

# MARCHÉ OLD CHELSEA MARKET

## Vendor Information, Rules and Regulations 2020



*Marché Old Chelsea Market Vision: Provide an opportunity for consumers to buy high quality homegrown and/or homemade & handmade products directly from their local growers, producers and craftspeople.*

**In the case of discrepancy between English and French rules/regulations, the English version shall prevail.**

### 1. Location

The Marché Old Chelsea Market will be held every Thursday at 212 Ch. Old Chelsea on the St. Stephen's Parish grounds, in Old Chelsea, Quebec. The market will be held beside the church in front of the Chelsea Arts, Culture and Heritage Centre La Fab. There may be a couple of days throughout the season when there could be weddings, funerals and/or an artist festival at which time the market may move to the back of the church on the field.

### 2. Hours of Operation

Thursdays between 4:00 p.m. to 7:00 p.m from June 4 to October 8, 2020. All vendors should have their display installed and be ready for business by 3:45 p.m. For safety reasons, vendors who arrive late will not be allowed to set-up. Vendors are required to stay for the duration of the market and cannot begin to disassemble their stalls until the market closes at 7 pm.

### 3. Producer Based Market and Products Allowed

Preference will be given to:

- Vendors who reside within 1) the Municipality of Chelsea and 2) Outaouais
- Producers of products not already abundant on the market (however there will be overlap of products sold)
- Environmentally sustainable practices and/or materials
- Returning vendors

The Market Committee will strive to create a diverse and vibrant market that offers consumers an abundance of a wide variety of products while ensuring that vendors receive a sustainable volume of business. To achieve this goal, the Market reserves the right to limit the number of vendors offering similar products.

### **Products allowed for sale:**

- a. Regionally grown fruits and vegetables
- b. Flowers, plants, herbs and small shrubs
- c. Homemade baked goods and homemade preserves (must be produced locally), honey and maple syrup
- d. Meat, fish, poultry, eggs and dairy products. All vendors of these products are required to contact the local health unit for proper handling information and approval
- e. Firewood, animal skins, pelts and hides, homemade crafts and art (100% your own creations)
- f. Fair-trade handicrafts, chocolate, coffee and tea. Must meet approval of Marché Old Chelsea Market committee and show proof of fair certification for all products by one of the following organizations:

- \* Fairtrade International system (i.e. Fair Trade Canada logo)
- \* Small Producers Symbol (Simbologo de Pequenos Productores SPP)
- \* Fair Trade Federation (FTF)
- \* World Fair Trade Organization (WFTO)

Every maker/grower of local products is required to declare on their market application or renewal that any item that they sell is of their own creation and was created or produced in their presence and under their direct and personal supervision. Fair trade products are exempt from this rule and require proof of certification.

The maker/grower should be able to demonstrate the production of any item offered for sale upon one week's notice and in the presence of a representative of the committee at the committee's request. This work shall be done within a distance and at a site deemed reasonable by the committee.

#### **4. Produce – Regional (agriculture, horticulture and food vendors)**

In order to maintain the integrity of the local, seasonal aspect of the Market, no vendor is permitted to import produce that will be available locally in order to "get a jump on the market" e.g. selling tomatoes from Southern Ontario in early July when they will not be available from local farmers until late July.

The Marché Old Chelsea Market is a producer-based market. 100% of the goods for sale by any vendor must be homegrown unless otherwise approved by the market committee. Vendors selling certified fair trade products are exempt from this rule.

Food stall vendors (i.e. lunch, crepes, noodles, smoothies) are exempt from the 100% producer rule. They have to make the product, but do not have to grow the ingredients themselves.

The sale of organic produce and products is strongly encouraged at the Marché Old Chelsea Market. Organic producers must provide a copy of their current organic certificate to the market committee, and must have a copy at their market stall.

## 5. The Maker or Grower is the Seller

At Marché Old Chelsea Market, we strive to have the Maker or Grower of local products as the seller! This enhances the customers' experience by creating a relationship of trust and knowledge between both parties. The only other persons permitted to sell are:

- family members and friends
  - partners who participate in the making of the created item on a day-to-day basis
  - knowledgeable employees who have been trained on the creation and production of the product
- Sellers must also be:
- consistent throughout the season in order to be familiar to customers
  - knowledgeable about products and fully informed about all aspects of production so that they are able to answer customers' questions

A maker/grower may choose to employ others to work alongside him/her. Additional sellers must be fully informed about all aspects of production so that they are able to answer customers' questions.

Wholesalers and their representatives are strictly forbidden.

