

**Sioux Lookout
Northwest Farmers' Market**

**Vendors' Handbook of
Rules & Regulations**

2022 Market Season

Updated March 1, 2022



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PURPOSE OF THE HANDBOOK

1. The purpose of this Vendors' Handbook is to describe the organization and administration of the Sioux Lookout Northwest Farmers' Market (**NWFM**) and to detail the rules and regulations to be followed by the Executive, Vendors and staff of the market in order to create a friendly, stable and profitable environment.

ORGANIZATION

2. **Market.** The name of the organization is the **Sioux Lookout Northwest Farmers' Market** (NWFM). The mission of the **NWFM** is to maintain a Farmers' Market for the purpose of marketing local farm, agricultural and craft products and to improve production, stimulate public interest and increase consumption of these products. The **NWFM** is therefore open to local and bona fide producer-vendors. A minimal number of resellers are allowed. All vendors must be members in good standing of the **NWFM**.
3. **Governance.** The **NWFM** is governed by a sub-committee through the Sioux Lookout Chamber of Commerce by volunteer. See Appendix A for a list of **Committee Members**. Amendments to the Vendor's Handbook may be made by the **NWFM Committee** at any time, however such amendments shall warrant a 15 day written warning to all that is affected. Member concerns may be addressed personally; written notice must be given to an **NWFM Committee** member.
4. **Management.** The NWFM is managed and operated by a mix of volunteers and (1) paid Market Manager. The Market Manager and all other support activities shall be contracted by the **Sioux Lookout Chamber of Commerce**. The Market Manager is NOT a **NWFM Committee** member but attends board meetings to advise the board on issues relating to the promotion and operation of the market.
5. **Market Branding.**
 - a. Colours: The official colours of **MARKET** are: Orange, Green, Blue
 - b. Motto/Mission Statement: Make it, Bake it, Grow it, Sell it
 - c. Logo:



The **Sioux Lookout Northwest Farmers' Market's** logo, website (as part of the Sioux Lookout Chamber of Commerce), website content (including photos), Facebook Page and other intellectual property are the property of the **NWFM**. Use of the **NWFM** logo, contents (including photos) of the **NWFM** website and/or intellectual property shall only be used with written permission from the **NWFM Committee** or Market Manager.

MARKET LOCATION, SEASON, and DAYS

6. **Location.** The **NWFM** is located at: Sioux Lookout Travel Information Centre.

7. **Dates & Hours.**

The market will operate: Fridays, as chosen by the NWFM Committee.

Hours of Operation are from: **10:00am – 2:00pm**

****SPECIAL HOUR FOR SENIORS AND THOSE WITH ACCESSABILITY NEEDS – 10:00am – 11:00am**

THIS TIME IS NOT OPEN TO THE GENERAL PUBLIC**

Early closing as a result of safety concerns will be at the discretion of the **NWFM Market Manager**.

ELIGIBILITY FOR MEMBERSHIP

8. **Producers** - Applicants for membership shall produce what they sell; to be considered a “Producer”, all products offered for sale shall be grown or produced by the applying Vendor. 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.
9. **Resellers** – Applicants whom sell third-party products, not grown or produced by the seller, will be limited to (2) booths per market, some exceptions will be made.
10. **Residency.** Applicants shall reside in Ontario and grow or produce the goods within **2000** Km of Sioux Lookout, Ontario. Exceptions, including “Reseller” vendors may be made at the discretion of the **NWFM Committee**.

