

Rockwood Farmers' Market

Handbook of Rules & Regulations

2020 Season



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PURPOSE OF THIS HANDBOOK

1. **The Purpose of This Handbook.** This Handbook describes the organization and administration of the Rockwood Farmers' Market (referred to in this document as "the RFM" or "the Market") and details the rules and regulations to be followed by the Steering Committee Members, Vendors, and Volunteers of the RFM in order to create a friendly, stable and sustainable environment for the RFM. Any interested party may propose amendments to this Handbook at any time, in writing, to a Steering Committee Member. However, such amendments shall not be in force or acted upon until voted on/approved by the Steering Committee. Any significant mid-season changes must be communicated to the Vendors in writing.

ROCKWOOD FARMERS' MARKET ORGANIZATIONAL STRUCTURE

2. **Name.** The name of the organization is the Rockwood Farmers' Market.
3. **Mission.** The Rockwood Farmers' Market (RFM) serves local growers and consumers by providing a venue for local growers to sell their goods and access for consumers to locally grown and produced foods. The RFM also brings the community together and supports community development while supporting local entrepreneurs, and providing training and experience to youth and adults.
4. **Governance.** The RFM is governed by a 5 member volunteer Steering Committee, including: Overall Coordinator, Treasurer, 1st Member at Large (Secretary), 2nd Member at Large and Vendor Representative. All decisions pertaining to the Market are made by vote of the Steering Committee. Quorum (for voting) is 3 Steering Committee members. See Appendix A– Who's Who at the Rockwood Farmers' Market for the list of current Steering Committee members.
5. **Steering Committee Meetings.** Steering Committee meetings are normally held a minimum of 4 times per year (pre-season, twice during the season and post-season). The Market Manager may attend meetings in a non-voting advisory capacity. Steering Committee meetings are also open to all vendors, and any vendor may bring a concern to be addressed at any meeting, by providing notice of the concern in writing at least 48 hours prior to any Steering Committee member.
6. **The Annual General Meeting (AGM).** The AGM is in the fall, after the final market date of the season. The Annual General Meeting serves to review the past season, as well as start planning for the next season. Steering Committee Member are appointed or voted in at this meeting. The rules and regulations in this handbook can be reviewed at this time. Any interested party may attend, and may offer feedback or propose amendments to the rules and regulations. Proposed amendments will then be considered by the Steering Committee at their next meeting, and will come into effect if voted in by the Steering Committee.
7. **Rockwood Farmers' Market Positions.** For the duration of the Market season, the Steering Committee fills the following positions. These are volunteer positions, but each

receives an honorarium for their contribution, if budget allows. See Appendix D for details of each of these positions.

- a) Market Manager
- b) Promotions and Social Media Coordinator
- c) Market Support Person
- d) Children's Activity Coordinator
- e) Accountant

Each position reports to a designated Steering Committee Member, and/or the Market Manager (or designate). The Market Manager may be asked to attend Steering Committee meetings in a non-voting capacity, to advise the Steering Committee on issues relating to the operation of the RFM. The other positions are not expected to attend Steering Committee Meetings, but could be asked to prepare a short written report to the Steering Committee from time to time.

Positions are advertised on Rockwood Social Media sites when there are vacancies. If someone in any one of these position wishes to return the following season, they may once again fill the position upon approval of the Steering Committee, and the position vacancy would not be posted.

8. ROCKWOOD FARMERS' MARKET Branding.

- a. Colours: The official colours of ROCKWOOD FARMERS' MARKET are: green, red, yellow and orange.
- b. Logo:



- c. Website: therockwoodfarmersmarket.ca
- d. E-mail: therockwoodfarmersmarket@gmail.ca
- e. Facebook:
<https://m.facebook.com/TheRockwoodFarmersMarket>
- f. Instagram:
[@therockwoodfarmersmarket](https://www.instagram.com/therockwoodfarmersmarket)

The RFM logo, website, Facebook Page, Instagram account and other intellectual property, including photos, are the property of the Rockwood Farmers' Market. Use of the RFM logo, and contents (including photos) of the RFM website, social media and/or intellectual property shall only be used with written permission from the Rockwood Farmers' Market Steering Committee.

