



Farmers' Market Guidelines  
2011

1. The Market will be open year round every Saturday from 9:00 a.m. to 12:00 noon. The 2011 Summer Season will commence May 7<sup>th</sup>, 2011 and run until October 15<sup>th</sup>, 2011.
2. An annual membership fee of \$75.00, set by the membership at the annual general meeting (2002) is required.
3. Casuals must pay a drop-in fee of \$15.00 per week, up to a maximum of \$75.00 to attend the market. Casuals may join the Association and apply drop-in fees towards their membership.
4. In order to maintain the integrity of a farmers' market the following classifications will identify all members (2010)
  - a. Voting Member: Any person who sells product that would be considered Primary Agricultural Product as defined by the provincial/federal governments.
  - b. Associate Voting Member: 35% of the total number of Voting Members as defined above is defined as associate voting members. These members will be allotted according to their seniority as determined by their date of admission as an Associate Voting Member. (2008)
  - c. Associate Non-Voting Member: Any person who does not qualify for either of the above categories, who has paid the full yearly dues of the Association will accrue seniority for table placement but will not have voting rights.
5. All meetings are to be run according to Robert's Rules of Order. (2002)
6. One vote per paid membership as defined above and one table per membership. (2001)
7. Tables will be allocated according to seniority related to either the summer or the winter schedule. (2002)
8. All vendors must arrive no later than 8:45 a.m. and be set up by opening of 9:00 a.m.
9. All vendors must remain until 12:00 Noon unless **Completely Sold Out**.
10. The Board of Directors has the right to rent out any table not occupied by 8:45 a.m.
11. Small card tables or stands may be used for storage or presentation of produce/product if space is available in stall area. Any additional tables or stands must not interfere or encroach on other vendor's stall areas or pedestrian walkways.
12. Members not returning the following week must inform the person in charge of allocating the tables. All "no-show" members will be fined \$15.00 if they have failed to inform said person.

13. Products sold at the Market are to be produced in the Regional District of Alberni/Clayquot.
14. Product misrepresentation is not permitted. If a product is advertised as sugar-free, no preservatives, unpasteurized, free range, organically grown, etc this must be the case.
15. Produce sold at the Market will be clean and of good quality.
16. Crafts will be new, home-crafted items.
17. Baked and prepared goods will be made under sanitary conditions and be of good quality. All foods listed by the Health Department as potential health risks will not be permitted to be sold unless the Health Inspector grants written permission. All baked goods will be wrapped or in covered containers.
18. All foods and food presentations must follow the guidelines provided by the Vancouver Island Health Department.
19. All food vendors must have a valid Food Safe Course. All food vendors must display their Food Safe Certificate at their stall each week. (2008)
20. In keeping with the Market's spirit of cooperation " Dumping " of produce/products below fair market value is strongly discouraged. The market value of farmer's/vendor's produce/product should reflect the individual's labour and knowledge as well as quality, time of season and variety of crop grown/ product produced.
21. Individual vendors accept all liability for products that they sell.
22. Vendors are responsible for their own set-up and clean up of their stall area.
23. Vehicles are permitted into the Market area to unload/load only. All vehicles must be outside the Market area no later than 9:00 a.m. and are not permitted to return until 12:00 noon. This is due to the liability in our insurance covering the Market area. All vendor vehicles should park in the public parking behind Port Boat House. This is a courtesy to the other vendors at the Quay. Any vendors requiring two vehicles are permitted one vehicle in the Market area at a time. This is to reduce congestion in the area. (2008)
24. Picnic tables are for public use only.
25. All members are responsible to assist in the duties of the Market.
26. Guidelines will be strictly adhered to. (2001)
27. The Board of Directors has the right to refuse any vendor if they or their products do not comply with the Market guidelines.
28. If the guidelines are broken by a vendor: 1<sup>st</sup>. offence: a verbal warning  
2<sup>nd</sup> offence: a written warning  
3<sup>rd</sup> offence: Loss of table for balance of season.
29. Reasons for expulsion from the Association:
  1. Continuous and repeated violations of the approved guidelines.
  2. Reselling of any product without regard to any substantial value-added alterations.
30. Suggestions and criticisms will not be discussed during Market hours. Concerns must be addressed in writing to the Board of Directors. The Board of Directors will only act upon items received in writing.
31. All guidelines will be reviewed at each Annual General Meeting. (2002)
32. Any member wishing to maintain their seniority must pay their dues in full by March 31<sup>st</sup>. Only those voting members who have paid their membership fees have the right to vote at the AGM. (2010)

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33. Members and casuals choosing to pay their dues on a weekly basis may do so however, their seniority does not begin to accrue until the date of the final payment.
34. Members wishing to maintain their seniority in either the summer or the winter markets must attend eight markets days in each season market. (2010)
35. Brochures and pamphlets of any political or religious ideologies are not permitted on vendors tables at any time. (2009)
36. Seniority accrued by farmers would be passed to the farmer's spouse and/or children only and that should a farm sell to a third, unrelated party, table seniority at the Farmers' Market would cease.