PRODUCT CATEGORIES

- **Agriculture**
 - **Baking/Processed**
 - **Arts and Crafts**
 - **Food Concession (FC)**
11. **Agriculture/Producer.** Products include, but are not limited to, fruit and vegetables, plants, shrubs, trees, flowers, honey, maple syrup, preserves, sauces, vinegar, meat, fish, poultry & eggs, soap, dried soup and other mixes, soils (black muck), manure, firewood, fleece, wool, fence posts, animal feed, grains, etc. Agricultural vendors may sell pre-packaged, individual servings for take-home, and a reasonable charge may be applied for small samples. Vendors must ensure that all returned products from off-site processing are their own.
 12. **Baking/Processed.** Products include, but are not limited to, breads, rolls, buns, muffins, cookies, fruit pies, cakes, pastries, meat pies, etc. All baked goods **must** be packaged at point of baking or point of sale. It is understood that not all ingredients in processed food can be obtained from a known local source, but the main ingredients of processed goods should be grown or produced in Ontario.

13. **Arts and Crafts.** Arts and Crafts shall be hand-made by the vendor using as much local material as possible and his/her own skill, artistry, and training to produce a new, unique and original product appropriate for the farmers' market. The following factors will be closely assessed:

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

14. **Food Concession.** The goal of the **NWFM** is for Food Concession (FC) vendors to provide food that is of high quality, prepared by the vendor either on site or at home; using local products that offer customers a varied and interesting selection.

Food Concession Vendors;

- a. The number of Food Concession category members shall be a maximum **(2)** Per Market;
- b. The number of Food Concession vendors at a market location, shall be determined by the space and hydro available and at the discretion of the **NWFM Committee** per market;
- c. Preference shall be given to premium products including food, drinks, and condiments;
- d. Vendors are to adhere to the rules and regulations in the current Vendor's Handbook of Rules & Regulations;
- e. Hot and/or cold food shall be prepared by the vendor, on or off site, preferably from scratch;
- f. Food shall be "ready to eat" for consumption at the market or for takeout;
- g. Vendors shall only use high quality ingredients and purchase ingredients directly from **NWFM** members or sourced from local producers as much as possible;
- h. Vendors are encouraged to create drinks from a variety of ingredients on site. Water shall be the only thing sold in bottles in the Concession area of the Market;
- i. The Market Manager has the right to request that FC vendors provide proof of locally sourced ingredients ie. receipts, etc.;
- j. Only FC vendors shall be allowed to sell out of regulated trailers during Market business hours.

OTHER VENDOR TYPES

(Approval at the discretion of the BOARD/EXECUTIVE or Market Manager)

- 15. **Restaurant, Hospitality and Tourism Vendors:** These vendors are promoting a local service or attraction and may sell samples of their food or tickets to local events as long as it does not conflict with participating seasonal vendor products/services.
- 16. **Non-Profit Community Groups:** Booths may be purchased for fundraising, promotional and educational community initiatives or events, under the same price as regular vendors, providing space is available. Vendors with the title of Agriculture/Producer, Baking/Processed, or Arts & Crafts will have priority. These groups must pay regular booth rental fees of \$50.00 per market.

17. **Musician's Buskers:** FREE space provided to musicians to busker, sell and promote their music. May be restricted in 2021.

APPLICATION AND SELECTION PROCESS

18. **Vendor Agreement.** All applicants for membership shall complete a "Vendor Agreement" form. This Agreement is made annually between the **NWFM** and the producer-vendor, who agree to enter a contract for their mutual benefit and to set out the terms and conditions of their Agreement, as detailed in this Handbook. Signing of the Vendor Agreement confirms that the Vendors shall abide by the Rules and Regulations 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. The Agreement also lists all the products approved by the **NWFM Committee** for sale by the vendor at the Market.
- In the event of the business changing ownership, it is deemed a breach of the "Vendor Agreement" and as such, the new business owner shall require a new vendor application and products to be juried.
 - 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. This also includes individuals for whom the owner is current legal guardian) shall maintain full membership status.
 - A vendor may change product category but shall conform to all rules pertaining to that category and shall be approved by the **NWFM Committee**.
19. **Review & Jurying.** The completed Vendor Agreement form is reviewed by the **NWFM Committee**, a designate or Market Manager. All products to be offered for sale shall be juried by the **NWFM Committee**, a designate or Market Manager to ensure they are indeed produced by the applicant, are produced within **2000 Km** of the **Sioux Lookout, Ontario**, are of high quality and are compatible with the other products sold at the market. For returning members with **new products**, and new members, descriptions of product shall be presented in written form well before market day. Disputes will be addressed by the **NWFM Committee**.
20. **Approval.** The **NWFM Committee**, a designate or Market Manager shall recommend acceptance or rejection of each Vendor Agreement and each product to be offered for sale and the results shall be submitted to the **NWFM Committee** for final approval. The **NWFM Committee** reserves the right to refuse acceptance of any applicant or product that is not in keeping with the rules, regulations, or standards of the **Northwest Farmers' Market**. Applicants may ask the **NWFM Committee** to reconsider decisions made on their admission or products.
21. **New Products.** If, after approval of original product lists, vendors wishing to sell items which fall into a different product category or wish to add new products from the product(s) originally juried, they shall have these items juried and approved before they can be offered for sale, display or sampling. The original application shall be amended as required. A database shall be created for each vendor product list and shall be amended, with approval by the Executive.

