



An Alberta Approved Farmers' Market  
**Boyle Farmers' Market**  
**2021**  
**Rules & Information**  
**For All Vendors**



The manager contact information:

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## **BEFORE & AFTER THE MARKET**

### **Times:**

Doors open at 10:30 for table set up. Please don't come before that time. Tables get set up faster in an empty hall.

Hours of sale are 12:00 noon until 3:00.

Vendors must be ready to sell before 12:00 noon, **but NO** selling prior to the bell ringing at 12:00 noon, other than to another vendor. You may set aside items for customers and they can come back for them after the sale starts.

Do not start breaking down your table until 3:00 PM.

Vendors must stay for the duration of the market **UNLESS** they sell all their product. Please plan to have enough product to last 3 hours.

### **Table Costs:**

Supplied tables are 8'. Our table rent is \$10 per table space per week. This covers the costs of renting the hall, insurance, and some advertising. To make the market run smoothly, we would appreciate volunteer help from the vendors.

Tables must be covered with a tablecloth.

All vendors will pay their table rent each week to the manager. Please wait until **after** 2:00.

### **Table Bookings:**

Vendors require each item they sell to be previously approved by the manager.

**No** vendor should just show up without contacting the manager for a table.

Vendors who are a "No Show" will receive a warning the first time, but the second time will be charged \$10 for table rent. It will be added to the next invoice.

**Regular Vendors:**

Please give 24 hours notice if you are scheduled to attend, but cannot. Request extra tables by Tuesday.

**Irregular Vendors:**

Please contact the manager by Tuesday if you plan to attend.

**Parking and Loading:**

Please do not park in the designated Handicap parking unless you have a handicap parking permit. If you unload directly in front of the cement ramp, please move your vehicle as soon as possible to allow others the convenience of the spot.

The kitchen door will not be used for unloading in wet muddy weather. All vendors will use the front doors at that time. No vendor with plants or items containing dirt will use the kitchen door entrance at any time.

If you unload via kitchen door please close door when you are done unloading unless other vendors are unloading. This stops insects from flying into the kitchen. The door will be locked during the sale.

**Other:**

Vendors are expected to attend the vendor meetings.

To keep your vendor status current and avoid the reapplication process, attend at least 6 regular markets in a market year. Exceptions are made for vendors who fall into the entertainment, commercial, and community table categories.

If you attend 5 markets prior to the rodeo you may have your table free for both days of the rodeo. You may be limited to only one table at the rodeo due to space restrictions. The rodeo market has different hours and will be set at a later date.

**DURING THE MARKET**

No used bags are to be at the market. We sell new bags at our cost: \$1.50 for 50 bags. See Patti.

Give each customer who buys from you a ticket for the door prize. Have them write their name and phone number on it and place it in the draw box near the entrance. If you need more tickets, see Patti. Please remember to hand them out.

Free coffee and treats will be at each market. Food vendors are encouraged to donate items for this on a rotational basis. This gives food vendors a bit of advertisement and a way of giving samples with no hassle. If it is your turn, please provide a sign advertising that you have sponsored it, and what it is. Please use the provided tray with a lid, and wash/dry it afterwards.

There is a 50/50 weekly draw that vendors are welcome to participate in as well as customers. One half of the money helps us with coffee, treats and keeping table rent at the same price.

Children of vendors are to remain with the parent.

## **Vendor Professionalism**

Vendors are expected to behave in a polite business-like and ethical manner.

Please keep the area around your table tidy and pick up anything that drops on the floor.

Vendors are expected to understand and follow all the legislation that pertains to their product. We adhere to all Provincial and Federal rules that have been mandated for the Registered Farmers' Markets. If you have a question on this please discuss it with Patti.

There will be no bullying tolerated. Bullying is defined as: "repeated and hostile or demeaning behaviour by an individual where the behaviour is intended to cause harm, fear or distress to one or more other individuals including psychological harm or harm to an individual's reputation."

## **Disciplinary Action**

Unfortunately, this section needs to be added in the VERY RARE case that vendors feel the rules are not for them.

There will be four courses of action:

- First course of action: management will bring the infraction to your attention.
- Second course of action: you will be given a sheet of paper outlining your warning, and what needs to change.
- Third warning: you will be given a final sheet of paper outlining that you have used all your warnings.
- Fourth course of action: immediate expulsion from the market.

If you feel you have been unjustly expelled from the market, you may appeal to the Boyle Farmers' Market Board of Directors. Please contact the manager for information.

If you have any ideas of how to enhance your market please tell us, we would love to hear them.

We thank each and every one of you for supporting the Boyle Farmers' Market! We want to make this market Friendly, Fresh & Fun, and we cannot do this without YOU!

## **DECLARATION**

By signing below, I certify that I have read and understood each item contained in the 2021 Rules & Information for Vendors. I understand that I will be held accountable for this information, and any addendum that I receive in writing from the market manger during the 2021 market year.

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Signature

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Date