ROCKWOOD FARMERS' MARKET LOCATION, SEASON, and DAYS

9. **Location.** The Rockwood Farmers' Market will be held at Rockmosa Park, behind Rockmosa Community Hall (120 Rockmosa Drive, Rockwood), on the parking lot between the skate park and the splash pad.
10. **Dates & Hours.** The RFM will operate, rain or shine, from mid June until the Wednesday before Thanksgiving in October (approximately 18 weeks, exact length and dates vary slightly year to year). Hours of Operation are Wednesdays from 4-7pm. Cancellation or early closing for any reason is at the discretion of the Market Manager or designate, in consultation with the Steering Committee. See Appendix B – Special Market Dates for this season's event dates.

VENDOR/PRODUCT CATEGORIES

11. **Primary Producers (Farmers).** Vendor numbers in this category will be at minimum **51%** of the total vendor membership for the season. Producers of farm products include, but are not limited to fruit, vegetables, plants, shrubs trees, flowers, teas, herbs, meat, poultry, eggs, dairy products, fish, wine, cider, grass, seeds, honey, maple products, soils (black muck), manure, firewood, fleece, wool, fence posts, animal feed, grains, etc. who are selling *a minimum of 65% of their own products*.
12. **Secondary Producers (Other Food, Non Edibles, Arts & Crafts).** Vendor numbers in this category will be limited to no more than **49%** of the total vendor membership for the season.
 - a) Food products prepared by the vendor for consumption or sale at the Market include, but are not limited to, breads, rolls, buns, muffins, cookies, fruit pies, cakes, pastries, meat pies, butter, cheese, jams, jellies, preserves, syrups, sauces, cured meats, dried or frozen soup, ready-to eat foods, etc. All edible goods must be packaged at point of making or point of sale.
 - b) The number of Food Vendors at the RFM shall be at the discretion of the Steering Committee.
 - c) Preference for Food Vendors shall be given to vendors with products, including food, drinks, and condiments that are prepared by the vendor, on or off site, preferably from scratch, and made from locally sourced ingredients.
 - d) Arts and Crafts include handmade goods created by the vendor, using his/her own skill, artistry and training to produce a new, unique and original product appropriate for the RFM. The following factors will be closely assessed when approving arts and crafts vendors:

- Craftsmanship and quality.
- Creativity and originality of concept.
- Value added to original or natural materials, as local as possible, used in the finished product.

YOUTH VENDORS, COMMUNITY TABLES AND MUSICIANS

13. **Youth Vendors.** In order to encourage youth to participate in the Rockwood Farmers' Market, tables are free for youth age 18 and under. For youth vendors up to age 12 we ask for a commitment of one hour minimum for at least 1 Market date, and a parent must attend the Market with the youth. For youth vendors age 12 and up, we ask that they stay for the duration of the market or until they sell out of their product, and that they commit to at least 3 Market dates. Youth must apply by completing a Youth Vendor Application Form. Generally, youth vendors may sell any non-food item that they have made. However, if the RFM already has a vendor booked to sell that item, a RFM Steering Committee member can work with the youth to develop another idea that does not overlap with products already being offered at the Market.
14. **Community Table.** RFM provides space for local not for profit organizations that are fundraising, promoting or educating about local initiatives, events, attractions or services that benefit the community. Interested organizations must apply to the RFM Steering Committee. Users of the community table will be permitted to sell fundraising items as approved by the Steering Committee. Community Tables are expected to follow the same rules as the vendors.
15. **Volunteer Musicians.** Space is also provided to musicians who volunteer to play at the Market, and these volunteer musicians are welcome to put their hat or instrument case (or other collection container) out for donations or sell and promote their music or musical services if they wish.