22. **Special Markets.** Any Special Market may have its own application and selection process. (ex; Blueberry Festival Market)

STALL ALLOCATION

23. **Space Limitations.** Vendors are normally limited to a single booth/stall space. Allocation depends on the space available at the time; all spaces are on a first-come, first-serve basis, except for our vendors who hold seniority, as defined above. Fruit and Vegetable Producers may be given the option to priority locations for ease of accessibility.

*Additional stall space requirements shall be discussed between the Market Manager and the Vendor.

24. **Sub-letting.** Full-Season Vendors may not sell, sub-let, or rent stall space to other vendors.

25. **Space Allocation and Location.** For the summer season, booth/stall spaces are allocated in the following priority:

- a. Full-season vendors with seniority, as defined above, will have the right of first refusal on their previous year's location, and first choice over other vendors below for a new booth if they wish to make a change;
- b. New full-season vendors; will have second priority of space allocation;
- c. Half-Season Vendors will have third priority on space allocation;
- d. Daily vendors on a first-come first-served basis on Market day;
- e. Exceptions will be made at the discretion of the Market Manager for special requests, such as: Electricity needs and persons with disabilities.

FEES

26. Booth/Stall Fees.

- All 2021 Fees must be paid to the Market Manager prior to Market Day. Fees will be \$50.00, per market and will include 2 tables and 2 chairs.

27. **Vendor Signs.** All vendors are required to display a sign indicating their business name.

28. **Refund Policy.** Members who have paid in-full for the summer markets, shall be offered a refund on individual markets, providing that vendor submits a Refund Request Form, stating that they may not be able to attend certain markets, 5 days before the event, unless otherwise notified before May 1st, 2021, this will be brought to the NWFM Committee for approval. Refunds will be issued for valid reasons, such as weather related disruptions, crop delay due to weather, sickness and health issues, vehicle and/or mechanical issues that directly involve product, etc. Vendors are required to fill out a Refund Request Form outlining their reasons. All Refund Request Forms must be submitted no later than the Thursday *before* the Market; any refund requests received after this date, will be considered, but is at the discretion of the **NWFM Market Manager**, and may not be approved for a refund.

