



*These Guidelines are in effect from **January 2026 – April 2027.***

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 and Novalea Farmers Market, all vendors agree to abide by these Guidelines.

The Halifax Brewery Farmers' Market Cooperative 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 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 visitors.

LOCATION & DATES

Halifax Brewery Market

1496 Lower Water Street

Operates year-round Saturdays (closed the Saturday between Christmas and New Years)

8am - 1pm

Novalea Farmers Market

3540 Novalea Drive

Operates Seasonally Saturdays (May - September)

8am - 1pm

MARKET CONTACT INFORMATION

(902) 329 3276

www.halifaxbrewerymarket.com

@hfxbrewerymarket

312-1496 Lower Water St

Halifax, NS

B3J 1R9

General Information: hello@halifaxbrewerymarket.com

Table Bookings: markets@halifaxbrewerymarket.com

Payments: payments@halifaxbrewerymarket.com

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.

Halifax Brewery Market may approve primary producer vendors who sell some products that are not their own. A minimum of 75% percent of product sold by primary 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, have ample display signage explaining its origin, and be discussed with and approved by a market manager prior to market day. All products sold by secondary producer vendors must be of their own production.

Full-Time Vendors attend market every Saturday, year-round, and maintain a permanent table at the market.

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. Returning seasonal vendors may renew their market application annually.

Casual Vendors attend market irregularly, requesting space at the market as available. Approved casual vendor applicants should plan their attendance with the market manager with as much notice as possible. Casual Vendors are asked to check-in at the beginning of each market day at the Info Booth to receive their booth location. Receipts will be issued only on the day-of and should be requested when payment is made. Participation is dependent on stall availability. Casual vendors maintain their standing by attending minimally once per year.

Cancellation Policy

Permanent, Seasonal and Casual 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. Permanent and Seasonal Vendors are able to book-off four dates per year without paying their table fee. After booking off four dates, Permanent and Seasonal Vendors can book off additional dates, but are expected to pay their table fee. Permanent and Seasonal Vendors should discuss any extended absences with market staff, and may be asked to vacate their space. Casual Vendors are not expected to pay for their table fee for canceled days, when canceled with notice. Extraordinary circumstances (medical absences, compassionate leave, weather events, crop-failure) will be taken into account.

COOPERATIVE MEMBERSHIP

Vendors may also 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 about the cooperative is provided by request, including our cooperative's Policy Binder. Full-time, permanent vendors that have regularly attended market, in good standing, for a minimum of six months will automatically be nominated for membership at the next general meeting. Staff will provide potential coop members one month's notice of the change in their status. Vendors wishing not to become members of the Coop will then opt-out in person at the general meeting or in writing prior to the general meeting.

ADDITIONAL REGULATIONS

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. Vendors can access discounted insurance rates through Farmers Markets of Nova Scotia and The Cooperators.

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](#). All food vendors must have approval from the Nova Scotia Department of Environment and Climate Change (Public Health) to sell each of their products at Halifax Brewery Market. Food vendors should wait until they have been approved to sell at our market before they apply for a vending permit from the Nova Scotia Department of Environment and Climate Change (Public Health). We may request a letter from a member of our Public Health Inspection Team determining that the vendor does not require a permit. If Public Health determines that food should be

prepared in a licensed kitchen, vendors may request the use of our licensed kitchen to prepare food outside of market hours.

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 Saturdays between 12pm - 2pm at the Information Booth onsite. Our market often participates in various incentive programs offered by Farmers Markets of Nova Scotia. Vendors are expected to participate in these programs while onsite.

FEE SCHEDULES

All fees are subject to change annually at the market cooperative Annual General Meeting (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 inclusive of HST.

Permanent vendors will receive an invoice for their table fees, and can choose to pay their fees either weekly or monthly by credit card, cash, etransfer or cheque. Permanent vendors unable to consistently pay in a timely fashion will be asked to pay their vendor fees in cash weekly. Casual vendors are asked to come to market prepared to pay their table fee by cash or etransfer and will receive a receipt. 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 space. Vendors using different table sizes will be charged at the rounded-up rate. *(ie. if a vendor brings a 5ft table, they will be charged at the 8ft rate).*

	4ft Table	8ft Table
Kitchen Island	61\$	71\$
Halifax Room	56\$	66\$
Salle de Grainnage	56\$	66\$
Pu'Taliewey Room	51\$	61\$
Courtyards & Outdoors	46\$	56\$

MARKET DAY LOGISTICS & GUIDELINES

- ☐ 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 15 minutes prior to market opening. Vendors must call or text the market phone 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.

- ☐ When unloading, please ensure you do not block the fire lane, or impede other vendors from accessing the property. Free parking is supplied on market days in the Salter Parking Lot along Lower Water Street, you are encouraged to remove your vehicle to the rear of the parking lot to allow customer parking near to the market. Please register your license plate at the Info Booth every Saturday.
- ☐ Vendors must follow the market manager's instructions for stall assignments, keeping their stall clean, attractive and within the stall boundaries.
- ☐ Vendors should remain at their stalls at all times during the market hours. Market volunteers, fellow vendors or market staff can cover necessary breaks.
- ☐ Vendors must stay for the entire market, even if the market has a poor turnout, poor weather, or the vendor sells out.
- ☐ 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.
- ☐ Vendors may request weekday storage of their display, equipment or items.
- ☐ Under no circumstance should any major changes, booth maintenance or housekeeping tasks take place during market hours.
- ☐ 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 customer flow.
- ☐ Vendors must display their business name on a prominent sign. Vendors are encouraged to display their growing and production methods (organic, transitional, no-spray, biodynamic, etc) and be prepared to produce certification of those claims for staff, the board and customers. Vendors are encouraged to personalize their stalls with stories and pictures, and to share their farming/artisan background with customers.
- ☐ Vendors must have clear pricing posted for all products. Primary Producers should have any reselling goods clearly labelled with their origin.
- ☐ Vendors must separate waste produced at the market and remove it to the garbage room, keep their stall free of debris, sweep every market day, and remove all visible signs of their stall if in a courtyard space.
- ☐ Vendors shall conduct themselves at all times in a courteous and professional manner and must not disparage other vendors, products, or the market. Intergenerational attendance is encouraged amongst vendors and their families, though children should be supervised at all times. Competition and cooperation between vendors is encouraged.
- ☐ All vendors will abide by all applicable Local, Provincial and Federal By-laws, Statutes and Regulations. Vendors are responsible to obtain all necessary licenses, permits, inspections and certificates for the sale of their product(s).
- ☐ The market manager's decisions are final on any market day. Complaint escalation procedures can be found in our cooperative's policy binder. Market days are never an appropriate day to have an in-depth conversation with a member of the staff team. Please reach out during the week.