



# Ottewell

COMMUNITY ARTISAN FARMERS MARKET

## Vendor Regulations

Effective May to October 2021

The Ottewell Community Artisan Farmers Market (OCAFM) operates on a not-for-profit basis as a Government of Alberta Agriculture & Forestry (AAF) approved farmers' market. We embrace the "Make it, Bake it, Grow it" philosophy, where a minimum of 80% of vendors sell Alberta products. Vendor fees are spent to grow the market and to enhance Ottewell Community League programs and services. Many market tasks are performed by volunteers, who are available to assist vendors when needed.

### OCAFM Products

Vendors are classed according to the 80/20 rule, where a minimum of 80% of vendors must sell Alberta products and the remaining 20% may sell products from elsewhere in Canada.

#### The 80% Vendors

Vendors that sell Alberta products that they, an immediate family member, staff, or cooperative farming enterprise have made, baked or grown within Alberta, are approved within the 80%.

"Make It" is defined as making a significant change to a raw product, e.g., purchasing a side/quarter of beef/pork/chicken, etc. and making sausage or buying a bolt of fabric and sewing a dress. Vendors can sell the sausage they made, but they cannot sell the side of beef that they bought. Likewise, a vendor may sell a dress but not the bolt of cloth.

#### The 20% Vendors

Vendors that do not make their own product or are from outside Alberta but within Canada and sell products which they, an immediate family member, or staff have grown, produced, made, processed, or baked, are approved within the 20%. The 20% is used primarily to permit BC fruit to be sold. If additional space is available within the 20%, it can be used to permit other products where they meet the criteria of being unique and complementing the market mix. This will represent interests that will enhance the community spirit of the market. BC fruit vendors may not sell vegetables, regardless of whether they are in season locally or not. BC fruit vendors may not sell specific berry types that are a major item for a local vendor – e.g., strawberries. If a BC fruit vendor wishes to bring in berries that are a minor item for a local vendor and are available locally, they must give the OCAFM Manager one week notice, so that

local vendors can be surveyed as to availability. At each market, BC fruit vendors must produce proof of purchase, which includes the name and address of the BC orchard where the fruit is grown and the date of purchase. The sale of US fruit or vegetables is strictly forbidden. A vendor caught selling fruit grown outside Canada will be expelled from the market with no refund.

1. The OAFM Vendor Committee and as delegated to the Market Manager has sole discretion of what will be permitted within the 80% vendors and 20% vendors.
2. Only the products that are listed and approved on a vendor's application form can be sold.
3. Should a vendor wish to add an additional product, they must apply to the Market Manager, providing detail and samples of the product. The Vendor Committee must approve any changes or additions to product lines in advance prior to vendors selling the additional product. The Vendor Committee reserves the right to request that the Market Manager order the removal of all products they consider unsuitable for sale at the farmers' market.
4. The sale of used goods or products is prohibited.
5. All products must be of high quality. Inferior quality products will be removed at the request of the Market Manager. If repeated, it will result in the vendor being expelled from the market.
6. All vendors must meet all provincial, inter-provincial and federal regulations. To ensure compatible vendor mix, not all applications are approved. It is the responsibility of OCAFM to allocate space within the market.

## Health Regulations

All products sold at the farmers' market must conform to Alberta Health Services (AHS), Health Canada and Canada Food Inspection Agency (CFIA) regulations and standards. All health regulations, as documented by Alberta Health Services, must be strictly observed. Copies of these regulations can be obtained by contacting the Alberta Health Services at <https://www.inspection.gc.ca/food-label-requirements/labelling/industry/eng/1383607266489/1383607344939#>.

Any contravention of health regulations will result in removal of the product by the Health Inspector or the Market Manager to protect our market from liability or loss of the market license.

1. All vendors selling food and/or agricultural products must complete the AHS *Food Safety Alberta Certification* and/or *Alberta Food Safety Basics for Farmers' Markets* course on food safety, available through Alberta Health Services, at <https://www.albertahealthservices.ca/eph/page3151.aspx>.

2. All prepackaged foods must be labeled no smaller than 1.6 mm & be on front of package listing:
  - common name and quantity
  - allergens list as defined by CFIA – e.g., may contain soy, etc.
  - all ingredients in descending order of proportion
  - made on and best before date
  - storage instructions – e.g., room temperature, refrigerate, freeze
  - name, address, and phone number of the person making the product
3. Vendors selling meat at the market must provide a certificate of government inspection at each market.
4. Vendors must provide a Health Canada *Cosmetic Notification Form* to sell cosmetics, including bath salts, perfumes and soaps. The form and guidance document can be found at <https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/notification-cosmetics.html>.

## COVID-19 Procedures

In addition to these health regulations, COVID-19 procedures must be followed. No variations or exemptions are permitted. Any contravention will result in dismissal from the market by the AHS Health Inspector. Provincial regulations can be found at <https://www.alberta.ca/guidance-documents.aspx>.  
See:

- General guidance > General re-launch guidance
- Sector guidance > Farmers' markets
- Sector guidance > Restaurant and food sector > Food service and sales

## Vendor Insurance

All food vendors, including those selling fresh vegetables and fruit, and all vendors selling cosmetics, including soaps, lotions, and cleaners, are required to carry a minimum of \$2,000,000.00 in vendor liability insurance. They are also required to complete the *Waiver of Liability and Indemnity, Assumption of Risks*. Please attach a copy of the certificate of insurance and completed waiver to the application. Vendors cannot apply unless they have proof of insurance.

