

HALIFAX BREWERY MARKET

VENDOR
HANDBOOK
2022-2023



FARMERS, FRIENDS & FOOD
BRINGING THE BEST OF NOVA SCOTIA TOGETHER
HALIFAX BREWERY FARMERS MARKET COOPERATIVE

HALIFAX BREWERY MARKET 2022 Market Guidelines



*These Guidelines are in effect from **July 2022 - April 2023**. These guidelines are written in the spirit of creating a vibrant community atmosphere for customers and vendors alike; their interpretation is at the discretion of the management and board. In applying to vend at Halifax Brewery Market, all vendors agree to abide by these Guidelines.*

Halifax Brewery Farmers' Market is a member-run cooperative, bringing people together to build community and a strong local economy. It makes a statement about how we want to live and interact. We operate to support and promote small-scale, local food producers and artisans of Nova Scotia (Mi'kma'ki) and to be a positive force in the growth and sustainability of our local economy. Halifax Brewery Market aims to provide high quality goods produced in Nova Scotia, with an emphasis on food.

The following regulations and guidelines are established to create clear expectations, address potential issues or concerns, and make the market a safe and enjoyable place for vendors, staff, volunteers, and patrons.

LOCATION & DATES

The Halifax Brewery Farmers' Market Cooperative is located within Brewery Square at 1496 Lower Water Street in Halifax, Nova Scotia. The Saturday Market operates Saturdays from 8am – 1pm.

MARKET CONTACT INFORMATION

www.halifaxbrewerymarket.com
312-1496 Lower Water St
Halifax, NS
B3J 1R9

hello@halifaxbrewerymarket.com
(902) 329 3276

PROMOTIONS

Vendors are encouraged to use Social Media platforms for their promotions. When linking to our Instagram and Facebook Pages, please use:

Facebook
@hfxbrewerymarket

Instagram
@HFXBreweryMarket

Instagram
#brewerymarkethaul

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MARKET VENDORS

Only approved products that are made, baked, grown, raised, caught or harvested by an approved vendor in Nova Scotia may be sold at the market. Preference will be given to vendors who are primary producers of the products they are selling. A **Primary Producer** is a vendor who ***grows or harvests*** the raw materials for direct sale or manufacturing into products, a **secondary producer** is a vendor who ***purchases*** raw materials for manufacturing into products. All Vendors must comply with relevant regional regulations and all food vendors must have public health approval to sell each of their products at Halifax Brewery Market.

Halifax Brewery Market may approve vendors who sell some food products that are not their own. A minimum of 75% percent of product sold by food producers must be of the members' own production. The remaining 25% must be produced in the Maritimes, fill a gap in the market's offerings, and have ample display signage explaining its origin. All products sold by non-food vendors must be of their own production.

Agrarian & Fishery Vendors are a person, family or collective who produces agricultural products from land that they own or control or has a license to harvest from. Examples include produce, eggs, dairy, honey, meat, fish, plant nursery products and fiber. An agrarian vendor may sell value-added products made from their own farm product.

Prepared Food Vendors are those that sell coffee baking, fresh juice and smoothies, soups & stocks, and fresh or frozen meals. Prepared Food Vendors will be asked to provide samples of products, documentation about preparation kitchens, and food safety plans.

Craft and Artisan Vendors bring products whose craftsmanship should be reflective of the artists' considerable skill, time and effort to produce a high quality, finished product. Each item should be original and unique.

COOPERATIVE MEMBERSHIP

Vendors may also apply to become members of the Halifax Brewery Farmers Market Cooperative. Cooperatives offer a stable, sustainable and accountable alternative business model. Cooperative members invest in the democratic ownership of the Halifax Brewery Market; more information can be found in the Cooperative's By-Laws.

Cooperative members receive:

- Voting rights in the cooperative & the opportunity to be elected to the co-op's executive.
- A 5% discount on their table fees.
- Access to the cooperative's membership benefits with Farmers Markets of Nova Scotia, including training opportunities and access to the cooperative's membership benefits with the Downtown Halifax Business Association.
- Discounted insurance coverage with The Cooperators.

