



COBOURG FARMERS' MARKET ASSOCIATION
2023 VENDORS RULES & REGULATIONS HANDBOOK
(Ratified by a majority of voting of members on February 24th, 2023)

A. The Organization

1. It will be known as the Cobourg Farmers' Market Association; referred to hereafter as "CFMA".
2. The CFMA is one of Ontario's oldest farmers' markets. The Summer Market is located at the Rotary Harbourfront Park – Around the Oval. The Winter Market is in the Market Square Parking Lot, south of Victoria Hall, downtown Cobourg.
3. The CFMA mailing address is Cobourg Farmers' Market Association, P.O. Box 23, Cobourg Ontario, K9A 4K2
4. Mission Statement
 - To maintain a farmers' market to market local farm and artisan products.
 - To stimulate public interest in agriculture and artisan products.
 - To increase the presence of local products to consumers.
5. Objectives
 - To display and market high quality vegetables, fruits, meat, baked goods, craft beverages and artisan products.
 - To create a unique market opportunity that builds a community where knowledge and research may be shared.
 - To work together in a co-operative spirit; with producers and customers.
6. Meetings and Quorums
 - The CFMA shall meet no less than once a year.
 - The Annual General Meeting shall be held in the period of January 1 to February 28.
 - A quorum shall consist of 50% + 1 of the voting members for any General or Annual Meeting or three (3) Directors at a Board of Directors Meeting.
 - All General and Annual Meetings require a two week notice.

B. Governance

Election of Directors

- The CFMA will elect or re-elect its Board of Directors at its Annual General Meeting, from the voting delegates of the members. The Board of the CFMA shall consist of five Directors including one President; two Vice-Presidents; one Treasurer and one Secretary. The market year will commence following the AGM upon successful election of the Board of Directors.
- Board of Directors are to have scheduled, monthly meetings.

C. Eligibility for Membership:

Definitions

- A vendor is defined as a business involved in selling agricultural, food, art and artisan products including home-grown produce, home-made crafts and value-added products.
- A primary producer is considered a farmer of vegetables, fruit, meat, dairy, eggs, honey, maple syrup, plants, mushrooms, etc. A primary producer also includes a producer who prepares food such as preserves and baked goods.
- Artisan products include hand crafted, non food items.

1. The Vendor must be a grower, producer or artisan residing in Northumberland County. Vendors are required to submit an application yearly, to the Board of Directors for approval. Applicants from outside these boundaries will be accepted or declined at the discretion of the board. Upon approval of the application, payment is required in full and membership rights and privileges will be observed.
2. Vendors must produce 100% of what they sell. Specialty products and exceptions may be approved at the discretion of the board.
3. The ratio of Primary Producer Vendors to Artisan Vendors must be 50% +1. This ratio will vary slightly with the change of the seasons. It is the intent that the market be “produce driven”.
4. Artisan Products must be hand-made by the vendor using his/her skills, artistry, and training to produce a new, unique and original product of excellent quality.
5. If a vendor wishes to introduce a new product that is outside the category scope of their original product, they must receive prior approval from the board.

D. Voting

1. A member must be in good standing. This means that they must have paid their membership and summer stall fee in full by May 1st of the given year.

E. Seniority

1. Seniority: If a member of the Cobourg Farmers’ Market Association has complied with the rules and regulations of the CFMA, the Liability Insurance rules and regulations, and pays their stall(s) fees in full, they will be assured of the same location as the previous year. Should a member of the Cobourg Farmers’ Market Association resign, and their stall space becomes available, then the number of consecutive years of membership will dictate who has the opportunity to occupy that vacant stall space. Should the Farmers’ Market relocate or reconfigure then the number of consecutive years of membership will dictate the order of stall allotment. If a vendor resigns, seniority will be lost. Special cases will be at the discretion of the board.

F. Amending By-Laws

1. Proposed changes to Rules and Regulations require a General Meeting with a two week notice. Modifications need to be included with the notice of meeting. Ratification requires a minimum of 50% + 1 of voting members at the General Meeting at any time throughout the year.

2023 Cobourg Farmers' Market Guidelines

A. Dates and Hours of Operation

1. The summer market is every Saturday from the first Saturday of May to the last Saturday in October. The market will be open to the public at 8:00am and closed at 1:00pm. **(May 6 – October 28)**
2. The winter market is every Saturday from the first Saturday of November to the last Saturday in December. The market will be open to the public at 9:00am and closed at 12:00pm. **(November 4 – December 23)**
3. Exceptions to these dates and times can only be made by voting members of the CMFA.
4. Due to market liability insurance, vendors must adhere to the opening and closing times.

