

Baddeck Community Market

2024 Vendor Rules and Regulations

The Baddeck and Area Community Market Society is a registered Nova Scotia non-profit society that operates the Baddeck Community Market. The Baddeck Community Market is managed by a volunteer Board of Directors. The Market Board works in close cooperation with Market vendors to achieve its goals. These Market Rules and Guidelines are designed by the Board to act as a framework to enable the Society, vendors, and the community to work together to ensure that the Market is successful in fulfilling its mission. The Board reserves the right to remove any vendor who disrupts this process.

Please refer to Appendix A for the definition of a market vendor.

Market Mission

Our mission is to create a vibrant market that encourages local food production and economic sustainability, while fostering the spirit of community. We promote the benefits of locally produced and sourced products, through education and by building connections between Nova Scotia producers (primarily Cape Breton based) and customers.

The market is focused on local food, artisanal and non-food agricultural products. To support its mission, the market aims for a 60%/40% split between food and non-food products.

Products

All products sold at the Baddeck Community Market must be grown or produced in Nova Scotia and background information on product sourcing must be readily available for customers. Preference is given to local, non-processed, value-added and artisanal products. Absolutely *no* resale, second-hand, or flea-market items are permitted at the Baddeck Community Market.

The Board reserves the right to limit the number of similar non-food items to ensure that the market maintains a diverse range of products to interest our customers. In all cases, the Board will determine, at its own discretion, what products may and may not be sold at the market.

Vendor Tables and Fees

Vendors are responsible for bringing, setting up and taking down their own table (and shelter if required/preferred) each week. Help will be provided to those who find this task physically challenging. Each vendor is responsible for maintaining a clean and safe environment around their table(s). Waste bins are provided at the market site.

Please refer to Appendix B for the 2024 Vendor Table Fee Schedule

Location

The market cannot guarantee a vendor has the same setup location for each market week. The market reserves the right to assign a specific location to each vendor. This is done to keep the market aesthetically pleasing to customers and provide the optimum traffic flow.

Signage

If a vendor wishes to use signage, it must be displayed on the vendor's own table or be freestanding; it must be safe, secure, and non-damaging to the premises.

Vendor Table Staffing

The market requires that a vendor or qualified person (intimately involved in the production of the vendor's wares) **be present at the vendor's table** throughout the market session (except for reasonable breaks). This requirement ensures that customers are provided the opportunity to learn about what they are buying from those involved in producing the item being sold.

Storage

The market has **no storage facility**. All material must be removed from the premises at the end of the Market opening hours. The market assumes no responsibility or liability resulting from items left behind.

Table Space

The standard allocated space for each vendor is 10ft x 10ft . Pre-paid vendors will be given priority when assigning vendor location.

All vendors are asked to keep their wares close to their assigned table(s) so that one vendor does not encroach on another vendor's space or create a hazard for those walking through the market.

Market Hours

The market operates between 10:00am and 1:00pm selected Saturdays. Vendors must arrive early to ensure they have plenty of time to set-up, prior to customers arriving at 10:00 am and remain until closing at 1:00 pm. See *Setup Time/Parking*, below, for more information.

Vendors who sell out of their product before closing time are asked to remain at their assigned table(s). This allows customers to meet all vendors and discuss their products and ensures that customers can rely on finding their favourite vendors throughout the market's regular hours of operation.

Market Attendance

Vendors need not attend all regular markets throughout the 2024 season; however, preference will be given to those who pre-pay and commit to attend each market. When applying to vend at the Baddeck Community Market, please indicate a preferred/anticipated vending schedule. The Acting Market Manager requires notice for the following scenarios:

- Regular vendors (see Appendix A for definition) will provide at least **48 hours' notice** for a missed scheduled market day.
- Casual vendors (see Appendix A for definition) will provide a schedule of expected attendance at time of approval.
- Vendors will provide advance notice (**48 hours in advance or more if possible**), when changing their attendance preferences from those indicated on their application.

Not receiving the necessary notice, or missing a Market session to which you have committed, will require payment for that Market regardless of attendance.

Setup Time/Parking

- Parking in the parking lot directly beside each market venue is **restricted**. These lots are generally reserved for market customers and/or people with disabilities. Vendors are required to promptly move their vehicle after unloading /loading to give space to other vendors. Do not park near the market exits during the Market, as those spots are used by customers once the market begins.
- Setup time is very busy. People are arriving with laden cars and arms, and unpacking often delicate items. When moving a car, please be aware of other people carrying their wares, and remember normal village traffic continues on roads and sidewalks.
- *For indoor Christmas market only:* If setting up an inside table near one of the above building entrances, do not block access. Please leave 100% clear access to exits (fire safety) and washrooms at all times, both during and after setup time.