VENDOR ELIGIBILITY

16. **Vendor Definition.** The vendor is defined as the applicant or the applicant's spouse, sibling, child, parent or domestic partner, or employee, or member of a provincially registered legal producer-based agricultural co-operative who assist substantially in the cultivation of the crops, or in the production of the agricultural, baking or craft product. The sale of items grown or produced by anyone other than the vendor, as defined above, shall not be permitted.
17. **Vendor Eligibility/Products.** All products offered for sale shall be grown or produced by the applying vendor. In other words, vendors shall produce what they sell; resellers are not eligible as vendors at the Rockwood Farmers' Market, with the exception of on

special designated Local Business Festival days, when local businesses of all sorts are eligible to be vendors. On those days, preference is given to those businesses registered and operating within Guelph-Eramosa Township.

18. **Vendor Applicants.** Vendor applicants shall reside in Ontario and the Steering Committee shall make every effort to select vendors for the Market who grow or produce their products or goods within **100 Km** of Rockwood, Ontario. Preference is given to vendors who reside within Guelph-Eramosa Township. Exceptions may be made at the discretion of the Steering Committee.
19. **Vendor Selection.** When selecting vendors, we seek out the most local possible for a given product. Our process, in fairness to Vendors, is that when accepting applications, we must choose on a first come first served basis, so that Vendors are not kept waiting long to be accepted. In reality that means that if we do not have an application in hand from a local vendor, we may have already accepted an application from another vendor from farther away.

VENDOR APPLICATION AND ACCEPTANCE PROCESS

20. **Vendor Application.** All Vendors, including returning vendors, must submit an application form each year to the Rockwood Farmers' Market. Furthermore, once accepted, vendors must maintain the Application Form on file with the Rockwood Farmers' Market up-to-date, in terms of business contact information and products for sale (see paragraph 22).
21. **Products for Sale.** Vendors are responsible for providing a detailed list of all products to be sold at the Market, as part of their application, so that we may maintain the balance of vendors and reduce or plan for any overlap between vendors. Vendors wishing to add to or change their list must inform the Market in writing, and wait until written approval is received before selling, displaying or sampling any new product. In some cases, new items must be juried before they can be approved. The original application shall be amended to include new products as required. For returning vendors with new products, all new products must be listed on the application. This is so that we may reduce overlap with other vendors.
22. **Review & Jurying.** The completed Vendor Application is reviewed by the Steering Committee. All products to be offered for sale shall be juried by the Steering Committee to ensure they are indeed produced by the applicant, are of high quality, and are compatible with the other products sold at the RFM. In the case of handmade items and crafts, the following factors will be assessed:
 - a. Craftsmanship and quality;
 - b. Creativity and originality of concept;
 - c. Value added to original or natural materials used in the finished product;
 - d. Reasonable and fair pricing.