## 6. Proper Food Packaging, Handling and Labeling

All products sold at Marché Old Chelsea Market must meet Federal and regional Health Unit legal requirements. They should be sold by units or legal containers, such as a bushel, 4 L basket, quart etc. If your product is sold by weight, the scale has to be government inspected, with a valid sticker displayed. All produce should be correctly labeled and priced and all labels should be in accordance with federal and regional government laws and regulations applicable to the product. Vendors are responsible for ensuring product transport, storage, packaging, labeling and handling meet all applicable federal and provincial standards.

Only producers who are certified organic by a CAAQ accredited certifying body may use the terms "**bio**", "**organic**", "**ecological**", "**biodynamic**", or any similar term or any other term intended to lead consumers to believe that the product is organic. Organic producers must provide a copy of their current organic certificate to the market committee, and should have a copy at their market stall. Organic producers and vendors who sell prepared goods containing organic ingredients should be familiar with the labeling and advertising requirements of the Quebec Organic Reference Standard.

## 7. Permanent, Seasonal & Casual Vendors & Musicians

Priority will be given to vendors committed to the full season, but the Market welcomes and encourages half season and casual vendors.

The Market reserves the right to limit half season and casual produce vendors to those offering products not already offered by permanent, full season vendors. This policy encourages and supports those growers who commit to a full season, while discouraging the "dumping" of peak-season produce.

Full season vendors sign a lease agreement in the spring of 2020 and are committed to the full season (Thursdays, June 4 to October 8, 2020). No refunds are available. Returning full

season vendors must apply and pay their \$400 by April 1st to secure their spot.

Full-season and half-season vendors will have the opportunity to have their business name and links posted on the Market website. A description will be transcribed from their market application form.

Local area musicians (solo or band) can apply to busk at the market for any given Thursday. Musicians are responsible for providing all of their own equipment. They will be able to collect donations and sell merchandise/CDs.

## 8. Pricing

All items offered for sale must have prices prominently and clearly displayed. Vendors must not practice distress pricing by undercutting other vendors or dumping products at bargain or sale prices. Volume buying sales incentives such as \$2 each -- 3 for \$5.00 are permitted but not incentives that present a flea market image e.g. "Year End Sale", "Buy Two Get One Free" or "50% discount"

Hawking your wares is not permitted.

## 9. Stall Fees & Extra Spaces

2020 Fees:

Full season Stall Fee	\$400
Half Season Stall (10 weeks)	\$250 (dates flexible)
4 Thursdays	\$120 (dates flexible)
Casual	\$35 daily (dates flexible - to be paid at beginning of day)
Electricity	\$5/day or \$75 for the season

All vendors must make a commitment to the season/dates selected by signing an agreement accompanied by their payment.

All fees are **due at time of application**. To encourage early confirmation of vendors, full and half season stall prices will go up 10% after May 1st.

## 10. Stall Allocation

Stalls are reserved for permanent vendors first and then seasonal vendors as space permits. The ratio of agricultural, horticultural and food vendors to artisans will be approximately 3 or 4 to 2. Stalls not occupied by 3:30 p.m. on market day will be made available to casual vendors. Casual vendors should arrive at the market at 3:00 p.m. Stalls are assigned by the Market Manager, on a first-come, first-served basis as long as products meet the committee guidelines or vendors have been pre-approved.

## 11. Market Stalls, Awnings & Sign

Stalls will be approximately 10 x 10 feet. Vendors must provide their own tables and

all-weather awning. The market will run rain or shine. Awnings may be in the form of a tent or large umbrella (10' X 10' maximum) in good shape. All awnings (including umbrellas) on the market site during a normal period of market operations, including the set up and break down period, are required to have their awnings sufficiently and safely anchored to the ground from the time it is put up to the time it is taken down. Any vendor who fails to properly anchor his or her awning will not be allowed to sell at the market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Tarps are not permitted.

All vendors must have a sign prominently displayed on their stall with their name, farm name if applicable and address. We recommend that all products be labeled (in both English and French) with the contents, vendor's name, price and list of ingredients, for liability purposes.

## 12. **Parking & Vehicles**

Except where vehicles are part of the display, vendors must remove their vehicles from the market by 3:45 p.m. Vehicles as stalls will be permitted on a case by case basis as approved in advance by the market committee. Farmers and producers with perishable produce and products may be able to keep their cars near their stalls. A parking location separate from close customer access will be available. **No vehicles may drive in the market area while the market is in operation.**

## 13. **Market Agreement**

All vendors must sign an agreement that they have read, understood and agree to abide by the market rules.

