

Market Rules and Regulations: Vendor Guidelines

All products must be handmade, produced or grown in the province of Newfoundland and Labrador. You must make it, bake it or grow it to sell it.

(Exceptions: local books or CDs, Hearts Content Community Market (HCCM) Executive Committee approved antiques.)

The market will only accept vendors selling high quality handmade items. If vendors are unsure if their items are acceptable or not, the HCCM Executive will review them before selling them at the market.

Live animals cannot be sold at the market.

The HCCM committee reserves the right to refuse vendor participation in the market on the grounds of selling inappropriate items. ie. trading cards, kit crafts, etc.

Smoking by vendors is not allowed on HCCM grounds. No smoking at any vendors table. Busking, soliciting and outside advertising requires the permission of the HCCM committee.

Vendors are not allowed to have alcohol, drugs or pets at the Market.

Each week the Community Market will strive to present a varied cross-section of vendors with priority being given to farmers selling fresh produce. During harvest or other busy farming periods, non-farming vendors may have to give up their table to accommodate farmers.

Indoor Vendor Equipment and Supplies

The HCCM will provide tables and chairs for indoor vendors. Each vendor is responsible for providing and removing any and all equipment and supplies he or she brings to do business on the Market site.

Outdoor Vendor Equipment and Supplies

Each vendor is responsible for providing and removing any and all equipment and supplies he or she requires to do business on the Market site. This includes tables, chairs, shelter, products, signs and equipment utilized for clean-up purposes.

Signs

All signs must remain within the allotted vendor's exhibit space and must not block pedestrian traffic, or interfere with other vendors' displays or views.

Vendor Space

Market management has full authority to assign vendor space. Requests for particular sites will be given consideration but management reserves the right to assign and locate all vendors. Vendor space will be assigned by 10:00 pm on the Friday preceding Market day for all vendors whose fees are paid by that time. Confirmation emails and/or telephone calls will be made to vendors.

Hours Of Operation

The Market shall operate every Saturday from 10:00 am - 3:00 pm. All vendors must remain at the Market site until the 3:00 pm closing, and must vacate the Market site by 4:00 pm. Vendors requiring to leave early may discuss with the Market Manager.

Selling before 10:00 am is strictly prohibited.

Permitted Market Items

The Executive will resolve any doubt as to the suitability of an item, but vendors are encouraged to honour the spirit of the market as primarily oriented toward homegrown food and local products. No soliciting or political or religious activities shall be permitted within the Market area without permission of the Executive. Displays of public interest, such as nutritional, health or consumer information, may be displayed with the permission of the Executive. All products must be sold, displayed and stored from a surface above the ground.

All vendors must utilize tables, shelves, cases or other structures for these purposes.

All vendors of edible products are responsible for:

- 1.) Using proper food safety procedures
- 2.) Researching and obtaining any required permits

Vendors Categories

Fruits, Vegetables & Garden

For example: fresh fruits and vegetables, seedlings, seeds, houseplants, flowers, herbs.

Meats, Poultry & Dairy

For example: local meat and game, fish, milk, eggs, cheese, yogurt, butter.

Specialty Food Products

For example: honey, oils, condiments, preserves and jams, pet treats.

Baked Goods

For example: homemade desserts, bread, cakes, confections, pies, cookies, chocolates.

Bath & Beauty

For example: handcrafted soaps, lip balms, lotions, makeup, scrubs, cleansers, candles.

Clothing, Sewing & Knitted Products

For example: handmade clothing, knitted items, crocheted items, woven items, embroidery, dolls, toys, quilts, vintage/antique clothing, aprons, bags, hats, scarves, mittens & gloves.

Jewelry

For example: handcrafted earrings, brooches, rings, bracelets, necklaces, hair accessories.

Pottery

For example: handcrafted bowls, mugs, vases, planters, plates, teapots, etc.

Woodcrafts

For example: handcrafted bowls, boxes, carvings, clocks, home decor items, jewelry, sculpture, toys.

Food Concessions

For example: snacks, hot meals, soups, hot and cold beverages.

Antiques

For example: furniture, glass, art.

Arts & Crafts

For example: photography, paintings, prints, stationery, collage, illustrations, mixed media, sculpture, local books and cds, stained glass, portraits.

Set-Up, Clean-Up And Breakdown

Set-up starts at 9:00 am and must be completed by 10:00 am. Vendors are responsible for removing all garbage from the Market venue by 4:00 pm. Vendor spaces are to be left in the same condition as when found. Breakdown starts at 3:00 pm and must be completed, and vendor spaces vacated by 4:00 pm.

Vendors are encouraged to do everything they can to reduce waste.

Product Display

All displays should be neat and tasteful. Vendors must maintain a clear walkway for customers to move from one vendor to another. For outdoor vendors, use of canopies, awning and sun-umbrellas is encouraged.

All vendors who wish to erect canopies on the farmers market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. **Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it.**

Miscellaneous

Vendors are responsible for collecting and remitting their own sales tax. Vendors are responsible for all permits required by the Town of Heart's Content or the province of Newfoundland and Labrador to sell their products. The sale or consumption of alcoholic beverages on the market site is prohibited. All rules may be revised by the decision of the Market Executive.

Enforcement of Rules

The Market Executive is responsible for enforcing the Market rules. Possible violations will be discussed and resolution attempted. Vendors selling prohibited items will be asked to remove those items from sale or leave the Market. Unresolved problems will be referred to the Executive. Continued violations will result in being banned from the Market with no reimbursement of fees paid. Any vendor challenging another vendor's product's legitimacy or conduct must file a written complaint with the Director of Vendor Relations, giving the name of the vendor and the product or situation they feel may not be in compliance with Market policies. The complainant must date and sign their name to the complaint and the Market Executive will attempt resolution.

Insurance

Vendors are encouraged to obtain individual liability insurance.