

# Vendor Handbook

## Halifax Seaport Farmers' Market

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OFFICIAL POLICY AND PROCEDURES MANUAL

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### MEMBERSHIP CRITERIA

The executive will review applications for membership annually.

1. All members of the City Market of Halifax Co-operative Limited must be a Nova Scotia primary or secondary producer.
2. A minimum of sixty per cent of product sold at the market on an annual basis must be of the member's own production during a one (1) year period.
3. A principal in the business must attend the market at least seventy-five per cent of the time on a quarterly basis. - *Paid sales staff?*
4. There must be an available spot in the appropriate vendor category.
5. The market must guarantee each member a vending space in their season.
6. Persons applying for membership must:
  - a) participate in the market as a day vendor for at least six months
  - b) include the annual membership fee with their written application
  - c) meet all the criteria for membership
  - d) be at least 18 years old.
  - e) be clean, tidy and suitably attired
7. Definitions
  - a) A primary producer grows or harvests raw materials for direct sale or manufacture into secondary products. The determining factor in placing a vendor in a primary or secondary category is the source of their raw materials.
  - b) A secondary producer purchases raw materials for local manufacture into secondary products.

Examples:

A crafts person can be a primary producer if they grow or harvest their own production materials.

A cheese producer is considered a primary producer if they produce their own milk but is considered a secondary producer if they purchase the milk for cheese production.

### MEMBERSHIP CATEGORIES

1. Membership in the co-operative is divided in two categories PRIMARY and SECONDARY. (see definitions under criteria for membership)
2. Full members of the market as of 1994/95 who purchase and resell product will continue to be full members of the co-op and will be designated as secondary producers. This provision is not transferable to partners or family members who did not participate directly in the market prior to 1994/95.
3. The ratio of primary to secondary producers will be maintained at not less than 60 % primary.

### PRODUCT CATEGORIES

Category Suggested ideal mix

Fruit & vegetable 24 per cent

Plant & flower 22 per cent  
Dairy (bovine, goat) 3 per cent  
Fresh meat ( also frozen) 7 per cent  
Craft 12 per cent  
Bakery 9 per cent  
Deli & prepared foods (jam etc.) 12 per cent  
Fresh fish 3 per cent  
Primary other 4 per cent  
Secondary other 4 per cent

Members wishing to make a significant change to their product mix must apply to the market executive for approval.

#### 4. Organizational and Individual Memberships

- a) The choice to have an organizational or individual membership is at the discretion of the member regardless of their business structure.
- b) An owner of an organizational membership can appoint anyone to vote and act for them in the co-op as outlined in the application form.
- c) Cooperatives of local producers can have a membership in the farmers' market cooperative provided they have personal representation by their members at the market and do not unduly limit competition and diversity in the market.

#### 5. Active / Inactive Status

- a) To be an active member in the co-op a share holder must pay the annual vendors fee and sell product in the market for at least six weeks annually.
- b) Members who do not meet these requirements will automatically be placed on the inactive list.
- c) If a share holder wishes to become active again they must notify the board in writing and pay the annual vending fee.
- d) There is no guarantee that the original location of an inactive member will be available when they return.
- e) New owners of businesses purchased from inactive members will be subject to the same rules that apply to inactive member save for stipulations in items 1 through 3 inclusive under Transfer of Vending Rights and Seniority
- f) Exceptions can be made on compassionate grounds.
- g) Membership in the market may be revoked and the original purchase price returned to the inactive member after 2 consecutive years on the inactive membership list.

### **SENIORITY REGULATIONS**

#### **1. Section "A" Accounting for the years prior to 1991**

- a) Every member gets a point for each year attended prior to January 1991.
- b) Attendance in any portion of a year will count for one point.
- c) A vendor born into a family selling at the market will use their year of birth as their start date.
- d) A seniority list with start dates will be posted.

#### **2. Section "B" Accounting for the years after 1991**

- a) Attendance records kept weekly by the manager will be used to maintain the seniority list.
- b) Attendance of six weeks in a season is enough to qualify for a point.
- c) Seniority will accrue at the rate of one point per season attended.

**DEFINITION:** The four market seasons are:

Winter January 1 to March 31

Spring April 1 to June 30

Summer July 1 to September 31

Fall October 1 to December 31

1. Placement on the seniority list is a function of A plus B. The highest total points will be placed first on the seniority list
2. If two or more vendors are assessed to be in an equal position the following rules will apply:
  - a) the vendor with the highest number of weeks attended in the preceding two years will have seniority
  - b) if they are still equal at this point any seniority issue that cannot be settled by mutual agreement will be determined by lot.

#### **REGULATIONS FOR BOOKING TABLES**

1. All seasonal vendors with full membership in the co-op may book space at the close of their season for the following year. Any spaces not booked 30 days prior the start of a season will be available to other vendors.
2. A member may book a few spaces to start a season with additional spaces booked for peak season. All spaces must be booked at least 30 days prior to each season to guarantee spaces at peak season.
3. Year round vendors who reduce their space may book their expanded space at the end of their main season for the following year.
4. Six (6) day vendor table spaces will be reserved for traditional seasonal Christmas vendors of locally sourced woodland Christmas decorations
5. Traditional vendor locations in the market will be respected where possible
6. Day vendors may book spaces one week in advance
7. Vendors are responsible for table fees on all booked tables unless arrangements are made at least 24 hours in advance of market day.
  - a) Emergency situations arising on market day such as accidents or dangerous driving conditions will be exempted.