B. Stall

1. Vendor locations will be assigned by the Board of Directors prior to the opening day of market. Seniority will dictate where seasonal vendors are situated. Day vendors will be assigned a spot prior to the start of market.
2. One outdoor stall shall measure with a 10 foot frontage. A double stall shall measure with a 20 foot frontage. Double stalls are subject and approved based on availability.

C. Fee Structure

1. To be a voting member, a vendor must pay the Summer Seasonal Market Fee and the membership fee in full prior to opening day via e-transfer to cfmpayment@gmail.com, cash or cheque to the Treasurer. **(May 6, 2023)**
 - a. The membership fee is \$35.
 - b. The fee for one stall is \$315.
 - c. The fee for a double stall is \$630.
2. Voting members who choose to continue with the winter market will pay a fee of \$120 for a single stall and \$240 for a double stall. This is to be paid in full prior to the first Saturday of November. **(November 4, 2023)**
3. Day vendors will be charged a regular daily fee of \$35 for each market date attended. Day vendors must pay their fee prior to setup.
4. Stall fees shall be fixed annually by the Board of Directors and ratified at the Annual General Meeting by a majority of voting members.

5. All CFMA members who do not pay their stall(s) fees by opening day and/or who are not complying with the CFMA Rules and Regulations and Liability Insurance will lose their consecutive years of seniority and allocated space.
6. All fees are non refundable.
7. Vendors shall not sublet, share, assign or sell their own stall area.
8. There shall be made available one space for a recognized Charitable Organization for promotional purposes. The Board of Directors reserves the right to decline participation to any group appearing to be fraudulent. The Charitable Organization must receive prior approval from the board of Directors if they wish to sell any product.

D. Vendor Responsibility

Each member will be compliant with the following

1. The rules and regulations of the CFMA. Any regulations that are not complied with will be dealt with as follows:
 - a. First offence: Verbal warning from the Board of Directors, with two (2) Board members present.
 - b. Second Offence: Written warning from the Board of Directors.
 - c. Third Offence: Suspension from the market (At discretion of the CFMA Board of Directors).
2. Municipal, provincial, and federal labelling, health and safety regulations pertinent to their products.
3. To verify compliance with CFMA rules and regulations, the Board of Directors reserves the right to request a visit to a vendor's farm or production site should serious allegations be brought forward.
4. Any complaints presented to the Board of Directors must be presented in writing.
5. Inform the Market Manager, if possible, one (1) week in advance of any absences or late arrivals.
6. Vendors must set up and remain within their assigned stall space, 10 feet frontage.
7. Sales must be conducted in an orderly and businesslike manner.
8. No profanity, shouting or objectionable means of soliciting trade will be tolerated.
9. No vendor under the influence of alcohol or illegal drugs will be allowed to be present at the market. Alcoholic beverages will not be allowed on the premises, except licenced vendors.
10. Vendors are responsible for obtaining all permits required in the production and sale for their goods.

11. Vendors agree to accept full responsibility for any loss, damage or accident occurring at the market as a result of negligence or wilful default on the part of the vendor.
12. Smoking is not allowed within 9 meters of any public building in the Town of Cobourg, any vendor wishing to smoke must be a minimum of 9 meters from the Market Locations or the Fire Hall. Smoking while handling food items is not permitted.
13. Animals must be confined and kept separate from any food. Animal waste must be promptly and properly disposed of.
14. Displays
 - a. Each vendor must have a 10 x 10 canopy that is securely anchored.
 - b. All vendors signs must be secure. No A-Frame signs or other paraphernalia is allowed in the customer aisles.
 - c. Each vendor is responsible for the set-up and take-down of their own displays.
 - d. Each vendor will present a professional and tidy stall.
 - e. Keep the space free from refuse during market hours.
 - f. Identify yourself and your business.
 - g. Daily set up must be completed prior to the start of both the summer and winter markets. Take down begins at closing time to avoid disruption of the market and maintain safety. All vendors must vacate the lot 30 minutes following closing time and clean any refuse that is within the stall area.
15. Pricing
 - a. Vendors must present signs clearly indicating prices of their products.
 - b. Vendors must not practice distress pricing or adversely affect the sales of other vendors.
 - c. Vendors are requested not to undercut other vendors. CFMA rule of thumb is not more than 20% difference between like items.
16. Products
 - a. CFMA categories are farm produce (including meat, vegetables, fruit etc.), baked goods, preserves, and artisan products.
 - b. If a vendor claims "Organic" status, they must have a copy of their certification displayed.
 - c. If the vendor's product is sold by weight, the scale must be government inspected with a valid sticker displayed.
 - d. Food sampling must be handled cautiously where shoppers can't reach for and touch multiple samples.

Failure to comply with the above rules and regulations can result in the termination of membership.