Cooperative members are expected to:

- Actively participate in the cooperative & understand the cooperative model of governance.
- Provide 10 hours of community service to the cooperative annually; this can be accomplished through board or committee membership, providing a volunteer to the market, or by providing a donation to the cooperative (*valued at 10\$/hr*).

Cooperative Membership Fees:

- 100\$ initial fee (refundable)
- 25\$ annual renewal fee (non-refundable)
- Annual market cooperative membership fee will be collected at the cooperative AGM. Non-payment of annual membership fee, without application showing reasonable grounds for exception, may result in expulsion from the market and termination of membership in the cooperative.

ADDITIONAL REGULATIONS**Site Inspections**

The Halifax Brewery Market reserves the right to do farm or site inspections of any product and/or process for the purposes of verification and to ensure that products sold at the market are in accordance with market policies.

Liability and Insurance

Halifax Brewery Market holds insurance through the Farmers Markets of Nova Scotia Cooperative & The Cooperators. Halifax Brewery Market does not assume responsibility for loss or damage to the table area, product, vehicle or any other property of the market vendor. The vendor accepts all reasonable risks associated with the use of the market and will exercise sound loss prevention measures at all times. Vendors and their representatives agree to protect and hold Halifax Brewery Farmers' Market Cooperative LTD., their employees, agents, and representatives harmless and to indemnify such entities from any and all claims, demands, suits, actions, judgments, and recoveries, for or on account of any damage, theft, or injury to property or person occurring as a result of the vendor's use of market space. All Halifax Brewery Market Vendors are encouraged to have liability insurance for their businesses and products and to provide proof of that insurance to the Market. ***Halifax Brewery Farmers Market Cooperative Member Vendors can access discounted insurance rates through Farmers Markets of Nova Scotia and The Cooperators.***

Vendor Collectives and Cooperatives

Vendor collectives or cooperatives are encouraged to apply to Halifax Brewery Market in all categories. All members must be listed on the initial vendor application, indicating their membership to the collective, along with a write-up of why they should be considered and how the collective works. Only one member of the collective must be appointed as the official point-of-contact, their name should appear at the top of the application.

Utilities and Electrical

Utility & electrical usage at Halifax Brewery Market is limited, vendors must seek permission to use equipment in their initial application. Several of the stalls available cannot accommodate these requests; therefore priority will be given based on the specific needs of the vendor and available space. Vendors requiring electrical power are responsible for providing their own equipment and knowing and following all safety regulations.

Food Safety

Vendors are responsible for reading, understanding, and following the food safety regulations as outlined in the Guidelines for Public Markets. No pets or live animals are permitted inside the farmers market. Service dogs are welcome in the Farmers Market. Vendors selling meat, fish, or

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dairy products are required to provide a means of refrigeration/cooling for their wares and are encouraged to log refrigeration temperatures.

Market Money

Market Money are small wooden tokens that are distributed by the market to customers. Market Money comes in 5\$ increments and vendors must accept Market Money and provide change to customers. Market Money will be reimbursed to vendors at face-value. Market Money cannot be used towards table fees.

FEE SCHEDULES

All fees are subject to change annually at the market cooperative AGM. Fee changes are intended to create a sustainable budget that ensures the longevity of the market cooperative, and generally reflect a change in the market's expenses. All fees listed are exclusive of HST.

Cheques can be made out to the ***Halifax Brewery Farmers' Market Cooperative***. A \$25 fee will be charged for any NSF or cancelled cheques, in addition to any bank fees. If two cheques are returned due to insufficient funds, the vendor will be asked to pay their vendor fees in cash weekly.

Fee Schedule

Permanent and seasonal vendors will receive a monthly invoice for their table fees. All vendors can choose to pay their fees either **weekly** or **monthly** and can pay by credit card, cash, cheque or e-transfer. Vendors cannot pay their table fees in Market Money.

Vendors are responsible for table fees on all booked tables unless cancellations are made more than 48 hours in advance of market day. Extraordinary circumstances (medical absences, weather events, crop-failure) will be taken into account for all vendors.

Vendors can choose to use 4ft or 8ft tables; vendors bringing their own tables will be charged at the rounded-up rate (*ie. if a casual vendor brings a 5ft table, they will be charged at the 8ft rate*). Rates include HST.