VENDOR RESPONSIBILITIES

29. **Public Health and Safety Guidelines** – All vendors are required to read and adhere to the provided 2021 Public Health and Safety Guidelines. Failure to follow these guidelines will result in vendors being excused from markets.
30. **Compliance.** Vendors must make themselves aware of and fully comply with the **NWFM** Vendor Handbook. Failure to do so may be grounds for termination of the Vendor Agreement and Membership. The Board reserves the right to appoint the Market Manager and/or committee members to visit a farm or workshop etc., to verify compliance. Compliance is the responsibility of the individual vendor and not the **NWFM Committee**.
31. **Code of Conduct.** All vendors will be respectful to the NWFM Committee, Market Manager, volunteer members, fellow vendors, and customers. All vendor issues, concerns or grievances will be directed to the Market Manager who will attempt to resolve the situation. If the situation cannot be resolved by the Market Manager, the vendor will be requested to submit a detailed letter of complaint to the **NWFM Committee**. The **NWFM Committee** has the authority to make the final decision on the outcome of the grievance and the penalties for non-compliance.
32. **Government Regulations.** It is solely the vendors' responsibility to make themselves aware of and comply with Municipal, Provincial and Federal Regulations regarding labeling, measures, health and safety, etc., for all products offered for sale at the Market. The **Northwest Farmers' Market** will neither be responsible for advising vendors of these regulations nor for any dealings with government officials that may visit market for the purpose of conducting inspections.
33. **Payment of Fees.** 2021 fees must be paid prior to set-up, the day of the market. Vendors must notify the Market Manager before market day and pay prior to set up.
34. **Punctuality.** Late arrivals and early departures disrupt the market, annoy customers, and can become a safety issue. Vendors who arrive late or leave early will first be warned in writing by the Market Manager on each occasion and, if they are late *three times* or depart early *three times*, will be required to explain to the **NWFM Committee** why their Vendor Agreement and Membership should not be terminated.
- a. **Late Arrivals.** Vendors will be considered late if they have not complied with all the following by the designated opening time of 10:00am:
- arrived at market;
 - *completed* setting up their booth; and
 - moved their vehicle out of the customer areas. If a vendor has not arrived at market at least *15 minutes* before opening time the Market Manager has the option to give the stall to another daily vendor for the day.
- b. **Early Departures.** Vendors must keep their booths/stalls open for the entire market day, and not begin to tear down before designated closing time. If the vendor must leave early because of exceptional circumstances notify the Market Manager. All vendors must leave the market area no later than **40** minutes after the market closes.
35. **Product Quantities.** Vendors must bring enough products to last for the entire day. Exceptions may be made for reasons of product supply beyond the control of the vendor, e.g. produce in season.

36. **Displays.** Vendors are responsible for providing all display materials (displays, signs, etc.), and setting up and tearing down any displays additional to the tent provided. The market will provide vendors with (2) tables and (2) chairs. All booths should have an attractive and professional appearance, enhanced by good presentation and cleanliness. Vendors are encouraged to seek the advice and assistance of the Market Manager or check Farmers' Markets Ontario (www.farmersmarketsontario.com) for tips and tools. The Market Manager may ask that unsightly or unsafe materials be removed. The **Northwest Farmers' Market and its Committee** accept no responsibility for damage to or loss of these materials. All materials must be removed at the end of each market day.
37. **Parking.** Vendors may park **temporarily** at their stall space for unloading purposes but must NOT leave engines running during this time. Vendors must remove their vehicles no later than 15 min. prior to the start of the market. Please park in vendor designated areas and leave prime parking spots clear for customer parking.
38. **Conducting Business.** Vendors must remain in their own booths/stalls when selling. Sales must be conducted in an orderly and business-like way, and no shouting, calling out to passing customers, or other objectionable means of soliciting trade are permitted.
39. **Pricing.** All items offered for sale must have prices prominently and clearly displayed. Vendors cannot sell below cost of production. Pricing should be fair to you, the customers and to your colleagues.
40. **Farm Products Grades and Sales Act.** Produce should be sold by units or legal containers, such as bushel, 4-liter basket, quart, etc. If your product is sold by weight, the scale must be government inspected, with a valid sticker displayed. All produce should be correctly labeled and priced.

FOOD SAFETY

Food Safety. Every person handling food products must maintain a very high standard of personal hygiene and cleanliness. In fact, all vendors and staff must practice these standards to prevent the transfer of pathogens between vendors/staff and therefore to foods. Please adhere to the guidelines set by the Northwestern Health Unit, which are superior to the guidelines provided in **APPENDIX C: FOOD SAFETY GUIDELINES**.

