

**Important note:** All prepared food items, including meat, jams, sauces, and baked items require approval of the Regina Qu'Appelle Health Region's Environmental Health and Safety. The form is available through RFM Manager, by calling 766-7753, or can be picked up at 2110 Hamilton Street.

Home baking, vegetables, and other prepared food must always be packaged in new bags, foam trays, pie plates, etc. Carrying bags used to package products for sale may be new **OR** clean, non-commercial bags. Those selling frozen products have permission to sell insulated bags at cost. Egg cartons should be new or have the original seller's name blacked out and replaced by the vendor's name. Honey must be sold in new containers.

Preserves, jams, jellies, marmalades, conserves, pickles, and the like, should be prepared in hermetically sealed (airtight) containers. NEW lids, rims, seals and/or rings shall be used in sealing jars. Reused lids such as those on baby food, condiment, and grocery jars, shall not be permitted. Note that new jars are not required -just new lids and rims.

Labeling on all packaged articles must show the name and phone number of the vendor. Produce sold in bags must show the weight of the item. Bulk produce does not require labeling. If using a scale, it must be approved by "Weights and Measures."

Baked items require the listing of ingredients used, shown in descending order. Baked items which have been previously frozen must be labeled as previously frozen.

All grievances should be written and signed, and submitted to the RFM Manager or to a RFM Board Member. The policy for registering and addressing complaints is covered by the complaint policy. This policy, as well as complaint forms, is available from the RFM Manager.

*A decision to suspend a permit in the Market may be made at any time by consensus of at least five (5) Directors, if in their opinion, a vendor is failing to meet the criteria set for the Market. Any vendor so suspended, may appeal his case at the annual meeting, in writing. They will then have to abide by the general vote of the entire membership, as to whether or not their membership will be cancelled.*

# Market Regulations and Policies

Regulations and Policies revised April, 2009



## RFM Board Correspondence Address:

**P.O. Box 55, R.R. 3, Yorkton, SK S3N 2X5**

**RFM Website: [www.reginafarmersmarket.ca](http://www.reginafarmersmarket.ca)**

**Market Manager: Ada Bennett**

## RFM Manager/ Office Correspondence Address:

**160-2002 Victoria Ave., Regina, SK, S4P 0R7**

**Phone: 1-306-581-7408**

**RFM E-mail: [reginafarmersmarket@hotmail.com](mailto:reginafarmersmarket@hotmail.com)**

## REQUIREMENTS FOR MEMBERSHIP:

Members must be residents of Saskatchewan.

Members must have made, baked, or grown, the products they are selling.

Members must adhere to the rules established for the Market.

New members applying or re-applying for membership will be accepted at the discretion of the Directors.

If a vendor is unable to attend the Market, he may have another person sell his commodities.

Fee Requirements	Cost
<b>Application fee</b> (one time fee)	50.00
<b>Lifetime membership</b> (one time fee, covers "lifetime" provided annual dues are maintained yearly)	1.00
<b>Individual membership annual due</b> (entitles you 1 vote at the Annual General Meeting)	10.00
<b>-OR- Joint membership annual due</b> ( A colony, partnership, or family. This entitles you to 2 votes at the Annual General Meeting)	or 15.00
<b>Annual advertising</b>	40.00
<b>Stall charge per foot</b>	1.75

- ◆ **A MEMBERSHIP COVERS ONE UNIT- THAT IS ONE FARM, ONE YARD, ONE HOUSE, OR ONE GARDEN.**
- ◆ If you do not pay annual dues for 2 years, your membership will expire and you will be required to re-apply.
- ◆ The Market Manager determines the size of your booth area, by measuring if necessary. During July and August the empty space past 2.5 feet between booths will be charged and shared by the 2 vendors . This is to ensure the maximum number of vendors can fit on the street by the vendors parking close together.

## GENERAL OPERATING RULES:

Market dates and times are determined at the Annual Meeting. Special markets are held at the discretion of the membership. The market opens for selling at 9:30am and closes at 1:30pm.

Vendors are required to have their vehicles in place at the market at least one half hour before the market opening, and vehicles must remain in place until the market manager signals the end of the market. Set up cannot begin until the barriers are in place. When barricades are in place vendors must drive in from 12<sup>th</sup> Avenue. Please co-operate with the Manager with Board Members when they are removing previously parked vehicles.

Vendors who attend all or most markets, and have established their attendance at market, will have relatively permanent stall locations. New vendors or vendors who attend irregularly must contact the manager 2 days in advance and will be assigned space by the Market Manager if space is available.

Vendors with a designated spot will contact the Manager at least two days in advance of the market, when they are unable to attend a Market.

There shall be absolutely no selling to the public before opening, unless the vendor gets has the prior authorization of the sale from the Market Manager. Vendors are allowed to buy from one another prior to opening.

All required membership, advertising, and stall rental fees must be paid to the Manager at the Market at a time to be determined by the Manager and Board.

Each vendor is responsible for setting up and for putting away their table. They are also responsible for cleaning up their selling area at all markets, whether outdoors or inside.

Deliberate dumping of products will not be allowed. Selling of substandard products will not be allowed.

Indoor Spring and Winter Market rules will be approved by the Board, and distributed to the attending members of those Markets and/or posted at the first Indoor Market.