23. **Vendor Acceptance.** After reviewing the vendor application, the Steering Committee shall recommend acceptance or rejection of the vendor and each product to be offered for sale. The Steering Committee reserves the right to refuse any applicant or product that is not in keeping with the rules, regulations or standards of the Rockwood Farmers' Market. Applicants may ask the Steering Committee to reconsider decisions made on their admission or products.
24. **Vendor Agreement.** If, after review of the Vendor Application, the vendor is accepted, the vendor must then sign a "Vendor Agreement" and pay their vendor fees in order to secure their spot at the Rockwood Farmers' Market for the season. The Vendor Agreement is a contract with the Rockwood Farmers' Market indicating agreement to the terms and conditions as detailed in this Handbook, which were established to ensure a high quality, producer-based market, with a variety and balance of products, and to ensure fairness to all vendors. Signing of the Vendor Agreement confirms that the vendor shall abide by the all the Rules and Regulations. The Vendor Agreement also contains up to date information such as vendor profile and contact information that the vendor wishes to be provided to market patrons, and that will be published on our website and social media platforms to help promote the Market.
25. **Public Health Food Vendor Form and Food Safety.** Once accepted, Food Vendors (including Farmers) must also complete a Wellington-Dufferin-Guelph Public Health Farmers' Market Food Vendor Form. This is due 30 days prior to attending the Market (however if the timeline is tight, Public Health is usually accommodating). The form must be submitted and acknowledgment of receipt received prior to attendance at the Market. The form is available at: <https://www.wdgpUBLICHEALTH.ca/your-community/farmers-market-food-vendors-form> .
- a) Food Vendors (including Farmers) must maintain a high standard of personal hygiene and cleanliness and abide by the appropriate health and safety regulations.
 - b) Food Vendors (including Farmers) must adhere to current Public Health Rules & Regulations, some of which are outlined in Appendix C: Health Requirement for Food Vendors at Public Markets.
26. **Mid-Season Change of Business Ownership or Change in the Nature of the Business.**
- a. In the event of a mid-season change in business ownership, the new business owner shall submit a new Vendor Application, listing all products to be sold.
 - b. Businesses transferred to immediate family members (definition for "immediate family" includes the spouse, great-grandparents, grandparents, parents, brothers, sisters, children, grandchildren, and great-grandchildren of the owner and his/her spouse- also including individuals for whom the owner is current legal guardian) shall maintain full market status for the remainder of the season.
 - c. An accepted vendor in good standing may change product category mid-season, by completing a new vendor application. This new application will be considered by the

Steering Committee, and approved if there is room at the Market for more of that 'new' item.

27. **Seniority.** The application for a Market season always begins with an invitation to the previous season vendors first - full time, part time and occasional - and acceptance is based on receipt of the application and payment by the early bird deadline. If conflicts arise, they are resolved in order of seniority. Seniority within the Rockwood Farmers' Market is established by accruing years of experience as a vendor at the Rockwood Farmers' Market, for years that the vendor remains in good standing by attending, following the rules and regulations, and paying stall fees by the stipulated due dates. Full time vendors are considered most senior in a given year, with part time next most senior and occasional vendors least senior in a given year. If no returning vendors are interested, then new applications are considered in the order that they are received. New vendors applying to the Rockwood Farmers' Market shall begin accruing seniority in the order they sign the Vendor Agreement and pay their vendor fees.
28. **Special Rockwood Farmers' Markets.** Any Special Rockwood Farmers' Market event (Winter, Christmas, Spring, etc.) may have its own application and selection process.

VENDOR FEES

29. **Stall Fees.** All applicable fees are payable prior to the first Market attended. Base fees are for the rental of one Market stall space (10'x10', no hydro). If your needs are different, this can be negotiated.
- The full-season Vendor for the 2020 season (June 10–Oct. 9), total 18 weeks, is \$360.00 (\$20 per day).
 - The full-season Early-Bird rate is \$340, and ends February 28th, 2020.
 - Full-season fees may be pro-rated if you become a full-season vendor mid-season.
 - The daily rate is \$30.
 - Rates for regular part time attendance are also available.
 - Discount package is available for first time vendors, as noted below.
 - Fees must be paid to the RFM Manager prior to set-up for attendance on a given Market day.
30. **Discount Package.** First-time vendors may apply for a special one-time-only "4-week package". We believe that a potential new vendor needs at least four weeks to determine if the RFM is suitable for his or her product and circumstances, and to be noticed by the regular patrons of the RFM. This package offers four consecutive Market days at a discounted rate of \$20 per day. The total fee of \$80 must be paid in advance and is not refundable.
31. **Payment of Fees.** Payment of fees must be received (along with the Vendor Agreement) in order to reserve your spot. Fees are due prior to the first market attended. Part time or occasional vendors must pay the Market Manager or designate prior to set up.