	4ft Table	8ft Table
Kitchen Island	55\$	65\$
Halifax Room	50\$	60\$
Salle de Grainnage	50\$	60\$
Pu'Taliewey Room	45\$	55\$
Courtyards & Outdoors	40\$	50\$

Stall Location, Setup and Tear Down

1. The market building is open at 5:30 am. Vendors are required to be on site minimally 30 minutes prior to market's public opening, and complete unloading and setup prior to market opening. Vendors must call or text the market manager if running late. If a vendor is not present 30 minutes before the market opens, and no contact has been made, their stall may be assigned to another vendor.
2. When unloading, please ensure you do not block the fire lane, or impede other vendors from accessing the property.
3. Free parking is supplied on market days in the Salter Parking Lot along Lower Water Street, you are encouraged to remove your vehicle to a parking lot to allow customer parking near to the market.
4. Vendors must follow the market manager's instructions for stall assignments. Halifax Brewery Market reserves the right to allocate the stall locations for each market. Changes to stall locations might be necessary based on vendor and product mix, and matters of safety or sanitation.
5. Vendors should keep their stall clean, attractive and within the stall boundaries.
6. Vendors should remain at their stalls at all times during the market hours. Market volunteers, fellow vendors or market staff can cover necessary breaks.
7. Vendors must stay for the entire market, even if the market has a poor turnout, poor weather, or the vendor sells out.
8. Vendors should vacate the site by 2:00pm.
9. If a vendor has been given permission to leave equipment onsite, it should be stored, protected, in the Halifax Room only. The market will not be held responsible for any damage that may occur to vendor property left onsite.
10. Under no circumstance should any major changes, booth maintenance or housekeeping tasks take place during market hours.

Displays, Signage, and Equipment

1. Halifax Brewery Market makes every effort to supply tables to its full-time and seasonal vendors. Casual vendors may need to provide their own tables.
2. Vendors must provide their own equipment - *extra tables, chairs, tents, signs, power, refrigeration, food safety equipment, cleaning supplies, etc.*
3. Canopies, umbrellas, and booth covers must be approved by the market and are required to have ties, weights, or pegs sufficient to keep the covering in place. Tables must have smooth edges, be stable, and their legs must be firmly locked into place. Equipment must be used in a safe manner and not obstruct customers flow.
4. Vendors must display their business name on a prominent sign.
5. Vendors wanting to sell products as "Organic", "Biodynamic" or first, second, or third year "Transitional" need to submit the proper certification documents in their application. Signs and photos detailing the vendor's production methods are encouraged. For uncertified claims, written and verbal declarations regarding pesticide or chemical use which cannot be certified (e.g. "unsprayed", "no spray", "pesticide-free", etc.) will need a written statement, submitted with the vendor application, attesting how these procedures are followed. Vendors are required to produce the written statement about production methods for any consumer who requests it.
6. Vendors are encouraged to personalize their stalls with stories and pictures, and to share their farming/artisan background with customers.

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7. Vendors must have clear pricing posted for all products.
8. Vendors may only sell products approved in the application process.
9. Food vendors reselling goods must clearly label the origin of all goods.

Environmental Responsibility

1. Halifax Brewery Market encourages vendors to seek alternatives to disposable plastics, and asks that all vendors use compostable and biodegradable paper bags and take-away containers.
2. Vendors may not sell bottled water in the market. Free drinking water is available.
3. Vendors must separate waste produced at the market and remove it from the site, keep their stall free of debris, sweep every market day, and remove all visible signs of their stall. If a stall has to be cleaned by market staff, a \$50.00 fine must be paid prior to the next market day. Farmers are not permitted to dispose of produce waste, overripe or leftover produce, or boxes in any on-site garbage cans or dumpsters.

