



# Waterloo Farmers' and Crafters' Market Cooperative Inc.

## UpTown Market Policy Manual

2016

### Policies and Information for Vendors

#### Welcome to The UpTown Market!

We are a market where individuals work in a consensual spirit respecting others. Vendors at the UpTown Market believe in creating community as well as selling products. By fostering an environment, which promotes creativity, openness, and cooperation, we celebrate the local talent that is showcased at the Market. rather than competing with each other, we encourage each other to thrive in a nurturing atmosphere of abundance. We help each other to set up and take down our stands, and we buy from each other.

#### Table of Contents

Policies of the Waterloo Farmers' and Crafters' Market Coperative .....	2
Definitions.....	2
1.0 Membership Fees and Stall Space .....	3
2.0 Market Schedule and attendance .....	4
3.0 General Conduct .....	5
4.0 Policies for Education / Community Groups and Services.....	6
5.0 Sale of Products and Services .....	6
6.0 Craft Policies.....	8
8.0 Food Policies.....	9
9.0 Services Policies .....	9
10.0 Make-up of the Governing Body .....	10
12.0 Constitution.....	11
13.0 Market Contacts .....	12
14.0 Special Events Calendar .....	<b>Error! Bookmark not defined.</b>

# Policies of the Waterloo Farmers' and Crafters' Market Cooperative

The day to day conduct, operation and coordination of the Waterloo Farmers' and Crafters' Market Cooperative. UpTown Market shall be governed according to the following rules and regulations. Exception to these policies may occur on a case by case basis at the discretion of the membership, if they find the exception to be in the best interest of the Market.

## ***Definitions***

**Board** refers to the Board of Directors of the co-op

**Committee:** refers to a specific group of volunteers comprised of Co-op members who are tasked with specific roles. (eg: vendor committee, event committee, marketing committee and entertainment committee)

**Co-op** refers to the Waterloo Farmers' and Crafters' Market Cooperative Inc.

**Coordinator** refers to any person hired/appointed by the Board to coordinate the Market during this season;

**Daily fee** is the fee charged to vendors for each market they attend;

**Director** means a member of the Board

**local or locally:** within the boundaries of the Waterloo Wellington Perth region or appropriately close to its border.

**Market** refers to the UpTown Market in the Waterloo Public Square or in alternate UpTown locations as required or if the Cooperative is interested in re-locating

**Market Day:** The duration of time vendors are expected to be on-site at the Market. For 2014, this time refers to arrival between 2 - 3pm and departure between 7 - 8pm

**member** refers to any member (vending and supporting) of the co-op

**producer** means any individual who put a significant amount of time into creating or growing a particular item

**reserved space** is a prepaid, reserved (minimum 10'x10') space at each market

**vendor** refers to a person who sells a product at the Market

## **1.0 Membership Fees and Stall Space**

**1.1** Space and memberships at the Market shall be paid for as follows:

**Annual membership fee:** \$10.00

\*note, All vendors joining prior to September of any given season require a membership on top of space fees below

### **Space Fees**

Daily fee to vending members

Single space (10'x10'): \$20.00    Double space (10'x20'): \$30.00

Triple Space: \$45.00

*\*Non-reserved spots, distributed on a first come, first served basis upon weekly registration.*

Bulk purchase space - Includes a reserved space:

Single space: \$160.00 for 10 spots or \$250.00 for the season

Double space: \$240.00 for 10 spots or \$380.00 for the season

Triple Space: \$340 for 10 spots or \$450 for the season

\*full season rates available until June 30, 2014

\*\* Remaining bulk purchase rates may be refunded for remaining weeks at any time with a \$25 admin fee.

Shared space: there shall be a \$10.00 charge for each additional vendor represented at a stall. Each vendor requires their own membership. No bulk purchase savings apply to additional vendors.

Daily fee for vendors under 15 years of age (1/2 space): \$5.00

\* Parental consent required

### **No membership required:**

Daily fee for Non-Profit education/community info booths (no sales): Free

Entertainers: free. Please contact us if you are interested.