41. **Refuse.** Booth/stalls must be kept free from refuse during the market day, and at the end of the day all refuse for removal must be placed in the bins provided or taken with you. This is especially critical for any produce and food vendors, because of the risk of vermin, and scraps of any such material must be scrupulously cleaned up from the ground. **No garbage is to be left behind.**
42. **In-stall Storage.** Storage containers and equipment shall be confined to one's market space and kept out of sight.
43. **Alcohol.** No alcoholic beverages consumed during the opening hours of the market.
44. **Smoking.** No smoking is permitted in or near the buildings or the stall areas. Check the Town By-Laws.

45. **Live Animals.** Live animals for sale must be confined, kept separate from any foods, their wastes must be regularly and properly disposed of and they are to be kept outside in a designated area. Pets are not permitted at the market under any circumstances; guide dogs excepted. *Puppies and kittens may not be sold in the market.*
46. **American Currency.** Vendors should offer an exchange rate consistent with the current bank rate.
47. **Insurance.** While the **NWFM** does carry basic Public Liability and Property Damage Insurance through Farmers' Markets Ontario, any additional insurance coverage is the responsibility of the individual vendor. **NWFM** bears no responsibility for any vendor property at the market.

MARKET MANAGER RESPONSIBILITIES

48. **Rules and Regulations.** The Market Manager supervises the day-to-day operation of the market and will apply the rules of the market as detailed in the Vendors' Handbook and report violations to the **NWFM Committee**, as necessary. The Market Manager will issue written warnings to vendors on every occasion for violations of the rules. The Manager may ask the **NWFM Committee** to suspend a vendor for one or more days for a serious violation of the rules.
49. **Collection of Fees.** The Market Manager shall collect all fees when they are due and promptly deposit monies. Vendors may not set up until appropriate fees are paid. *A \$45 charge will be levied for NSF cheques.*
50. **Space Allocation.** The Market Manager shall assign all booth/stall space for vendors, taking into consideration all of the following:
- a. Booth/stall availability & Personal preferred spot as expressed from each vendor in the order that they registered and paid in full.
 - b. Vendor attendance record, including late arrivals and early departures.
 - c. Product category and its compatibility with products of nearby vendors.
 - d. Special requirements such as hydro, outsize vehicle parking.

The Market Manager may move a vendor for reasons of safety, health, product compatibility or other valid reason and may insist vendors remove any objects that do not appear to be safely secured or fastened; e.g. banners.

51. **Removal of Persons.** The Market Manager 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.
52. **Community Area.** Based on stall availability a community area is available to charity and non-profit organizations, for fund-raising, promotional and educational purposes by applying to the Market Manager. Users of the community table will not be permitted to sell products, other than such things as raffle tickets. This restriction also applies to persons who visit the market as demonstrators in a special event. The person applying will be held responsible for leaving the booth in the same condition as received. The market does not provide tables, chairs, or any display materials.

53. **Musicians/Buskers.** Buskers are allowed at the Market at the discretion of the Market Manager. Depending on COVID-19 regulations, buskers may be restricted from attending Markets in 2021.
54. **Problem Resolution.** Vendors are encouraged to approach the Market Manager or one of the **NWFM Committee Members** if they encounter a problem needing immediate action. Issues that require further attention can be brought to a **NWFM Committee** meeting. Vendors are strongly discouraged from discussing market issues in front of customers. The agenda of every meeting includes an item headed “Members Forum”, specifically for members to air problems, suggestions, complaints etc. in written form. If **NWFM Committee** decisions are required, the discussion will take place in private and not with the vendor present.

