unique or unusual
- Products not already represented in the Market
- Duplicate products may be denied entry

#### **Food Safety:**

- Adheres to the highest standards in safe food production and handling

#### **Seniority**

Attendance record  
Time of application

## SPACE AVAILABILITY

Admission to Tantallon Farmers Market is subject to space availability.

## AGRICULTURE

Priority is given to those regional farmers and producers who bring product to market that is 100% grown and harvested on farmland that they own and/or operate.

Preference will be given to the most local producer when a space becomes available at the Market, without compromising quality or diversity.

Farmers have priority over vendors selling processed and on-premise prepared foods.

Farmers who use environmentally responsible growing, breeding, raising, and harvesting methods will also have priority.

## PREPARED FOODS

Products available locally should be sourced locally and where possible directly from our local market vendors/producers.

Priority will be given to products processed by the vendor over products by a second party or co-packer.

## PRODUCT GUIDELINES

The Tantallon Village Farmers Market focuses on locally produced agriculture and crafts. Other products or services that may fit in the Market environment are assessed on an individual basis. Goods purchased for resale that are not made by hand locally, prepared locally or grown locally may not be sold.

### ***Produce:***

- The Tantallon Village Farmers Market supports farm-fresh, locally grown products and is not an outlet for wholesale produce. Produce should be insect free, fresh and have no residue that cannot be removed by normal washing. Only the highest quality produce will be allowed for sale at the Market. The Market Manager has the right to request any vendor to remove any merchandise deemed unacceptable to the Market. Any claim, labelling or signage referencing Organic, Free Range (eggs and poultry) or Free Trade must be supported with appropriate licence or certification.

### ***Other Production:***

- Up to 15% of a food producers products may be of someone else's production, under these conditions:
- It must be an agricultural or food product grown or produced in Nova Scotia
- It must be specifically approved by the Market Manager to ensure that the product fills a niche in the offerings being made at the market
- Vendors will be required to display signage each market day indicating the source/origin of

each product not of their own production.

***Landscape Plants & Live Flowers:***

- Plants must be propagated in soil by the vendor from seed, cuttings, bulbs, or plant divisions. The vendor must have grown all products for sale.

***Food Items and Prepared Foods:***

- Prepared items must be produced by the vendor from basic ingredients. The Market may, at its discretion, limit the number and product mix of food vendors. Ingredients should be sourced locally and from the market wherever possible.

***Arts and Crafts:***

- The Market welcomes a limited number of local artists and crafters whose products reflect unique methods, and/or local heritage.

***On-site Inspection:***

- The Tantallon Village Farmers Market reserves the right to do farm or site inspections of any product and/or process for the purposes of verification and to ensure that products sold at the market are in accordance with market policies. On-site inspections will be performed by the Market Manager and vendors will receive 48 hours notice. The use of bio-solids will not be considered acceptable on produce sold at the Tantallon Village Farmers Market.

***Space Assignment:***

- Spaces are assigned with consideration to the length of time at the Market, continuity, product presentation, and the best interest of the entire Market. Regular vendors are given primary consideration in assigning stall spaces. Vendors may request assignment to a particular space at the time of application. Stall assignment will remain at the discretion of the Market Manager.
- Vendors may not sublet stall space to others without approval of the market manager
- Prepaid fees are not transferable to other Market dates or vendors.
- Reservation of spaces establishes neither right to nor guarantee of space rental in subsequent years.
- If a vendor sells their business, they may not transfer their Market space to the new owner. The new owner must submit an application for approval – acceptance is not guaranteed.
- Change in space assignment for vendors may occur at the Market Manager discretion. Advance notice may be given, but is not guaranteed. Stall spaces for regular vendors are typically kept in the same location all year; however changes may be required in mid-season to balance product distribution, improve traffic flow, or to meet individual vendor needs. The Market Manager maintains the discretion to change stall spaces as required.

***Fee Structure:***

- All fees are subject to change at the discretion of the Tantallon Village Farmers Market Advisory Committee.. General changes to fees will be discussed in advance with the Vendor Advisory Committee. All efforts will be made not to change fees during the Market season,

except as a result of changes in government taxes, fees, dues, etc.

- \$25.00 per day for a single stall.
- \$40.00 per day for a double stall.
- Electrical service is available for an additional fee of \$3.00 per day.
- Payment by cash on the day of the market.

A vendor's cancellation of Market season due to health, business, or other extraordinary reasons will be refunded accordingly, at the discretion of the Advisory Committee. The remainder of the season will be cancelled, any un-deposited post-dated cheques will be returned.

### **Vendor Application:**

All vendors applying for a space must:

- Submit a completed application form.
- Agree to pay fees as outlined above.
- Meet all the criteria for membership, and accept the policies outlined in this guideline and on the application form.
- Acknowledge that space assignment is non-transferable. Any change in ownership of a business will result in termination of the space assignment and necessitate the filing of a new membership application.

Note: Food vendors must also read, acknowledge, and sign the Food Vending Checklist which is included as Appendix A of the Vendor Application.