**1.2** Daily fees for shared spaces are based on membership status of the individuals sharing. Fees divided by shared members shall be rounded to the nearest dollar.

**1.3** Vendors supply their own tables, chairs and shelter, and are responsible for creating a safe/ aesthetic environment. eg. securing tent from wind. Equipment in good repair. Access space must be left between neighbouring spaces.

**1.4** Spaces at each market are limited. Several spaces may be reserved by the board for pre-booking by non-members whose products add variety to the Market.

**1.5** To ensure a full and vibrant market, the coordinator must know in advance which reserved vendors will attend. Notice of cancellation of a reserved space must be received by the coordinator by 10 am Wednesday, AT LATEST. Except in an emergency, a member with a reserved space who fails to notify the coordinator shall be fined \$20 for the first incident and a fine plus loss of the reserved space upon the

second incident. Vendors with infractions may apply for reserved space again the following season subject to availability.

**1.6** The board reserves the right to limit the number of vending memberships and reserved spaces. The Board and the vending committee will use its discretion to balance the types of products and services at the Market and give preference to local vendors, non-competing vendors and existing members.

**1.7** The City of Waterloo graciously permits trailer parking on the Public Square in certain locations. Farmers will have priority for spots suitable for vehicle parking. The Logistics Coordinator will determine who may park and where appropriate on site parking is located. Vendors will NOT be permitted to drive into the Square once the Market has started (3:00 pm). This rule will be strictly enforced to ensure the safety of Market vendors and the public. Other vendors with vehicles are expected to park in the city lots adjacent to the square. After 2pm there should be no ticketing for legally parked vehicles, if a ticket is given by mistake, please submit it immediately to the city staff representative on site.

**1.8** All vendors must fill out a vendor application form prior to acceptance into the market. All accepted vendors must fill out a Participant's Agreement form prior to commencing sales at their first market day each season.

Vendor application forms are available on line at [www.uptownmarketwaterloo.ca](http://www.uptownmarketwaterloo.ca), in person on market days or may be mailed to you by contacting the Vendor Coordinator.

## ***2.0 Market Schedule and attendance***

**2.1** The Market shall take place between 3:00 pm and 7:00 pm Thursdays each week from June 4 until October 29 in 2015 (a 22 week season). All Market sales to customers must take place ONLY within these times. Vendors are permitted to sell to other vendors outside of these times.

**2.2** Setup begins no earlier than 1:00 PM and vendors must have the site cleared by 10:00 PM. Vendors are requested to arrive before 2:00 PM and must be set up with vehicles removed from the market area (unless permitted by the vendor committee to park on site) by 3 PM. This will limit traffic problems. Any vendors that disobey this rule will receive an incident report on their file.

**2.3** Attendance in special or other market events operated by the cooperative is by invitation based on how many times a vendor attended the summer market season. Because only limited space is available for special markets (including a potential holiday market), priority will be given to vending members whose attendance has been most frequent during the season.

**2.4** All market dates following thanksgiving shall be open to existing and new vendors free of charge.

**2.5 RAIN POLICY:** In order to encourage vendors to attend market days when rain is in the forecast. If it rains for over 2 hours during market hours, Vendors in attendance will be offered reimbursement for their daily fee. If this happens more

than three times over the season, pre-paid season vendors will be reimbursed at a rate of \$13 for single stalls and \$21 for double stalls per occurrence for the fourth and onward.

### **3.0 General Conduct**

In order to foster a spirit of community at Waterloo Farmers' and Crafters' Market, all members, vendors and staff are expected to treat each other and customers with courtesy and to work together in a spirit of cooperation, and open, positive communication.

**3.1** Vendors are responsible for keeping their stall space and surrounding area clean and tidy at all times, and for clearing up any litter from around their stall at the end of each market. Vendors are responsible for limiting the amount of packaging sold with their products and for taking packaging back from patrons and disposing of it. One of Waterloo Farmers' and Crafters' Market Co-operative's guiding principles is to be ecologically sustainable and to aim to be garbage-free.