All crafter and artisan vendors, including those who are self-insuring, are required to complete and return the *Waiver of Liability and Indemnity, Assumption of Risks*. Those choosing to self-insure must also complete the "Assumption of Risks by Self-Insurance" section.

## Hours of Operation

The market is open from 3:00 to 7:00 PM each Thursday. Market set-up begins at 1:30 PM. All vendors are required to be within the market site by 2:30. If they arrive after 2:30, vendors will **not be permitted to set up or have any access to the market**. All vendors must be set up and ready to meet the customers no later than 2:45. Anyone arriving after 2:30 PM must park their vehicle and carry or 'dolly' their product to their stall. Although the market officially starts at 3:00 PM, we are implementing a 'soft opening' at or after 2:45 PM. If all vendors are set up, we will ring the bell to alert all vendors that they can sell their product early.

The market operates on a rain or shine basis. This is necessary if we are to build a loyal market customer base. Vendors are expected at every market. Please prepare a plan for bad weather.

Vendors may not pack up prior to market end. If sold out, place a sign on your table indicating this and await the market end - this encourages customers to arrive earlier. For safety reasons, vehicles must not be moved from site or enter site until after customers have left and barricades are removed. We will ring the bell to signify closure of the market.

## Location

The OCAFM is located at the Ottewell Community League Hall at 5920 93A Avenue NW. The market is held at the paved outdoor rink area and parkland during the summer. The winter market will occur inside the community hall building.

Unless a stall consists of a vendor vehicle – e.g., food trucks - it must be parked in the designated vendor parking area while the market is open – along 93A Avenue. Once the market is closed, vendors can move their vehicles to the community hall parking lot.

## Stall Rentals

### Food and Beverage Vendors

Stall rentals are \$35.00 per market day. All stalls are 10' X 10'. Vendors requiring more than a 10' wide space must reserve and pay for an additional stall.

### Crafter and Artisan Vendors

Stall rentals are \$30.00 per market day. All stalls are 10' X 10'. Vendors requiring more than a 10' wide space must reserve and pay for an additional stall.

No refunds are offered for cancellation of pre-booked and pre-paid dates.

## **Market Tables**

Each vendor is required to provide their own market table, ground-length tablecloth or cover, canopy, and canopy anchors. To minimize risk, all vendors that plan to use a canopy or umbrella must secure it with anchor weights of a minimum of 20 pounds per pole and 50 pounds per umbrella.

A limited number of tables are available for rent from Ottewell Community Hall at a rate of \$5.00 per market day. Vendors must reserve a table in advance. It will be provided on market day 2 hours prior to the opening of the market. The vendor must set up and dismantle the rented table.

## **Signage and Name Tags**

Each vendor is required to display their business sign at their booth or stall and is encouraged to wear a name tag displaying the vendor's first name.

All vendors who sell food must display their Food Handling Home Study Course certificate.

All vendors who sell cosmetics must display their Health Canada approval certificate.

## **Vendor Rules**

Vendors must abide by OCAFM rules and regulations and by all provincial, federal and Alberta Health Services regulations.

1. Arrive and leave market as per these regulations.
2. Clean up your stall(s) at the end of the market day.
3. Behave in an ethical, business-like manner.
4. Do not interfere with customers at another stall.
5. Do not use any pressure sales techniques that will make the customer feel uncomfortable.
6. No smoking allowed in the market site. Vendors are to use the designated smoking area.
7. Do not eat at your stall and observe all health regulations.
8. If seating is desired at a stall, the vendor is responsible to provide this seating. Picnic tables are for the use of customers.

Failure to follow these rules will result in:

1. a documented verbal notice for the first offence;
2. a written notice for the second offence; and
3. loss of vending privileges with no refunds for the third offence.

Any complaints received concerning unprofessional conduct, including the use of profane language, smoking, and uncleanliness of vendor or vendor's products, will be considered grounds for dismissal from the market. Insubordination, the consumption of alcohol, drugs or fighting during market hours will be just cause for immediate dismissal. There will be no warnings and no refunds given.

## **Vendor Absence**

If a vendor cannot make a market date, they must provide 24-hour advance notice. Six-hour emergency notice will be accepted in extenuating circumstances. Please provide 2 weeks written notice of vacation. Please call the Market Manager @ 780.245.5758 to provide notification of absence. Failure to comply will result in a fine of equal to a vendor's weekly stall rate for each market missed for all vendors.

## **Vendor Opportunities**

Vendors are encouraged to participate as active OCAFM members. Vendors are farmers' market stakeholders, and they have a say in how it is operated when they attend OCAFM meetings to participate in discussion and/or vote on operational decisions. Vendors may also help with market growth by:

- inviting new vendors to apply to the OCAFM
- promoting the market to friends and acquaintances
- asking the Market Manager for and carrying OCAFM business cards

It is recommended that vendors become members of the Alberta Farmers' Market Association (AFMA). AFMA is an association that provides many vendor benefits, including discounted liability insurance. Its mandate is to promote farmers' market shopping to all Alberta citizens.

## **Freedom of Information and Protection of Privacy**

From time to time, inquiries are made to the OCAFM about a vendor's product. A customer may also wish to obtain the vendor's contact information, including personal name, business name, phone number, and e-mail address. We will release the vendor information provided on your application. If you do not wish this information released to your customers, please indicate this in writing and attach to your application.

For more information, please email [oclfarmersmarket@gmail.com](mailto:oclfarmersmarket@gmail.com).