## **VENDOR GUIDELINES & REGULATIONS**

The following regulations and guidelines are established to create clear expectations, address potential issues or concerns, and make the Market a safe and enjoyable place for vendors, staff, volunteers, and patrons. The Market Manager, in consultation with the Vendor Advisory Committee, may make modifications and additions as required. The Market Manager shall deal with any items not specifically covered by these rules, at their discretion.

**Vendor Responsibilities:**

- Vendors will arrive and set up in a timely manner and be ready for business 15 minutes prior to opening time.
- Vendors will adhere to the parking requirements set out by the Market Association.
- Vendors must agree to bring an adequate supply of their primary product(s).
- The market site is windy. Vendors using canopy tents **MUST** bring weights for each corner of their tent which are heavy enough to keep the tent in place even during strong gusts.
- Vendors will adhere to the highest standards of quality, service and business.
- Subletting of stalls is not permitted without approval of the Market Manager.
- Vendors of produce that function as a co-operative are welcomed as long as they are collectively aware of and agree to the basic Vendor criteria.
- Vendors agree not to practice distress pricing.
- Smoking is not permitted at any vendor's stall.
- All vendors must comply with the requirements set by Canadian Food Inspection Agency and the Nova Scotia Department of Agriculture (labelling produce by type, quantity and price, cooling, sanitation, etc.)
- Vendors are responsible to obtain all necessary licenses, permits, inspections and certificates for the sale of their product(s).
- Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the individual vendor.
- No pets will be allowed in the vendor's selling area. The only exceptions will be seeing-eye dogs, dogs for the hearing impaired or other disability guide dogs.
- Vendors must monitor and supervise their children at all times during the Market day. Young children should not be allowed to wander the grounds and adjacent properties without a parent or guardian with them. The Market can take no responsibility for their safety or whereabouts, or for any damages they may incur.
- All vendors are responsible for following all federal, provincial, and municipal regulations and taxes regarding their products.

**Waste management:**

- Vendors are responsible for keeping their stall space clean during the Market and for complete clean up of their space at the close of the Market. This includes taking with you any trash or garbage that is generated in or around your stall and sweeping up any product debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover produce, or boxes in any on-site garbage cans or dumpsters. If required, vendors should bring their own brooms and dustpans.
- Vendors will provide their licence plate numbers on their application form so that their vehicles can be identified by the Market Manager and staff .

**Disclaimer:**

- The Market does not assume responsibility for loss or damage to the stall area, product, vehicle and any other property of the Market vendor. The vendor accepts all reasonable risks associated with the use of the Market stall and will exercise sound loss prevention measures at all times. The vendor, not the market, is responsible for damage done to people, cars, and anything else due to Vendor tents or equipment blowing away and causing harm. The vendor shall not make claim or take any legal action against the Tantallon Village Farmers Market or its representatives for any loss, damage or injury caused to the vendor, agents and/or property, including vehicles.

**HEALTH & SAFETY****Pets:**

- In the interests of health and safety, a Farmers Market is not the best place to bring a pet. If customers do choose to bring a pet, we ask them to abide by these seven rules to make a pet's visit to the Market a good experience for everyone:

- Dogs must be kept on a short leash.
- Dogs must be under control and by the owner's side at all times.
- Pets must be kept away from produce, plants, and other food products.
- Dogs must be friendly with other dogs and children to earn the right to be at the Market.
- Be considerate: not everyone loves dogs and some customers are allergic to animals.
- Don't forget to clean up after your dog!
- Should a vendor see a violation of any of these rules, please address your concern to the Market Manager who will approach the pet owner.

***Food Safety:***

- Vendors are responsible for reviewing the food safety regulations as outlined in the appended Guidelines for Public Markets, and for completing the Food Vending Checklist.
- Vendors and their employees are responsible for informing themselves about/complying with federal, provincial, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products. Vendors providing samples of their products must comply with the rules governing Market sanitation and health issues.
- Please realize that just one incident of compromised food safety could have a devastating effect on all vendors, the Tantallon Village Farmers Market, and the Farmers Markets movement as a whole.

***Equipment Safety:***

- Vendor vehicles, tables and overhead shades must be maintained and used in a safe manner. Table legs must be firmly locked into place. Tables must have smooth edges and remain stable when loaded with produce. Tent poles, canopy legs, boxes, umbrella stands must not obstruct foot traffic flow and care must be taken when setting up or taking down displays. All tents and umbrellas must be weighted and properly tied down.

***Courtesy/Conduct:***

- The Markets are community events where many diverse people are gathered to shop and sell. Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous and harmonious manner with customers, Market staff and with each other. The Association and the Market Manager will determine termination of a Vendor's participation in the Market based on conduct.
- Vendors should not publicly disparage other vendors, products, or markets. All vendors need to respect each other's stall space and products during Market hours and stay within the boundaries of this policy. Customer complaints about individual vendors will be discussed with the vendor.

Questions regarding these guidelines and practices can be directed to:

[manager@tantallonvillagefarmersmarket.ca](mailto:manager@tantallonvillagefarmersmarket.ca)