32. **Refund Policy.** Stall fees are generally non-refundable, but under certain circumstances may be partially refundable on approval of the Steering Committee. Please put any request for refund in writing to the Steering Committee, outlining reasons requiring a refund in detail.

LAYOUT AND STALL LOCATION AND SITE RULES

33. **Space Allocations.** Vendors are allocated a single stall space that will accommodate a 10' x 10' canopy and whatever arrangement of tables fits within that space. Standard stalls do not have access to electricity. Please indicate if you need electricity and there may be an additional charge. Vendors may apply for additional or multiple spaces, but allocation depends on the space available at the time, and may be withdrawn at any time if the space is required for new vendors. Additional or multiple stall space for a vendor shall be at the discretion of the Steering Committee and incur an additional fair charge.
34. **Stall Location.** Market stalls are assigned by the Steering Committee, and/or Market Manager or designate. Once assigned, every effort is made to maintain a vendor's location. Spaces are allocated with the following details in mind:
- a. Returning vendors are assigned their previous location whenever possible;
 - b. Vendors may request a change in location, and these requests are considered based on seniority;
 - c. The Market Manager or designate assigns all stall spaces, and may for any number of reasons, move a vendor on a given day.
 - d. Occasional vendors are assigned stalls on a first-come first-served basis on the day of the Market (occasional vendors, please notify us in advance of the Market day of your intention to attend, and all your paperwork must be in good standing in order for you to attend);
 - e. Vendors with very heavy goods or special needs may be given the option to certain locations for ease of accessibility.
35. **Sharing a Stall.** Two Vendors may share a stall upon approval by the Steering Committee, and provided that they meet the following criteria:
- a. Both vendors shall be indicated on the application, with details of which product is being sold by which vendor;
 - b. Both vendors shall attend the Market together each time;
 - c. Products of both vendors shall be on display for sale at all times.
36. **Sub-letting.** Vendors may not sell, sub-let or rent stall space to other vendors.
37. **Fire Routes and Park Pathways.** Vendors must remain within their allocated stall space, with special attention to ensuring that the fire routes, access point, and designated Park walking paths are maintained free and clear at all times during Market hours.
38. **Parking.** Vendors may park **temporarily** in the priority parking area for unloading purposes, but must NOT leave engines running during this time. Vendors must remove their vehicles from the priority parking area no later than 15 min. prior to the start of the

Market. For the duration of the Market, we ask vendors to please leave the priority parking spots clear for market patrons who require accessible parking, or those with young children.

39. **Alcohol.** Any alcohol for sale must be kept sealed. Consumption of alcoholic beverages is prohibited unless under a Special Occasions Permit provided by the Alcohol and Gaming Commission of Ontario in accordance with the Liquor License Act and its regulations, and approval of the Township.
40. **Smoking.** Smoking is NOT permitted in or near the stall areas, or anywhere on the Market site. Township By-Laws apply.

VENDOR RESPONSIBILITIES

41. **Compliance.** Vendors must be aware of and comply with all Rules and Regulations outlined in this Handbook. Failure to do so may be grounds for termination of the Vendor Agreement. Compliance with the rules is the responsibility of the individual vendor and not the Steering Committee, however the Steering Committee reserves the right to visit or to appoint someone to visit a farm or workshop etc., to verify compliance, for example that a product is indeed produced or handmade by the vendor.
42. **Attendance, Punctuality and Conducting Business.** Late arrivals and early departures disrupt the Market, annoy patrons and can become a safety issue. Vendors who arrive late or leave early will receive a written warning from the Market Manager or designate. After three warnings, the vendor will be requested to explain in writing to the Steering Committee the reasons for their late arrival or early departure. The Steering Committee may decide to terminate the Vendor Agreement if this behavior continues.
- a. **Full Season Vendor Attendance.** Season vendors receive a discount for committing to attend the Market full-time, instead of on a daily basis, and they are expected to attend at least 16 of the 18 Market days of the Market season. Please notify the Rockwood Farmers' Market of any planned days off as far ahead of time as possible.
 - b. **Market Day Attendance.** If unable to attend on a given Market Day, vendors are asked to notify the Market Manager giving as much notice as possible before the Market Day, or at the very latest prior to 3 pm. Please call or text to the Market Manager's cell phone at **416-700-8370**.
 - c. **Late Arrivals.** Vendors are to complete stall set up by 3:45pm. If Vendors know they will be late, they will make every effort to contact the Market Manager prior to 3 pm on Market Day. Please call or text to the Market Manager's cell phone at **416-700-8370**. Vendors will be considered late if they have not complied with all of the following by 3:45 (15 minutes prior to the designated opening time of 4 PM):
 - arrived at the site of the Market;
 - completed setting up their stall; and
 - moved their vehicle into the designated/previously agreed upon parking area.