**3.2** Out of respect for others, there shall be no hawking, accosting, leafleting or badgering of the public.

**3.3** The success of the Market is dependent upon the goodwill of our neighbours – please be aware of where you park and your conduct while driving and moving goods, i.e. don't block laneways and watch out for pedestrians.

**3.4** In consideration of Market performers and your fellow vendors, any playing of live or recorded music must be pre-approved by the Logistics Coordinator. (eg. No radios please.)

**3.5** The Board (minimum three directors) reserves the right to prohibit any person from renting stall space and may require persons to leave the Market in the event that they fail to abide by the policies or the decisions of the Board.

**3.6** The Board has the right to withdraw the membership of a vendor who fails to abide by the policies. The vendor in question may appeal the decision by a written submission to the Board within 60 days of being notified of the withdrawal of their membership. Membership fees will not be returned in these cases.

**3.7** Applicable Federal, Provincial, Regional and Municipal laws, policies, regulations, and By-Laws must be abided by. If the market policies contradict the above formal regulations, official government rules shall take precedence.

**3.8** Because we are here to celebrate a healthy and diverse community, organizations or individuals promoting any form of prejudice, such as homophobia, racism and sexism, are not welcome and will be required to dismantle their display and leave the Market immediately. There is a no tolerance policy towards any sort of discrimination and vendors who do not abide by this policy will not be permitted to return in future seasons.

3.9 Vendors will not be permitted to smoke on the Public Square. Smoking must take place on the sidewalk away from vendors and market attendees. Any vendor found to violate this rule will receive an incident report.

3.10 An incident report will be filed in the event that vendors and/or members are found to be operating in conflict of by laws. Depending on the severity of the incident, the vendor may be asked not to return to the Market again. Any vendor with 3 incident reports will no longer be permitted to vend at the Market.

## ***4.0 Policies for Education / Community Groups and Services***

**4.1** A maximum of five spaces will be reserved each week for Non-profit oriented education/community services. More may be reserved for special event days. Attendance at each market must be pre-booked. Priority may be given to groups or individuals who have not yet had a table at the Market in the current season.

**4.2** Groups strictly promoting one political party or religious perspective are not considered education/community groups. (For example the Anglican Church of Canada could not have a table but their international development organization, the Primates Fund, could).

**4.3** Items for sale at education tables must adhere to all Market policies. Exceptions are locally produced or printed items such as pamphlets, t-shirts, bags, etc which enhance the education program of the organization. These items are preferred to be locally designed, printed, screened, etc.

**4.4** The Board will have discretion to decide which education groups may participate at the market and to what extent. The Board will encourage the participation of education groups, which hold a similar philosophy as that upon which the Market was founded.

## ***5.0 Sale of Products and Services***

**5.1** All products offered must be produced locally. This encourages a direct relationship between the producer and consumer and builds the local economy. Under special circumstances, consideration may be given to non-local products.

**5.2** All vendors are encouraged to buy from one another.

**5.3** All products sold at the market must be considered local or locally made. 75% of products for sale must be produced by the vendor(s) present at the time of sale. Exceptions to this policy are at the discretion of the board (see 5.4).

**5.4** At the discretion of the board, exceptions may be made to 5.3.

**5.4.1** The board may find that particular items for sale at the market shall improve the market for everyone, even though they are not local or produced by the vendor. In this case resale may be considered on a case by case bases (such as tropical fruits and vegetables as they can not be grown locally).

**5.4.2** A group of vendors who cannot be present each week, may share a spot and attend the market on a rotational basis. Each vendor in the group

must be a member. Products of each vendor may be present in proportions decided by the group selling, and extra fees will apply for additional vendors as detailed in 1.1. All products must have labels indicating which producer they come from, and each selling producer must be knowledgeable about the other vendors' products.

**5.5** Where required, vendors shall obtain HST or Charitable Registration Numbers, and shall be responsible for the collection and remittance of any applicable taxes.

**5.6** Because we encourage everyone to value the work that goes into the creation of all goods and services offered at the Market, we do not allow signs advertising "sales", "discounts", "reduced prices", etc. except within the last hour of the market day.

