

# ST. JACOBS FARMERS' MARKET & FLEA MARKET

## Policy Statement # 3

### Outdoor Policies (Revised August 24, 2007)

#### 1. Hours of Business

The Market shall be open for business during those hours and on those days from time to time established by the manager and each permit holder shall be present and opened for business according to these times and dates. It is understood that the present market dates are every Thursday from 7:00am to 3:30pm(effective January 1, 1996), Saturday from 7:00am to 3:30pm (effective April 1, 1996) and Tuesday from 8:00am to 3:00pm from June thru August and if a permit holder is not open for business by 7:00am on any of these days or any other market dates established by the Market manager, the manager shall have the right to rent his or her booth to another person for the duration of that particular day. The manager shall not by such action be deemed to have condoned the permit holder's absence and the permit holder remains responsible for the fee pertaining to that day. If a permit holder does not show up for market on 5 consecutive market dates, such permit holders shall forfeit their designated spot and any fee for the unexpired portion of the term shall be forfeited. Permit holders who have a permit to occupy a booth on both Thursdays and Saturdays and choose to attend only one of those days shall forfeit their right to operate their booth on the opposite day with no refund of fees and the manager may assign such booth to a new permit holder for that day of the week.

#### 2. Term and Permit

The permit holder's right to operate at the Market shall be for the periods stated on the invoice, issued at the beginning of the term. The invoice marked "paid" will constitute the permit to operate at the market.

#### 3. Payment of Fees

Fees shall be paid in advance by post-dated cheque to cover the term stated on the invoice and shall be based upon the length of the booth's frontage. All daily permit holders must pay in cash upon arrival for their booth rental for the day. A minimum booth rental is based on a 10' booth charge.

#### 4. Items Permitted to be Sold

The permit holder shall sell from his/her booth(s) only those items which are approved by the Market manager. Farmers may sell **only** their own produce which they grow. (Proof of this is required.) At the beginning of the season each vendor is responsible for filling out an application with their name and address as well as the products they plan to sell. Once approved any changes or additions must receive the prior written approval of the Market manager. Items not approved may not be sold at the Market and will have to be removed immediately from a vendors booth.

## 5. Set-up and Booth Assignment

All permit holders must be in by 7:00am. **All** permit holders must report to the Market office **upon arrival**, to sign in. No permit holder may hold a booth for another permit holder. Once a permit holder has rented a booth, he/she must proceed at once to set-up the booth. Exceptions will be made due to rain days. Permit holders must stay within the boundaries of their booth. A parking space will be assigned as near to the booth as possible. Any daily vendor not in line by 7:00am may not be assigned a booth for that day. All daily vendors must check in at the office before pulling their vehicle into a vendor booth.

## 6. Loading and Unloading

All permit holders who rent space on the south side of the Farmers' Market building, in the sheltered area must have their vehicles unloaded and moved by 7:00am.

## 7. Tarps

Tarps and canopy structures must be firmly secured (preferably with rope, to the vendor's vehicle frame) and in place before the designated opening of the Market to ensure the safety of the customers.

Vendors are required, at the discretion of the Market Manager, to remove canopy coverings and/or tarps from their frameworks in the event of windy conditions as an additional safety precaution

**Permit holders are responsible for comprehensive liability insurance (minimum 2 million dollar coverage) for potential claims arising from their operations at the booth.** All tarps and frames must be dismantled and taken home at the end of each market day.

## 8. Signs and Displays

The Market manager shall have the right to approve any signs, decorations or displays in the permit holders booth and to request changes or removals in them if, in the Market managers sole discretion, they are considered to be unsuitable for the Market.

## 9. Garbage and Clean-up

The permit holder is responsible to remove all garbage from his/her booth area and take it to the compactor located at the east end of the livestock buildings. Outside garbage barrels are not to be moved by permit holders. All cardboard must be taken with the permit holder. There is a \$50.00 service charge for leaving any cardboard at the market. Permit holders are responsible to keep their booths neat and clean at all times. At the end of a Market day the permit holder is required to remove everything from his/her booth and sweep their selling area. If, in the opinion of the Market manager a booth is not clean, the market may take it upon itself and clean a booth area, and bill the permit holder accordingly along with a service charge.

## 10. General Policies

In addition to the specific policies applying to outdoor permit holders contained in this Policy Statement, the outdoor permit holders shall be subject to the general policies contained in Policy Statement # 1, November 27, 1995 except those which obviously do not apply.

