

2022 Vendor Application

Business Name	Vendor Name
Address	Email
Phone (Home)	Phone (Mobile)
Website	Facebook
Products to be sold <input type="checkbox"/> New vendor <input type="checkbox"/> Returning vendor	
Category: <input type="checkbox"/> Produce <input type="checkbox"/> Other agricultural <input type="checkbox"/> Prepared food <input type="checkbox"/> Value-added food <input type="checkbox"/> Beer/Wine/Spirits <input type="checkbox"/> Personal care <input type="checkbox"/> Artisan/Crafts <input type="checkbox"/> Other: _____	

Membership and Vendor Fees

<input type="checkbox"/> Membership Fee (required for full season and high season vendors)	\$30 _____
<input type="checkbox"/> Early Bird Full Season Vendor (May 21 – Oct. 8) – prepaid before May 15	\$450 _____
<input type="checkbox"/> Regular Full Season Vendor (May 21 – Oct. 8)	\$483 _____
<input type="checkbox"/> High Season Vendor (July 2 – Sept 3)	\$230 _____
<input type="checkbox"/> Casual Vendor (paid by the day: \$23 for members, \$28.75 for non-members)	

(All vendor fees include 15% HST. Membership fees are tax exempt.)
Payment may be made by cheque to “Pugwash Farmers’ Market Co-operative Ltd.”
or e-transfer to pugwashmarket@gmail.com

1. Submission of vendor application does not guarantee acceptance to the market. Approvals will be determined by the Board of Directors and applicants will be notified at the earliest opportunity. The Board of Directors has the right to refuse rental to any individual, business, or organization.
2. Vendors are responsible for obtaining all permits and licences required to operate business and sell at the market.
3. Vendors must comply with all applicable public health and safety standards and regulations.
4. Vendors must comply with the market's Make, Bake, Grow Policy and Code of Conduct.
5. Market hours are 8:30 a.m. – 1:00 p.m. Vendors must arrive by 7:50 a.m. and be fully set up by 8:15 a.m., with vehicle removed from parking lot, and remain open until 1:00 p.m. unless the Market Manager advises the market is closing early.
6. Failure to arrive by 7:50 a.m. may result in forfeit of booth space to another Vendor on that day.
7. Booth spaces are 10'x10'. Six-foot tables are available for use on site.
8. A maximum of one double booth space per membership is permitted, if available.
9. This is an outdoor market. Roofed spaces are limited. Any temporary shelters provided by vendors must be anchored.
10. Booth allocation is prioritized for full season Vendors in order of seniority.
11. Casual vendor booth locations are determined by the Market Manager on a “first come, first served” basis.
12. The Vendor shall keep the area in and around their booth tidy, and shall dispose of all garbage and recycling.
13. The Market is a non-smoking area and therefore Vendors shall not smoke or vape within 15 meters of any booth.
14. Vendors must receive approval from the Market Manager prior to using a gas-powered generator.
15. The Market is not responsible for any personal injury, property damage, or loss caused to the Vendor.
16. The vendor agrees to be responsible for any and all costs related to any damage to Pugwash Farmers' Market property caused by the vendor. All damages must be reported to the Market Manager or a Board Member immediately.

The Pugwash Farmers’ Market is a not-for-profit, membership-based co-operative, providing a venue for, and supporting the development of, grass-roots entrepreneurs passionate about promoting the benefits of healthy living, ensuring food security, and nurturing a sustainable agricultural and artisan culture in rural Nova Scotia. We pride ourselves on our friendly vendor environment, fostering collaboration and healthy competition. We have a zero-tolerance policy for abusive language, bullying, and discriminatory behaviour.

Code of Conduct and Vendor Conflict Resolution Policy

The Pugwash Farmers' Market is a not-for-profit, membership-based co-operative, providing a venue for, and supporting the development of, grass-roots entrepreneurs passionate about promoting the benefits of healthy living, ensuring food security, and nurturing a sustainable agricultural and artisan culture in rural Nova Scotia. We pride ourselves on our friendly vendor environment, fostering collaboration and healthy competition. We have a zero-tolerance policy for abusive language, bullying, and discriminatory behaviour.