NOTE: If a vendor has not arrived at the Market by 3:45pm, the Market Manager or designate may give the stall to another vendor for the day.

- d. **Early Departures.** If the vendor must leave early because of exceptional circumstances, please discuss ASAP with the Market Manager or designate. Vendors are expected to keep their stalls open until 7pm. Vendors are asked not to begin tear down until after 7pm, unless planned ahead of time in consultation with the Market Manager or designate. While vendors may begin to subtly organize things for departure, they may not tear down before the designated closing time (7pm). Vendors must pack up immediately after 7pm and clear the area by 8pm.
 - e. **Conducting Business.** Vendors must remain in their own stalls during Market hours. If you require a few minutes of coverage, please arrange with a neighboring vendor or the Market Manager or designate.
43. **Government Regulations.** It is solely the vendors' responsibility to make themselves aware of and comply with Provincial and Federal regulations regarding labeling, measures, health and safety, etc., for all products offered for sale at the Rockwood Farmers' Market. Vendors are also responsible for obtaining any and all required licenses, permits, inspections and certification for the products they will be selling. The RFM will neither be responsible for advising vendors of these regulations nor for any dealings with government officials that may visit RFM for the purpose of conducting inspections.
44. **Pricing & Product Quantities.** All items offered for sale must have prices prominently and clearly displayed. Vendors can't sell below cost of production. Pricing should be fair to you, the patrons and to your colleagues. Volume buying sales incentives such as "\$2 each – 3 for \$5" are permitted, but not incentives that present a flea market image; e.g. "Year-end Sale", "Buy Two, Get One Free" or "50% discount". Vendors must attempt to bring enough products to last for the entire market. Exceptions may be made for reasons of product supply beyond the control of the vendor; e.g. produce in season.
45. **Displays.** Vendors must display signage to indicate their business name and contact information. Vendors are responsible for providing all display materials (canopies, tables, chairs, signage, banners, etc.), and setting up and tearing down all of their own display materials. All stalls should have an attractive and professional appearance, enhanced by good presentation and cleanliness. Storage containers and equipment should be confined to the allocated stall space and presented in an attractive manner or kept out of site. Vendors are encouraged to seek the advice and assistance of the Market Manager or check Farmers' Market Ontario (www.farmersmarketsontario.com) for tips about displays. The Market Manager or designate may ask that unsightly materials be removed. The RFM accepts no responsibility for damage to or loss of any of these display materials.
46. **Securing Canopies and Display Materials.** All vendor tents, shade structures, canopies, products and display materials shall be adequately and safely secured from wind in a manner that does not cause damage to the park infrastructure, using adequate

counterweight from specially designed sand bags, or blocks. Vendors are not to tie or affix anything to the park trees. Furthermore, vendors may not paint, mark, penetrate, apply excessive heat, place excessive weight, or spill any product including grease or oil, on the asphalt surface. The Market Manager or designate has the right to direct that any unsafe materials be removed promptly.