Positive Vendor Behaviour

1. Vendors will adhere to the highest standards of quality, service and business.
2. Vendors must not disparage other vendors, products, or the market.
3. Vendors shall conduct themselves at all times in a courteous and professional manner.
4. Vendors agree to be clean, tidy and properly attired.
5. Vendors must agree to bring an adequate supply of their primary product(s).
6. Vendors are not allowed to drink alcohol or smoke onsite. Vendors must not be at the market under the influence of alcohol or drugs.
7. Vendor must not aggressively sell their product.
8. Vendors agree not to practice distress pricing.
9. Vendors agree to honour all market promotions.
10. Vendors must monitor and supervise their children at all times during the market day.
11. Competition and cooperation between vendors is encouraged.
12. Vendors should staff their own market stall. Any alternate staff should be well versed in the business/production methods. Vendors are responsible for ensuring that their staff members are in compliance with these guidelines.
13. All vendors will abide by all applicable Local, Provincial and Federal By-laws, Statutes and Regulations, including tax regulations, the Canadian Food Inspection Agency and the Nova Scotia Department of Agriculture (*labeling produce by type, quantity and price, cooling, sanitation, etc.*) The appropriate authorities will make periodic inspection of the market. Vendors are responsible to obtain all necessary licenses, permits, inspections and certificates for the sale of their product(s).

Table Booking, Space Allocations & Cancellations

Full-Time Vendors attend market every Saturday, year-round, and maintain a permanent table at the market. Receipts will be issued digitally, annually. Full-time vendors renew their market application annually at the market cooperative's AGM. Full-time vendors are permitted one absence per quarter. Agrarian vendors who expand during peak season will be granted priority for additional space in their area, if booked at the end of their main season for the following year.

Seasonal Vendors attend market every Saturday for a defined season, maintaining a permanent table at the market during their season. Seasonal vendors outline the dates they wish to start and finish at the market, and are responsible for occupying their space for the duration of the term

requested. Receipts will be issued digitally, annually. Returning seasonal vendors may renew their market application annually, preferably at the end of their season, but minimally one-month prior to their planned attendance.

Casual Vendors attend market irregularly, requesting space at the market as available. Approved casual vendor applicants should plan their attendance with the market manager in the week prior to their planned attendance via email. Casual Vendors are asked to check-in at the beginning of each market day at the information desk to deposit their payments and receive their receipts & booth location. Receipts will be issued only on the day-of. Participation is dependent on stall availability.

We will do our best to accommodate all casual-vendor requests, though priority will be given to:

- Primary producers; then secondary producers of food products; then secondary producers of non-food items
- Products which enhance the diversity of provisions available at the market
- Returning vendors in good standing, with strong attendance records
- Chronological order of requests received throughout the week

Cancellation Policy The market proceeds regardless of inclement weather. Vendors must make cancellations 48 hours before their scheduled market day. Vendors failing to notify the market of their planned absence will be expected to pay their table fee. Vendors are encouraged to have others cover their table when they cannot attend, so as not to lose their table fee or disrupt their customers. Extraordinary circumstances (medical absences, weather events, crop-failure) will be taken into account.

VENDOR APPLICATION PROCESS

All Vendors

- Please do fill out the form at the end of this handbook, the more details you provide the better; you are encouraged to add photos & links to your email and to drop off samples of your work.
- Applications are reviewed monthly. If there are questions about your application, you will have to wait a month as we review your responses.
- You are **strongly encouraged** to meet with a member of the staff and tour the market prior to submitting your application. You should also attend the market as a customer for at least one Saturday to make sure that the space & customer base is appropriate for your business.
- You are **strongly encouraged** to ask a member of staff to review your application prior to submission. Staff can make sure that you have provided adequate detail to form a decision regarding your application.
- Once approved, you will meet with a member of the staff to review your vendor needs, location, and schedule. Once details are confirmed and copies of appropriate permits are received by staff, a new vendor can start immediately.

Food Vendors

- All vendors serving food must first contact the Department of Environment's Food Safety Unit to confirm that their menu is either Schedule A or Schedule B. The Halifax Brewery Market cannot tell you whether you will require a licensed kitchen or which food safety protocols you need to follow, that is determined by a Food Safety officer.

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- If you are determined to be a Schedule B Vendor who does not require a permit, please do submit a copy of the email from Food Safety indicating their determination.
- If you are determined to be a Schedule A Vendor who does require a permit, we encourage you to first submit your application to the market. Once approved as a vendor with the Halifax Brewery Market, we can help guide you through the application process with Food Safety.
- If it is determined that a licensed kitchen is needed to prepare the menu, approved vendors are welcome to make use of our licensed space and to list the market as their food preparation venue on their application.