APPENDICES

APPENDIX A: LIST OF THE 2021 BOARD/EXECUTIVE

POSITION	NAME	CONTACT INFO
MARKET MANAGER	Kayleigh Bates	Ph: (807) 938-6469 Cell: (807) 220-0521
ASSISTANT MARKET MANAGER	Jessica Darling	Ph: (807) 737-1937

COMMITTEE	MEMBER (S)	CONTACT INFO
NWFM CHAIRPERSON	Christine Hoey	Ph: (807) 738-3600

APPENDIX B: SCHEDULE OF 2020 FEES

PRICE		
Full-Season Vendors	Half-Season Vendors	Daily Vendors
N/A	N/A	\$50.00 per market

APPENDIX C: FOOD SAFETY GUIDELINES

1. All foods offered for sale must be protected from airborne and human contamination and kept covered at all times unless being prepared or served.
2. For transport and storage, keep food tightly covered in clean food containers or single-use food bags, wraps or foil.
3. Keep cold foods cold! If you are transporting cold food or cooling food from one location to another, put the covered food in a cooler with ice or frozen gel packs. Include a thermometer to check that the food stays at 4° C or colder. Meat, poultry and fish must be packaged and frozen at origin, and kept in a refrigerator or cooler. Frozen food must be kept at -18° C or colder.
4. Baking and processed foods must be pre-packaged at point of production or contained in a display case to protect from airborne and human contamination. Items containing hazardous ingredients such as meat, cheese, dairy, or eggs must be kept in a refrigerator or cooler.
5. All persons handling food must wear clean clothing, wash hands often, be free from infectious disease, NOT smoke, and avoid touching nose, mouth, hair, and skin.
6. Sampling
 - a. Do not allow customers to get hands anywhere near samples to be eaten by other Customers
 - b. Prepare individual samples that cannot be handled by more than one Person
 - c. Provide toothpicks or small paper containers, or pass out each sample.
 - d. samples may NOT be heated outside stall area.
 - e. watch children very closely
 - f. all food court vendors' and vendor who provide samples food samples are considered food preparation and therefore required to have a simple hand washing station in their booths (i.e. medium to large insulated container with spigot filled with hot water, soap, single use towels, bucket to catch dirty water).
7. Condiments
 - a. Provide tongs, forks or spoons for each type of condiment being Offered; no customer hands in the bowls.
 - b. Clean up the serving area often, being especially careful to pick up food scraps that fall to the ground or floor.
8. Wash your hands often and do it well! Wash before preparing, handling, serving, or eating food. Wash hands after:
 - a. Using the washroom, smoking or cleaning
 - b. Sneezing, coughing or blowing your nose
 - c. Touching your face, mouth or hair, or an animal
 - d. Handling raw meat or other uncooked foods or the surfaces they have been on
 - e. Handling dirty utensils or dishes, money, or garbage
9. Containers and wrappings must be single-use only.

10. Do not allow any unauthorized persons access to where food is being prepared.
11. Racks, shelves or tables must be provided for food displays, and all food must be at least 15cm (6in) off the floor/ground.
12. All canned products must be packaged in new jars and sealed with new vacuum lids.
13. Personal effects should not be stored anywhere near food products.
14. Eggs, maple syrup and honey must be graded and packed in new and sterilized containers. Eggs must be kept in a refrigerator or cooler with only an empty carton on display.

APPENDIX D:

GLOSSARY OF TERMS RELATED TO FARMERS' MARKETS

ARTISAN CRAFTERS: Persons offering quality craft items made by them personally. (Pre-made or "slightly altered" pre-made products do not qualify) All items are "juried" by the full Board for appropriateness.

COMMITTEE: A **Committee** is a body of elected or appointed members who jointly oversee the activities of the farmers' market. It is often simply referred to as "the board".

A board's activities are determined by the powers, duties, and responsibilities delegated to it or conferred on it by the market membership. These matters are typically detailed in the organization's BYLAWS/POLICIES. The bylaws commonly also specify the number of members of the board, how they are to be chosen, and when they are to meet. In an organization with voting members, the board acts on behalf of, and is subordinate to, the market membership full group, which usually chooses the members of the board. Typical duties of boards of directors include:

- governing the organization by establishing board policies and objectives;
- selecting, appointing, supporting and reviewing the performance of the board members;
- ensuring the availability of adequate financial resources;
- approving annual budgets;
- setting the salaries and compensation of market staff;

The legal responsibilities of boards and board members vary with the nature of the organization, and with the jurisdiction within which it operates. Typically the board chooses one of its members to be the *chair*, who holds whatever title is specified in the bylaws.