**5.7** Except where they meet Region of Waterloo approval under the Ontario Public Health regulations, those products that MAY NOT be sold include (but are not limited to) the following: dairy products (milk, cream, cottage cheese); meat, fish, poultry or products thereof; live animals, including fish and fowl; cakes, pies, tarts or bread products that have a syrup, frosting or topping on the surface or cream filling

**5.8** commercial products for resale or products which exploit humanity, shall not be permitted for sale at the Market.

**5.9** The decision as to the suitability of any product for sale at the Market shall be at the discretion of the vendor committee. This committee shall be composed at minimum of one representative of vendors from each prepared foods, crafts and farmers. Regardless of previous sales, a member of the appropriate vendor committee must review each new type of product before it can be displayed at the Market. New vendors that are reviewed and accepted have one month to sell at the Market before their review status expires. They must be successfully reviewed again in order to sell. Any vendor that sells three times or less during the previous season must have their products re-reviewed before selling at the Market again.

**5.10** The vendor committee is responsible for communicating (in person if possible) with each prospective vendor in their jurisdiction to review the product for its appropriateness for sale at our market and its compatibility with all Market policies. If concerns cannot be dealt with at the vendor committee level, they must be brought to the board for a final decision. Review committees must also discuss product-related policies with prospective vendors. They must provide them with a copy of this manual and the participant's agreement, and inform them that they must fill out and sign a participant's agreement before selling at the Market, and read and understand the policy manual.

**5.11** In the event of a question as to the suitability of a product for sale during the course of a market, if at least three (3) vendor committee members are present, their consensual decision as to the suitability of a product shall be binding. Where such a decision has been made, it may be appealed by any vendor to the Board at its next meeting.

**5.12** Persons conducting a store front operation (exclusive of farm gate sales & home based businesses) or having a commercial vendors license to sell on the streets are not permitted to sell that product at the Market with the exception of vendors licensed by the City of Waterloo for vending within the perimeter of the

Waterloo Public Square (or other market location as appropriate). Other exceptions may be considered by the vendor committee on a case-by-case basis.

**5.13** Those products that may be sold include (but are not limited to) the following. Each falls under one of four categories:

- Farm - organically grown fruits, vegetables, plants, flowers, seeds, and other unprocessed food items;
- Food - canned foods, preserves, baked goods, cheeses and other processed edibles;
- Craft - original crafts, jewelry, arts, and other hand-made items excluding food.
- Services - personal services.

The following policies are specific to the above categories:

## **6.0 Craft Policies**

The following are additional policies that vendors selling crafts at the Market should be aware of:

**6.1** In all items, the handcraft component must dominate the commercial component, and commercial components must be transformed in a way that makes the work unique.

**6.2** Items must be of original, unique work or design.

**6.3** The starting material must be significantly altered and enhanced by the artisan.

**6.4** The product must meet basic expectations of product life, function and safety.

**6.6** Each craft product MUST be reviewed in advance by a member of the vendor Committee before being displayed at the Market.

## **7.0 - Farm Policies**

The following are additional policies that vendors selling fresh produce at the Market should be aware of:

**7.1** All Organic produce, plants, seeds and flowers must be grown according to local organic certification standards. Farmers are required to obtain current organic guidelines before each Market season prior to promoting goods as "organic". Though it is not necessary to be a certified organic producer, it is strongly encouraged. Each farm is required to display the farm's name and if applicable, certifications at their stand.

**7.2** To support diversified farming, preference will be given to local farmers producing a range of crops.



**7.3** In keeping with the Market's cooperative philosophy and being respectful of yourself and other farmers, dumping of produce at below fair market value is strongly discouraged. The market value of farmer's produce should reflect the farmer's labour and knowledge as well as quality, time of season and variety of crop grown. Please ask a Vendor Committee member for assistance if you are struggling at determining fair market pricing.

**7.4** Each farmer MUST submit a form for approval by the Region of Waterloo Public Health department and after approval by health, goods be reviewed by a member of the Vending Committee, before being displayed at the Market.

