



DESNEDE FARMERS' MARKET 2022

Vendor Handbook and Guidelines

PURPOSE:

The purpose of this handbook is to describe the operations and administration of the Desnedé Farmers' Market (DFM) and to provide vendors with the rules and regulations of this farmers' market as set out in the approved bylaws.

ORGANIZATION:

Our Society Objectives are as follows:

1. To support economic diversity and encourage small business
2. To facilitate the local market
3. To support and advocate for the development of healthy and local food systems

The DFM is a registered non-profit organization under the Northwest Territories Society Act. The DFM is governed by a Board of Directors that are assembled in compliance with the society's bylaws.

Society contact information:

P.O. Box 219 | Fort Smith, NT | X0E 0P0
DFM.Membership@gmail.com

2020 location and season: Fort Smith's Centennial Arena Park

PRODUCTS:

Only approved products that are locally made, baked, grown, or harvested by the vendor can be sold, displayed, or advertised at the market. The sale of items grown or produced by anyone other than the vendor is reserved primarily for items otherwise not available from other vendors at the market and is only permitted by special provision. Such items must be approved by the Board in advance of being sold or offered at the market. These items must be labeled with their originating producer.

All products for sale at the DFM must be pre-approved by the Board and should fit within the DFM objectives. Products must be locally produced and need to fit into the categories listed in the Society By-Laws.

List of product categories:

- Agriculture products
- Processed products
- Food concession
- Arts & crafts products

FOOD SAFETY:

**The food safe course will not be in person again this year. There are several other options to obtain certification found on the GNWT environmental health website.*



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Applicants selling food (hot, cold, beverages, jams, jellies, etc.) MUST complete an Application for Approval of Temporary Food Establishment Permit and present this to the DFM Board members BEFORE selling at the Desné Farmers' Market. The vendor must submit a copy of the permit to the DFM with their annual DFM membership application. The vendor must also display a copy of their permit at their table each time they attend the market.

Contact for questions: environmental_health@gov.nt.ca or 867-767-9066 ext. 49262

VENDORS:

Vendors= organizations, businesses, individuals, and food trucks who sell products at the Desné Farmers' Market.

Fees: Vendors are required to be members of the Society. The fee for membership is set at \$20.00 annually.

All vendors are entitled to one free market attendance with the annual society fee. Subsequent market attendance is \$20 per week per vendor.

Vendors are encouraged to bring their own tables and chairs. However, a limited number are available.

Society applications must be submitted prior to your first attendance at the market, along with a copy of your Temporary Food Establishment Permit signed by the Environmental Health Officer. All fees are to be paid in advance or on market day.

Vendor fees are non-refundable.

ATTENDANCE:

Stall locations will be available on a first come first serve basis as available.

Stall size is to be no larger than the size of a truck or standard marquee tent.

The market operates on Saturday mornings: 11 a.m. - 1 p.m.

The market will be opened officially with the ringing of the market bell. Sales cannot start until the ringing of the bell at 11:00 am.

Vendors need to start set-up at least 30 minutes prior to market opening and must be complete by market opening.

Vendors must keep their booth open for a minimum of ONE HOUR.

Vendors are to be off-site within 30 minutes of market closing (for site clean-up).

Vendors must clean up their site and dispose of their own garbage at the end of the market.

Vendors are encouraged to compost any food waste.

BOOTH AND SIGNAGE:

Stalls should have an attractive and professional appearance and be kept neat and clean.

Vendors can access tables from the society as available.



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All tents must be secured with weights.

Each vendor must display a sign bearing their business name at their table in the market.

PRICING AND LABELLING:

Prices of items for sale must use one or more of the following signage techniques:

- individual price stickers on each item, or
- prices posted on sign(s) for each type of item, or

DFM reserves the right to regulate vendor signage and product labelling. DFM does not regulate pricing.

Pricing of goods sold at the Market should reflect the cost of goods, including labour, marketing expenses and a reasonable profit.

Collusion and deceptive pricing practices are strictly forbidden. Vendors are not allowed to harass or pressure other vendors regarding the pricing of their products. Vendors must be able to provide clear information about ingredients and/or production methods, which must be made available to any consumer who requests it.

Because of COVID-19, DFM is requesting that you alert us at least three days before the market date you are planning on attending and include a list of products and prices to make it easier for market goers to pay with exact cash.

PACKAGING:

***New this year** – Vendors can have access to compostable packaging acquired by the DFM through funding. You can inquire to DFM.membership@gmail.com if you'd like to pilot this packaging, and if you decide you'd like to use it for the rest of the season, the packaging is available for purchase at cost.

The use of environmentally friendly and compostable packaging and cutlery is preferred. In our efforts to reduce waste, the DFM will encourage patrons to bring reusable bags and their own dishware and cutlery. Vendors are not permitted to smoke or consume alcoholic beverages on the market site.

SECURITY:

DFM does not provide security during the market operation. Vendors are reminded to be alert and to keep their cash and products secure. Please be vigilant and report any suspicious activities to the Market Manager.

BUSINESS LICENSE:

Vendors, as members of the DFM can retail products at the Market under the Desné Farmers' Market business license only while they are selling products at the Market. Any vendors who sell products at other venues in addition to the DFM Market are obligated to obtain a business licence from the Town of Fort Smith in order to comply with Town by-laws.

NOTE:

1. Vendors who currently hold business licenses or those who are operating as a business as per Town by-laws, be it commercial or home-based, must be in good standing with the Town.
2. The DFM business license only covers vendors operating at the DFM Market, and includes markets during the 2020 season.

INSURANCE:

Vendors are responsible for their own individual insurance coverage. Membership in DFM provides a waiver, saving harmless of responsibility by DFM for any products or services offered by members.

ADVERTISING AND PROMOTION:

The DFM will:

- provide visible advertising signage for the Market on every market day;



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- promote the Market before and during the season;
- work with the vendors to make the Market attractive to shoppers;
- build bridges with local merchants, organizations, charities;
- continue to work on raising awareness about local food.

GROSS SALES INFORMATION:

For market statistics purposes, vendors are to provide the Market Manager with gross sales figures for each Market at the end of each market. This information will be confidential and will be used for overall market statistics purposes only. We cannot overstate the importance of this collective information as we negotiate with funders and corporate sponsors in the future.

WEATHER:

As an outdoor market, it is possible that the Market will operate under inclement weather. It is up to the vendor to be fully prepared for the weather. Under the advisement by the proper authorities, the DFM Board reserves the right to cancel the market when emergency provisions or extreme weather warnings are in effect. No refunds will be provided in the event of cancellations.

NON-COMPLIANCE OF GUIDELINES AND REGULATIONS:

The guidelines and regulations are to ensure that the Market meets the objectives of all stakeholders: consumers, vendors, and Desné Farmers' Market.

The DFM Board, the Market Manager and regulatory partners will implement and enforce all guidelines and regulations pertaining to the operation of the Farmers Market. The DFM Board reserves the right to suspend vendor's participation in the DFM.

GRIEVANCE AND CONCERNS:

Should a vendor feel their rights as a member of DFM have been violated in some way, or feel that another vendor, or someone else has acted outside their authority with the DFM, or in a way that harms the DFM as a whole, the following action should be taken.

A formal complaint should be submitted in writing to the Board of Directors with a request to address the issue;

Verbal complaints to the Market Manager must be recorded, signed and dated by both the complainant and the Market Manager for submission to the Board;

- The Board may request additional information from complainants.
- All complaints will be dealt with by a minimum of two (2) Board Members accompanied by the Market Manager when appropriate.