## 14. **Market committee**

All vendors must submit an application declaring all goods to be sold at the market. The Marché Old Chelsea Market committee will evaluate the application. Only those vendors and products selected by the committee will be allowed at the Marché Old Chelsea Market. At any time during the season, if a vendor should decide to sell additional products, they must be pre-approved by the Market Manager and/or the Market Committee, with the Committee's decision being final.

### **Committee Procedure:**

1. All prospective vendors submit an application by the deadline prior to the start of the market season
2. After the vendor is selected, they will be reviewed at their booth. Appearance of the booth and display is an important component in ongoing participation at the market.
3. The committee reserves the right to accept some of the applicant's items and disallow others, if the committee feels that item(s) do not fit with the vision of the market or if the items are already overabundant in the market.

## 15. **Vendor Responsibilities**

In the spirit of our cooperatively run market, all full season vendors are required to volunteer for a small task during the market season. Some jobs are weekly while others occur occasionally during the season.

Each vendor will supply his/her own equipment.

- a. Vendors, equipment and display must be neat and clean.
- b. Sales must be confined to the stall area and conducted in a conservative manner (no shouting or hawking).
- c. Vendors are required to remove all their own garbage and leave their market spot tidy. Garbage must not be placed in municipal bins.
- d. Vendors are responsible for following Federal, Provincial and Municipal regulations regarding language laws, sales tax, labels and health and safety and display their permits.
- e. The Market requires that vendors whose product may have an impact beyond the confines of their booth (i.e. scent and/or sound) be sensitive to the impact of their products on other vendors and the public, and to cooperate with reasonable mitigation requests. Tents are not to exceed the front line of the stall as to block other vendors.
- f. Vendors are strongly encouraged to appear each and every Thursday for which they have reserved in order to maintain a cohesive market. **Vendors are asked to advise the Market Manager before market day if they know they will be unable to attend. Vendors may not sub-lease or let another person use their stall.**
- g. Vendors are asked to help with the promotion of the market by reposting, sharing market instagram and Facebook posts and/or tagging the market in their posts.

## **16. Mini-marketeers**

Kids 16 and under FROM CHELSEA are invited to open a market stall any time. All products must be approved by the market manager on site. Anything sold must be made by the child! The sale of food and drinks is not allowed. There is no charge for being at the market and no application required. Mini-marketeers must bring their own table, sign, chairs and/or umbrella. We also do ask that a parent or adult is present to help supervise. Location of the stall will be subject to space available.

## **17. Local Charities & Not-for-profit Organizations**

Local charities and Non-profit Organizations who want to educate the community about a particular event or raise awareness about an issue may set up a table and tent at the market for free. Products may not be sold and the committee reserves the right to limit the number of visits from the same organization. Maximum one organization scheduled per week, contact market manager on market e-mail to book. Location of the stall will be based on available space.

## **18. Smoking & Generators**

Smoking and generators are not permitted on the Market site.

## **19. Complaints & Appeals**

The Market Manager has final say on operation of the market on market day. He/she may request inappropriate or poor quality items be withdrawn from sale and/or displays cleaned up. Vendors agree to comply with his/her direction on market day. Vendors who do not abide by market rules, cause disturbance, make false declarations about their goods, fail to meet Health Department standards or deal with customer complaints about quality may be disqualified from the market. A vendor not satisfied with the Market Manager's decision may,

for a fee of \$10, appeal to the Marché Old Chelsea Market Committee.

## **20. Insurance**

Marché Old Chelsea Market carries Public Liability and Property Damage Insurance. All vendors are responsible for their own additional coverage, where appropriate. Marché Old Chelsea Market will not be held responsible for losses, theft or accident or for the products or conduct of vendors.

## **21. Live Animals**

All pets at the market must be on a 3 foot leash, cannot walk in or near stalls and must not come in contact with other dogs.

## **22. Refuse**

Booths and stalls must be kept free from refuse during the Market day. At the end of the day, vendors must take home all refuse. This is especially critical for any produce and food vendors because of the risk of vermin. Scraps of any such material must be scrupulously cleaned up from the ground.

## **23. In-Booth Storage**

Storage containers and equipment shall be confined to one's market space and kept out of sight.

## **24. Electricity (upon approval)**

Electricity is available to vendors for \$5/day or \$75 for the season. Vendors must request electricity in advance by contacting the market manager at [marchechelseaqc@gmail.com](mailto:marchechelseaqc@gmail.com)

VENDORS MUST BRING THEIR OWN 50 ft. EXTENSION CORD

**These are the Rules and Regulations of the Marché Old Chelsea Market. Changes and additions may be made at the discretion of the Market Committee.**