## ***8.0 Food Policies***

The following are additional policies that vendors selling processed food products at the Market should be aware of:

**8.1** Provincial Health Regulations apply to all products sold and a vendor shall immediately cease to sell and remove any product upon the request of an official or representative of the Waterloo Regional Health Unit. Vendors must contact the Waterloo Region Health unit each season for approval before selling at the Market. Paperwork shall be supplied to you by the vendor committee for this purpose. Vendors will not be permitted to vend at the Market if they have not provided their Public Health approval to the vendor coordinator

**8.2** We encourage the use of organic, unrefined, locally grown ingredients. Non-local ingredients should be kept to a minimum. Major ingredients and flavourings should be local. We encourage the purchase of ingredients from Market farmers.

**8.3** In order to inform customers of exactly what they are buying, food products are to be labeled as to ingredients, in their order of predominance. Every effort should be made to distinguish between organic and non-organic ingredients. You may label each item or have labels clearly displayed on your table beside the appropriate food items.

**8.4** All open prepared food must be kept covered at all times. Open prepared food must be served using appropriate, clean tools (eg tongs, cloth napkins.) Vendors handling cash must wash their hands or put on sanitary gloves before touching open prepared food.

**8.5** Each food product MUST be reviewed in advance by the Region of Waterloo Public Health department and after approval by health, a member of the Vending Committee, before being displayed at the Market.

## ***9.0 Services Policies***

**9.1** Persons who physically manipulate the body, may bring an assistant to demonstrate on (eg chiropractor). For reasons of liability, they may not physically

manipulate the bodies of members of the public, unless an insurance rider is provided to the market co-op by the practitioner that names the Waterloo Farmers and Crafters Market as an additional insured, and gives indemnity to the UpTown Market and the Waterloo Farmers' and Crafters' Market Co-op, and the City of Waterloo. These services shall not be covered under the Market insurance policy.

**9.2** Each service provider must be reviewed by a member of the Vendor Committee before providing or promoting their services at the market and must provide proof of certification or insurance if necessary.

## ***10.0 Make-up of the Governing Body***

Organizational structure

**10.1** The Waterloo Farmers' and Crafters' Market Co-op is a non-profit Co-op consisting of its members. Co-op members will elect directors for two year terms at an annual meeting. Members may also participate by volunteering for committees, communicating with directors, coordinators and members, or attending meetings.

**10.2** The Board is to consist of a minimum of six and a maximum of nine co-op members (directors.) It is suggested that a minimum of two directors be organic farmers, one a craft producer, one a food producer, one a service provider (if represented at the market) and one representing the local community. Where ever possible, equal numbers of men and women should be represented.

**10.3** The Board makes decisions by consensus and directors need to make a concerted cooperative effort. Directors should have at least one consensus workshop per year.

**10.4** Coordinators and committees will manage the Market as determined by the policies and directions agreed upon by the Board.

**10.5** Market Directors and Members will meet on a pre determined schedule which shall be promoted to the full membership in advance. Attendance at meetings for members at large is voluntary, however feedback and involvement from all vendors is necessary for a thriving and enjoyable market experience.

## ***11.0 - Staffing***

**11.1** The Board must review all paid and volunteer positions during & after each Market season and retains the right to decide which positions are open.

**11.2** All available positions will be posted at the Market, in a newsletter and via email to members as appropriate.

**11.3** As needed, the Board will designate a personnel committee and will determine the mandate of this committee.

**11.4** Vendors will not be permitted to volunteer their time during the operation of the Market, from 3:00-7:00 pm in order to ensure they are able to staff their stall for the duration of the Market day. Vendors who assist during setup and takedown will

receive 5\$ off their stall fees for the day, or a voucher to purchase product at the Market.

## **12.0 Constitution**

Article I: Name

The name of the co-op shall be Waterloo Farmers' and Crafters' Market Cooperative Inc.