47. **Removal of Waste.** Patrons may use the park waste bins and Market recycling receptacles. Vendors may also do so for smaller items, however larger items must be taken off site at the end of the Market day. Vendors must remove all the waste they produce from the site at the end of the Market day. Each vendor stall area must be returned to its' original state and the area surrounding the stall must be free of litter, to the satisfaction of the Market Manager or designate by the end of each Market Day.
48. **Insurance.** While the Rockwood Farmers' Market does carry basic Public Liability and Property Damage Insurance through Farmers' Markets Ontario, any additional insurance coverage is the responsibility of the individual vendor. The Rockwood Farmers' Market bears no responsibility for any vendor property at the market.

INSURANCE NOTE FOR WINERIES, CIDERIES & STOREFRONT COMMERCIAL VENDORS:

- a) The above-mentioned policy specifically excludes coverage for wineries or cideries which offer for sale wine or cider at a farmers' market.
- b) The above-mentioned policy is also not intended to provide coverage for storefront commercial owners or other businesses whose primary operations occur away from the farmers' market. If attending a farmers' market, their coverage should be extended from their commercial storefront (or other business) insurance policy.
- c) Wineries, Cideries & Storefront Commercial Vendors are required to provide The Rockwood Farmers' Market with a Certificate of Insurance from their insurance company listing **The Officers & Directors of Farmers' Markets Ontario** and **The Rockwood Farmers' Market** as Additional Insured.
49. **Vendor Code of Conduct.** All vendors must be respectful at all times to all fellow vendors, Steering Committee members, Market staff, Market volunteers, Market patrons, and all other concurrent users of the Park space. Sales must be conducted in an orderly and business-like way, and no shouting, calling out to passing patrons, or other objectionable means of soliciting trade are permitted. Please note that the Market will be sharing the use of the Park with others who may have different affiliations and interests, and as such must co-operate with those others, and not create any nuisance to those others.
50. **Vendor Concerns or Grievances.** Vendors are strongly discouraged from discussing Market issues in front of patrons, however Vendors are encouraged to first approach the Market Manager or designate if they encounter a problem needing immediate action. The Market Manager or designate will attempt to resolve the situation. If the situation cannot be resolved in the moment by the Market Manager or designate, all discussion on the matter will cease for the duration of the Market, so as to remain courteous and professional in front of all fellow vendors, Steering Committee members, Market staff, Market volunteers, Market patrons, and other users of the Park. The Market Manager or

designate will request that the vendor submit a detailed letter detailing the concern to the Steering Committee. The Steering Committee will then consider this information as soon as possible and has the authority to make the final decision on the outcome of the grievance and the penalties for non-compliance.

MARKET MANAGER OR DESIGNATE ON SITE

51. **Market Manager Duties.** Please see *APPENDIX D: Rockwood Farmers' Market Position Descriptions* for details of the Market Manager's duties. If the Market Manager is away, there will be a Market Manger designate.
52. **Applying the Rules and Regulations.** The Market Manager or designate supervises the day-to-day operation of the Market, and applies the rules and regulations as detailed in this Handbook. The Market Manager or designate will issue a written warning to a vendor on the occasion of a violation of the rules and regulations, and will report these violations to the Steering Committee promptly.
53. **Removal of Persons.** The Market Manager or designate has the authority, with cause, to request any vendor or other person to leave the Market operating area and, if necessary, to call the police for assistance.

MARKET BUCKS

54. **Purchase and Redemption.** The RFM participates in Wellington County's "Market Bucks" Program, and RFM patrons have the opportunity to buy Market Bucks from the Rockwood Farmers' Market Info. Table. Here are the highlights:
 - "Market Bucks" are created by Wellington County.
 - "Market Bucks" can be obtained at a number of locations around the County, or purchased at the RFM Market Info. Table.
 - "Market Bucks" come in \$5 denominations.
 - "Market Bucks" each have a unique number and date. Vendors are responsible for looking at the Expiration Date on "Market Bucks" to ensure validity before redeeming. Please accept only "Market Bucks" from the current year.
 - Patrons may use "Market Bucks" to purchase any products at the vendor of choice.
 - No change is given for "Market Bucks" (encourage patrons to spend as close to the \$5 amount since they do not get any change).
 - Vendors will be reimbursed the full amount of the "Market Bucks" in cash by the Market Manager or designate at the end of the Market day.