1. All vendors will be respectful to the Pugwash Farmers' Market (PFM) Board of Directors, the Market Manager, fellow vendors, volunteers, and customers.
2. All vendor issues, concerns, and grievances will be:
 - i. Directed to the Market Manager who will attempt to resolve the issue.
 - ii. If the issue cannot be resolved by the Market Manager, the vendor will be asked to bring the issue to a member of the PFM Board of Directors.
 - iii. If the issue cannot be resolved with an on-the-spot gathering of the Board of Directors present, the issue will be taken to the next Board of Directors meeting.
 - iv. The PFM Board of Directors may request a meeting with the vendor to further discuss the issue at the next Board of Directors meeting.
3. The PFM Board of Directors has the final decision-making authority on the outcome of grievances and the penalties of non-compliance.
4. All vendors, staff, and volunteers will respect the privacy and confidentiality of others.
5. All vendors will review and sign the Code of Conduct and Vendor Conflict Resolution Policy document and will submit the signed form with their vendor application.

6. Verbal Threats or Abuse

A first offence will be reported to the PFM Board of Directors and a letter will be sent to the offender from the Board of Directors.

A second offence will result in a two-week suspension from the market.

7. Physical Threats or Abuse

There will be zero tolerance of any kinds of physical threats or abuse and this type of action will result in immediate termination from the Pugwash Farmers' Market. Law enforcement will be notified.

Policy effective April 1, 2022

I have reviewed and agree to follow the Code of Conduct and Vendor Conflict Resolution Policy.

Name

Date

Make, Bake, Grow Policy

“Make, bake and grow” is an integral tenet of the Pugwash Farmers’ Market. This policy outlines specific criteria for products eligible for sale at the market. This policy is relevant to vendors and potential vendors of the Pugwash Farmers’ Market (PFM). All vendors must comply with this policy.

What You Can Sell at the Market

In order to be sold at the market, an item must fall into one of the following categories:

- Made, baked, or grown by the vendor and the vendor is producing the item at a location in Nova Scotia;
- With permission from the Board, a service provider whose service is a good fit with the goals of the market;
- Ready-to-eat food;
- With permission from the Board, any other item the sale of which furthers the objectives of the market.

A vendor may sell another vendor’s approved product if:

- it doesn’t comprise more than 25% of their display space; and
- appropriate signage and informational materials for both vendors are clearly displayed.

“**Grown**” means:

- The producer has grown, from seed or cutting, the plant that is sold or from which the product is harvested; or
- The producer has grown to at least double its size, from a purchased seedling, the plant which is sold or from which the product is harvested; or
- The producer has raised the animal from which the product is derived from at least half of its life (e.g., meat, eggs, dairy, honey); or
- The wildcrafter has personally harvested the product from within Nova Scotia (e.g., mushrooms, fiddleheads).

“**Baked**” means:

- The producer has utilized basic ingredients, not purchased pre-mixed or pre-made components; and
- The product also complies with the “Made” criteria.

“**Made**” means:

- The producer has taken basic components and combined them with skill to create an entirely new material or substance (e.g., soap); or
- The producer has taken basic components and applied skill to create a new item such that the appearance of the components themselves is substantially altered, and the value of the original components is substantially increased (e.g. knitted items, candles); or
- The producer has taken purchased components and applied artistic vision and skill to craft unique finished items, and the value of the original components is substantially increased; or
- An artist may sell reproductions of their own original creation if the original fits in one of the following categories: photograph, painting, graphic design and/or sketch.

A substantial increase in value means a minimum of a 80% increase (e.g., if cost of goods was \$10, the final value must be at least \$18).

Unique means one of a kind, acknowledging that an artist may produce multiple versions of a product that vary only slightly.

For greater clarity, an item is not “made” for the purpose of the market if a vendor has:

- purchased components and assembled them; or
- purchased a product and altered it without unique artistry; or
- designed a product for production by a third party; or
- purchased a product and uniquely altered it, but the alteration does not substantially increase the value of the product as it was prior to the alteration.