Applications

Food vendors must complete the *Food Vendor Application*.

Non-food agricultural product (raw or unworked; a producer doing more than harvesting/stabilizing, may be considered an *artisan vendor*.

Artisan vendors must complete the *Artisan Vendor Application*, abide by Artisan Vendor Guidelines, and may be subject to a jury process as determined necessary by the Board.

Additional Regulations

Food vendors are subject to government regulation; please see *Food Safety for All Edible Products*, below. Cosmetics vendors are also subject to government regulation; see *Cosmetics*, below. Many food and cosmetic products are subject to labelling requirements; see *Product Labelling*, below. Some non-food vendors (e.g., cosmetics, crafts) may be subject to our *Jury for Non-food Products*, below.

Food Safety for All Edible Products

All vendors of food products must read and adhere to the Nova Scotia Department of Agriculture's *Guidelines for Public Markets*, available at this Government of Nova Scotia web site:

www.gov.ns.ca/agri/foodsafety/policies/publicmarketguide.shtml

Vendors are responsible for any permits or licenses that may be required, and must clearly display such permit(s) at all times during market hours. Vendors must immediately inform the Acting Market Manager if their permit is withdrawn or amended.

Cosmetics

All vendors of cosmetic products (including soaps and bath products, scented items like candles, pillows, tinctures, salves, etc.) must follow Health Canada's *Guidelines for Cosmetics Manufacturers, Importers, and Distributors*, available at:

www.hc-sc.gc.ca/cps-spc/pubs/indust/cosmet_guide/index-eng.php

Cosmetic products must be submitted to our jury process.

Product Labelling

In general, and as applicable, products should be sold with complete care or use instructions.

All food vendors, whether or not you require permits, must comply with requirements detailed in the Canadian Food Inspection Agency's *Guide to Food Labelling and Advertising*, available at:

www.inspection.gc.ca/food/labelling/guide-to-food-labelling-and-advertising/eng/1300118951990

Nova Scotia Food Safety Inspectors administer food labelling protocols on behalf of Canada.

For soap or other cosmetics, vendors must follow Health Canada's *Labelling of Cosmetics* guidelines:

www.hc-sc.gc.ca/cps-spc/pubs/indust/cosmetics-cosmetiques/index-eng.php

Vendors are responsible for determining what labelling may be required, and for displaying or affixing to your products any required labelling, as specified in the relevant guide.

Jury for Non-food Products

Any non-food product that is not sold essentially in its raw harvested state is generally considered an artisanal product, and therefore may be subject to the artisan jury process as deemed necessary by the Board. For example, cut flowers, undecorated green boughs or vine wreaths are considered a raw product and not typically subject to the Jury process, but floral arrangements and decorated Christmas wreaths are artisan products and may be required to go through the Jury process). Please visit our website or reach out to baddeckmarket@gmail.com to obtain a copy of our **2024 Artisan Guidelines** for details.

Appendix A

Definition terms for the Baddeck Community Market:

Acting Market Manager – is a member of the Board or Society who is assuming coordinator role in the days leading up to and on the day of that particular Market. The general contact information for the Acting Market Manager is baddeckmarket@gmail.com

Market Vendor – is a producer of Nova Scotia grown produce or artisan of locally-made art/wares who meets Market eligibility requirements and sells their goods at the Baddeck Community Market.

Market Season – includes the regular market days during a typical summer market season (June to October).

Market Table – is a designated vendor spot, rented weekly by a Market vendor. The location of this “spot” may vary by week depending on number of vendors, other coinciding events, etc.

Jury Process – a screening system used to determine eligibility of artisans to sell at the Baddeck Farmers Market (typically twice/season – at the beginning and mid-way through the season).

Table Fees – a rental fee paid by a Market vendor for the use of a space (to sell goods) at the Market. Fees can be prepaid for the entire regular market season. Alternatively, table fees can be prepaid prior to market day (by e-transfer or cheque) if a vendor is attending only for that day.

Vendor in Good Standing (V.G.S.) – a vendor that has paid in full all table fees owing to the Acting Market Manager (or substitute) by the end of each Market day or prepaid fees owing according to their chosen attendance schedule. Other V.G.S. criteria include punctuality at beginning and end of market, teamwork, attitude, compliance to Market rules, etc.