COMMUNITY GROUPS - NON PROFIT GROUPS:

Groups seeking to provide information only to the public about community based events and services. No selling or campaigning. Fundraising is limited to the sale of raffle or community event tickets.

DESIGNATE: To officially choose someone to do or be something or to officially give someone a particular role or purpose

FARMERS/ PRODUCERS: Persons or entities that grow produce (vegetables, fruits and nuts), herbs, flowers or nursery crops from seed or plants, and care for, nurture, cultivate, and harvest the crops offered for sale at the Market. Beekeepers, egg farmers, poultry growers and fish growers are considered farmers. Products sold at the Market must be locally grown or produced. No reselling or franchise sales are allowed. All products must be sold by the farmer/grower, producer and/or family member

FOOD VENDORS:

Concessionaires offering freshly made foods, available for sale and immediate consumption at the market.

JURYING:

Role of the **Jury** is to provide an independent review of vendor applications ensuring the values of the **COMMITTEE** are respected and communicating the results of that review to the **COMMITTEE** and Market Manager.

1. The Jury Committee will evaluate the application on the following criteria:
 - Does it meet the basic requirements of the FARMERS' MARKET policies including, but not limited to:
 - Products produced in YOUR REGION by the vendor
 - Crafts are handcrafted
 - Crafts are "more than repackaging" of commercial products
 - Materials and products must represent a quality consistent with the expectations of products typically found at Farmers' Markets.
2. If the Jury is unable to proceed because an application is deficient the DESIGNATE will communicate directly with the potential vendor and advise the Market Manager. When the information is received a jury date will be re-established.
3. Where the application includes consumables i.e.: food, personal care, etc. Samples must be submitted to be evaluated. Evaluation will include tasting. Samples will not be purchased or returned to the vendor.
4. The Jury Committee will review the application, critique the products and complete the appropriate Jury Form.
5. The Designate will forward a copy of Jury Form stating the recommended approval or rejection with rationale and mitigation strategies (if appropriate) to the Market Manager. The Market Manager will:
 - a. Advise the potential vendor of the results of the jury
 - b. Advise on any recommendations or mitigation strategies
 - c. Add the successful Vendor to the Farmers' Market Registry
 - d. Arrange product samples to be picked up
6. A successful jury does not mean automatic inclusion at the market.
7. Once approved, unless there is a significant change in the product, that vendor is considered approved for that market season whether they attend a market or not.

MARKET MANAGER:

The Market Manager's job is to implement Market policies. This includes Market set-up, booth assignments and collection of fees, providing information on membership and Market policies, and assuring vendor compliance with Market policies. The Manager will make booth assignment decisions based on available space in the Market and the need for specific

products. The Manager will be responsible for public concerns and vendor complaints. The Market Manager has complete authority to interpret and implement policy on the Market site; including the authority to rescind stall space for just cause. Vendor grievances will be taken to the Market Manager and if not resolved to the NWFM Committee.

MUSICIANS:

The market strives to create an enjoyable environment, including “background” music for customers and vendors. Musicians may use tip jars/guitar case, etc. and CD sales are allowed and encouraged.

PROCESSORS:

Person offering fresh food products (salsa, ciders, baked goods, smoked meat/fish, cheese, preserves) that have added value to their product through some sort of “hands on” process. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, expiration date, producer name or address. Processed items must be made with LOCALLY-grown produce when possible.

VENDOR:

The term vendor is typically used to describe the person that is paid for the goods that are made, grown or raised at the market. A vendor can operate both as the supplier of goods (seller) and the manufacturer.