Article II: Purpose:

The purposes of the Co-op are:

- 1) To promote community participation and recreation and to afford opportunity for friendly and social activities; however, the Co-op does not intend to own or operate a social club.
- 2) Generally to encourage and foster and develop recognition of the importance of agriculture, art, and craft in local and national life;
- 3) To provide education about the environment, healthy living and organic farming issues;
- 4) To provide a direct sales outlet for handcrafted goods, local art, locally grown organic produce, and home prepared foods in the community;
- 5) To provide a meeting place for the consideration and discussion of questions affecting the interests of the co-op;
- 6) To acquire, sell, manage, lease, mortgage, dispose of or otherwise deal with the property the Co-op needs to carry on its various objects.
- 7) To maintain and where possible increase the opportunity for direct sales of locally grown and/or produced goods to the consumer.
- 8) To encourage improvement in the quality of life and enhance rapport in the community.

Article III: The purposes of the Co-op shall be carried out without purpose of gain for its members and any profits or accretions to the Co-op shall be used for promoting its purposes.

Article IV: In the event of winding up or dissolution of the Co-op, funds and assets of the co-op remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations with similar purposes in Waterloo, as may be determined by the members of the co-op at the time of dissolution provided that such organization or organizations shall be a registered charity recognized by Revenue Canada Taxation as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect. If effect

cannot be given to the aforesaid provisions then such funds shall be given or transferred to a suitable level of local government.

Article V: No Director or Officer shall be remunerated for being or acting as a Director or Officer, but a Director or Officer may be reimbursed for all expenses necessarily and reasonable incurred by him while engaged in the affairs of the co-op.

Article VI: Articles 3, 4, 5, and 6 of the Constitution are unalterable.

## **13.0 Market Contacts**

- BY-LAWS -

The By-laws of the Co-op are those set out in schedule B to the Co-op Act with the following variations, deletions and additions:

Dated the 4th day of March, 2015.

### Market Contacts

The Waterloo Farmers' and Crafters' Market Co-op, which runs the Uptown Market on Thursday afternoon, is directed by a Board of Directors elected by its members at the Annual General Meeting in February of every year. These volunteer directors, as well as other dedicated members and our coordinators put in a great many hours to organize the market. Board meetings are open to interested vendors. If you have a concern or idea, you should definitely share it with us. This is your market; the way it turns out depends on the efforts and ideas of those who work hard to put it all together.

### **Directors for the 2015 season:**

#### *Elected for a 2 year term Mar 8, 2016*

Nathan Klassen - Nith Valley Organics (Farmer)  
Kathleen Stahlbaum - Community Member  
Mandy Tempest - Two Needles, One Hook (Crafter)  
Anita D'Holdt - Ceres Ambroisa  
Sylvia Hook - Community Member

#### *Elected for a 2 year term March 3, 2015*

Brenda Hodge - Sylver Dragon (Crafter)

Vendors are encouraged to share ideas and concerns with us at any time. Several directors are available at every Market. Ask the coordinators to point us out.

All members receive a newsletter in the New Year with details about the AGM and the coming Market. Please make sure we know where to send it! Contact the market coordinator at [UpTownMarketwaterloo@gmail.com](mailto:UpTownMarketwaterloo@gmail.com) to update your address or find out about vending at the market and the AGM.

What we are striving for:

- To help strengthen the foundation of healthy community by offering a safe, relaxing and enjoyable place for families and individuals to come together,
- To stimulate and support our local economy by providing a venue for organic market gardeners, backyard growers, home produced foods, crafts and artisans,
- To create an opportunity for community groups to convey information to their neighbours concerning important local, social, political and environmental issues,
- To encourage the continuing transition towards ecologically harmonious methods of food production, striving to work with, rather than against the natural system, and
- To have fun!

In the spirit of cooperation, let's enjoy our community market to the fullest!  
Local Products for Local People

Contact Us!

[UpTownMarketwaterloo@gmail.com](mailto:UpTownMarketwaterloo@gmail.com)

[www.UpTownMarketWaterloo.ca](http://www.UpTownMarketWaterloo.ca)