APPENDIX A: Who's Who At The Rockwood Farmers' Market

POSITION	NAME	NOTES
Steering Committee Members		
Overall Coordinator	Jen MacLeod	
Treasurer	Amii Dominato	
1 st Member at Large (Secretary)	Vacant	
2 nd Member at Large	Vacant	
Vendor Representative	Leslie Zinger	Top Market Meats
ROCKWOOD FARMERS' MARKET Manager		
	Mary Beth Bruce	
ROCKWOOD FARMERS' MARKET Children's Activity Coordinator(s)		
	TBD	
	TBD	
ROCKWOOD FARMERS' MARKET Support Person		
	TBD	

COMMITTEE	MEMBER (S)	NOTES

APPENDIX B: Special Market Dates

The 2020 Market will operate June 10, 2020 – October 7 2020.

Special Event Dates for 2020 are as follow:

June 10: Opening Day

July 1: Canada Day at the Market, we're looking for a sponsor who'd like to organize an event for this special Market

July 22: July Local Business Festival

August 19: August Local Business Festival

September 9: Corn Roast, sponsored by Royal City Royal LePage

October 10: Harvest Festival, sponsored by Tracey Morrow, Trillium West

Health Requirements for Food Vendors at Public Markets

The following guidelines and regulatory requirements have been provided to assist you in maintaining minimum standards in the control of food-borne illness.

Who can sell?

- Food vendors require approval from Wellington-Dufferin-Guelph Public Health before becoming eligible for a stand at the market.

Farmers' Markets Exemption

Farmers' Markets are exempt from the Food Premises Regulation when at least 50% + 1 of the food vendors are producers of farm products and sell their own products. The Health Protection and Promotion Act is enforceable at all markets.

What restrictions apply?

The following list of foods will not be permitted for sale or distribution at the market:

- Ungraded eggs and used egg cartons (proof of grading required)
- Unpasteurized dairy products
- Unlabelled products
- Meats that have not been provincially or federally inspected (receipts required)
- Potentially hazardous foods requiring preparation or cooking at the market (excluding the re-heating of food samples)
- Food or drink prepared, processed or handled in a private residence

What are potentially hazardous foods?

Potentially hazardous foods require temperature control because they are in a form capable of supporting the growth of bacteria, and therefore increase the risk of food-borne illness to the public.

Examples of potentially hazardous foods include: foods of animal origin (raw or heat-treated), foods of plant origin, canned foods, and any other food that has a high moisture content and/or a pH (acidity) level of 4.6 or greater when measured with a pH meter.

Controlling food hazard

1. Transportation

- All foods are to be delivered to the market protected from contamination.
- All hazardous foods are to be delivered in a refrigerator truck or within insulated containers containing ice or ice packs. These foods must be transported at 4°C or colder. An indicating thermometer must be located inside the truck or container.

2. Preparation

- Food handling taking place at the market shall only be limited to those vendors who have access to a hand sink. Food brought to the market should be ready-to-serve in order to limit unnecessary handling. Tongs can be used to handle food items where possible.

3. Display

- All foods are to be protected from contamination while on display using food grade wrap or sneeze guards.
- For hazardous foods, a refrigerated display case or display case that is capable of holding crushed ice is required.
- If using ice, food must be immersed in the ice. If using freezer packs, food must be fully surrounded.
- A metal stem pocket thermometer to measure the internal temperature of hazardous foods and accurate indicating thermometers for refrigeration units are required.



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APPENDIX D: Rockwood Farmers' Market Position Descriptions

Please enquire for copies of these position descriptions, they are being revised for 2020 and will be appended soon.