Casual Vendor – meets Market eligibility requirements and sells at the Market on a part-time basis. A waiting list of Casual Vendors is maintained by the Acting Market Manager and is used to fill last minute table space vacancies for a given Market day.

No-show Notification Requirements – a Full-time Vendor unable to attend the Market must provide 48-hours notice (prior to the start of that week’s Market) to the Acting Market Manager. Vendors not following notification policy will incur table charges for that Market day.

Full-time Vendor defined:

A Full-time Vendor at the Baddeck Farmers Market must meet the following criteria:

1. Maintains a “V.G.S.” status throughout the Market season.
2. Follows Market Code of Conduct requirements
3. Misses no more than one market day/month.
4. Sells only approved goods at their Market table(s).
5. Staffs table during regular Market hours (10am - 1pm) on each Market day.
6. Maintains suitable goods inventory at their Market table throughout the regular market selling period.
7. Assists when required with set-up and tear down of tables and clean-up (after completion of each Market); if physically able to do so.

8. Follows vendor “no show” notification requirements when not able to attend the Market on a given week.

Full-time to Casual Vendor status:

Not meeting the above criteria can result in loss of Full-time Vendor status. Once status is lost during a season the vendor is considered a Casual Vendor for the remainder of that year’s regular market season.

Full-time Vendor benefits:

1. Receive discounted rate for table fees – these are pre-paid in full at the beginning of the market season. The 2024 deadline for pre-payment is June 8th, one week before the first market.
2. Provided a specified table location for the entire regular season.
3. Receive first right of refusal to participate in special Markets or special events (e.g. Xmas Market).

Vendors with questions about how government regulations apply to their products, or requiring information about provincial programs such as safety testing for prepared food products, should contact Nova Scotia Environment (Inspection Compliance and Enforcement). The Public Health Officer for the Baddeck area is Sean O’Toole ((902)574-2089). Find Health Canada contacts for product safety and cosmetics questions at www.hc-sc.gc.ca/contact/index-eng.php

—The Baddeck Farmers Market Board of Directors, April 2024

Appendix B

2024 Vendor Fee Schedule

There are 10 regularly scheduled markets during the 2024 Baddeck Community Market season (June 15, June 29, July 13, July 27, Aug 3, Aug 17, Aug 31, Sep 14, Sep 28, and Oct 12, 2024).

The following outlines the fee structure for the 2024 Baddeck Community Market:

Full-time vendor:

10 regular market weeks - \$20/booth/week - the total prepayment amount for the 2024 regular market season is \$200. Fees must be pre-paid in full by e-transfer, cheque or cash; by June 8, 2024.

Casual vendor:

Pay as-you-go - \$30/booth/week paid on market day – by cash or e-transfer. Subject to availability of space on a particular market day.

Youth (high school student or younger) vendor:

Pay as-you-go - \$5/booth/week paid in cash on market day.

Electrical hook-up:

All approved vendors will pay \$5/booth/week. Full-time vendors pay an additional \$50 to their table fee prior to June 8, 2024. Casual vendors pay an additional \$5/booth/week (\$35 in total) on each market day.

Appendix C

Baddeck Community Market CODE OF ETHICAL PRACTICES

The Baddeck Community Market (BCM) seeks to create a pleasant market experience for its vendors, customers and the public. To ensure this goal, BCM vendors and administration must adhere to the principles governing the BCM and be dedicated to the preservation of these principles.

1. The BCM and each of its affiliated vendors shall undertake the obligation to ensure that fellow vendors, customers and the public in general enjoy an environment free of harassment, either physical or verbal (i.e. without abusive or inappropriate language, abusive or inappropriate physical actions - directed from one to another vendor or directed from a vendor to a member of the public).
2. The BCM and each of its affiliated vendors shall undertake to maintain a standard of cleanliness in the area(s) of their allocated table(s) and the market in general.
3. The BCM and each of its affiliated vendors shall respect and ensure the safety of the public by not obstructing pedestrian walkways.
4. The BCM and each of its affiliated vendors shall actively participate to maintain the high standards of products offered to the public.
5. The BCM vendors shall inform the BCM manager of an intended absence 48 hours in advance of a scheduled market when the vendor is unable to attend.
6. The BCM and its affiliated vendors, shall have the power to institute disciplinary and corrective proceedings to insure the application of the above principles.

Baddeck Community Market Board of Directors
April 26, 2024