#### **SALE OF CO-OP SHARES**

Members of the Co-op own their market share. They can sell it to anyone they wish for whatever price they can get. This does not mean that the owner of the share automatically becomes a vendor in the market.

#### **TRANSFER OF VENDING RIGHTS AND SENIORITY**

1. No member will be permitted to purchase an existing business in the market if it would unduly limit competition and diversity in the market.
2. **Producer owned businesses** sold outside of immediate family members can remain vendors in the market provided:
  - a) The co-op share is included in the sale
  - b) The new owner meets all requirements and standards of the market
  - c) The business is and continues to be a producer owned and operated venture either primary or secondary in nature.
  - d) The new member will be on probation. The board of directors will review the eligibility of the owner after one year.
  - e) The seniority of the new member is zero.
  - f) The location of the new member will be the same as the previous owner's with the same controls and conditions that applied to the business seller.

#### **3. Family Farms and Businesses - producer owned**

Seniority and vending rights are transferred automatically with the business if ownership of a farm or business is transferred to an immediate family member, provided that the share is sold to the family member as well.

**DEFINITION:** Immediate family member is any relation to the current owner closer than a cousin.

#### **CONFLICT RESOLUTION**

The market has no tolerance for physical or verbal abuse.

1. Vendor disputes concerning any market related issue that cannot be resolved by vendors should be addressed to the Market Manager. The manager will investigate the issue with a view to resolving the situation through discussion with both parties. If a resolution cannot be reached a written complaint addressed to the Manager and Board of Directors may be filed. A written response will be received by both parties explaining the markets position and a market imposed resolution to the situation will be implemented after investigation and review by the board or it's designate.
2. The Board of Directors may, in cases of physical or verbal abuse, upon review of written and verbal statements of participants and witnesses, suspend vendors and or their business from the market for a number of weeks depending on the severity of the abuse. In extreme or repeat cases the board may request that the general membership revoke the offenders' membership. The offending member may be present to plead their case before the membership and the board.

### **RETAIL VENTURES ASSOCIATED WITH THE FARMERS' MARKET**

Week long retail ventures associated with the Farmers' Market shall be local in nature and complement the values and quality of the market.

### **PRODUCT REGULATIONS AND DEFINITIONS**

Goods Purchased for Resale -

Goods purchased or consigned for resale shall not exceed 40 % of a vendors total sales on an annual basis, save for cooperative members prior to 1994/95 as noted under Membership Categories item 2. in this Policy and Procedures Manual.

Imported Goods

Imported Crafts and Manufactured goods are not allowed for sale in the market (except at the International Market and only then if they meet Fair Trade standards).

Imported prepared foods are allowed on a case by case basis

Imported fresh foods are allowed in the following circumstances:

- In the off season
- Foods not producible in Nova Scotia bananas, coffee, oranges etc.

Definition: Imported means not produced or processed in Nova Scotia

Craft Products

Craft products allowed for sale in the market must be designed by a Nova Scotia craft person and must be produced under the direct supervision of the designer/creator/vendor.

### **DAY VENDOR REGULATIONS**

#### **1. Who can be a vendor:**

a) a principal owner or producer of the products for sale must be in the market on market day

#### **2. When are day vendors allowed to sell**

- a) As space permits on a day to day basis
- b) Management may from time to time make a commitment to a regular day vendor for several weeks in advance.
- c) To be considered a regular day vendor the seller must have been in the market for six consecutive weeks
- d) vendors must be in the market one hour before opening to claim reserved spaces
- e) Unreliable attendance will result in the loss of booking privileges
- f) Unclaimed spaces are allotted on a first come first served basis in the hour prior to opening

#### **3. Where can day vendors set up:**

- a) The manager will allocate spaces as best suits the needs of the market
- b) All decisions of the manager are final on market day

#### **4. What products are allowed for sale**

- a) locally produced foods and crafts
- b) other products or services that may fit in the market environment, assessed on an individual basis
- c) management reserves the right to limit the number of vendors selling similar type products

### **LONG TERM DAY VENDOR REPRESENTATION**

Recognizing that primary producers should and must control the HFM as a prerequisite for maintaining it as a farmers' market oriented to the needs of farmers but also recognizing that long term day vendors play an important economic, social and business role in the market, a membership category for long term day vendors has been created to provide Long Term Day Vendors with security of participation in the market and a voice in market governance.

1. Qualifying Term for Long term Day Vendor Status

- a) Three years of participation in the market with a minimum of 40 weeks attended in each year and no more than 6 weeks missed consecutively. (special circumstance may extend that grace period )
- b) Seasonal Day Vendors with plants and flowers (craft related), Chocolate, seasonal apparel etc. may apply for reduced participation based on seasonal limitations.

2. Representation on the on The Board of Directors

The number of directors of the Coop is increased by one to a total of eight to allow a representative of a Long Term Day Vendors Cooperative to have a single place on the board of directors with one vote.

3. The Board of Directors has the right to refuse any application for Long Term Day Vendor status at their discretion.

4. Long Term Day Vendors are guaranteed a space in the market but not necessarily the same location each week.

5. The Annual Vending Fee as assessed to Members will apply to Long term Day Vendors