COMPLIANCE & CONFLICT RESOLUTION

Markets are community events where a diversity of people gather to shop and sell. Vendors are expected to conduct themselves in a respectful, safe, courteous, and harmonious manner. The market manager, cooperative board, and vendors have equal responsibility to create a safe and positive environment at the market.

The market manager has the responsibility for ensuring compliance with applicable municipal, provincial, and federal regulations, the cooperative by-laws, and vendor handbook guidelines.

One verbal, then two written warnings will be given for violations of the Vendor Handbook. Three notices of violation will result in the cooperative board determining appropriate consequences for guideline violations. Consequences can include:

- Temporary suspension from the market
- Fines
- Revocation from the cooperative membership
- Permanent removal from the market
- Removal of any merchandise deemed unacceptable to the market

A vendor may appeal any decision within 30 days. An appeal must be presented in writing to the cooperative board. The cooperative board will issue a decision within 30 days of receipt; their decision is final and binding.

Complaints should be directed to the manager in a timely manner that is not disruptive to the Market. The manager will investigate the issue with a view to resolving the situation through discussion with pertinent parties. If a resolution cannot be reached, the manager will ask for those complaints in writing. Written complaints will be reviewed at the next scheduled board meeting, and any concerned parties will receive a written response in the subsequent week. Customer complaints received by the market will be forwarded to the relevant vendor and kept on file. Ongoing customer complaints will result in disciplinary action.

Vendors can submit a written **product challenge form** when they believe another vendor is misrepresenting their product. Forms can be supported by physical evidence of the offence. The product challenge form must be submitted within the week the violation is observed. The accused vendor must respond to the challenge in writing. Failure to respond in writing may result in a determination that the challenge is valid. The market manager, board, or third-party inspector may request a site visit. Should the vendor be found in violation, they may be suspended or removed from the market.

The cooperative board will administer any disputes not specified by the guidelines. Cooperative board decisions are made at their discretion and are final. The cooperative board reserves the right interpret this handbook & its guidelines at its discretion. Vendor handbook guidelines are reviewed annually at the cooperative AGM and may be changed at any time with two weeks' written notice.

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**HALIFAX BREWERY MARKET
2022 - 2023 Vendor Registration**



Business name

Address

Contact Name

Contact Email

Contact Phone Number

Social Media Handles (Facebook & Instagram)

I AM A: *(select one)*

☐ Agrarian or Fisherman

☐ Crafter or Artisan

☐ Prepared Food Vendor

I AM A: *(select one)*

☐ Primary Producer

☐ Secondary Producer

☐ Reseller

I WANT TO ATTEND MARKET: *(select one or none)*

☐ Casually

☐ Seasonally

☐ Full-Time

I ALSO ATTEND THESE MARKETS:

STALL SELECTION

☐ 4ft Table

☐ 8ft Table

☐ Other *(drawing attached)*

BOOTH REQUIREMENTS

☐ Sink Access

☐ Kitchen Access

☐ Electrical Use

FULL-TIME APPLICANTS: *ANTICIPATED START DATE*

CASUAL & SEASONAL APPLICANTS: *LIST OF PREFERRED DATES or DEFINED SEASON*

VENDOR DESCRIPTION

Craft & artisan vendors (artwork or handicrafts being sold, including the medium used, inspiration, price list), **agricultural vendors** (products being sold, farm acreage under cultivation, farm location, and farming practices), or **prepared food vendors** (food or drink being sold, ingredient sourcing, prices). Anything else we need to know? Please feel free to add photos, links, and attachments. The more details you can provide, the better!

CHECKLIST

- ☐ I have listed all products being sold and all my additional vendor requirements
- ☐ I have included a business biography & images of my product, display or process
- ☐ I have the appropriate public health & regional permits to operate my booth
- ☐ I understand the cooperative model & the vendor guidelines in place at the market
- ☐ All products being sold at my booth are my own OR I have listed them separately

In completing this application, Vendors agree to abide by the relevant guidelines, including terms of payment.

SIGNATURE: _____

DATE: _____

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