



# Marché Chelsea Market

## Rules and regulations

*Updated March 2021 by Marché Chelsea Market Committee*

**Vision:** We envision a thriving, diverse, and resilient local food system that fosters connection between consumers and producers.

**Mission:**

- Support and promote local farmers, food producers, artisans, and small businesses by hosting a seasonal outdoor market in Chelsea, QC.
- Create a welcoming and inclusive environment that encourages local food, seasonal eating, community-building, and arts & culture.
- Provide community members with an opportunity to buy high-quality, fresh food and handmade products directly from their local farmers, food producers, artisans, and small businesses.

***In the case of discrepancy between English and French rules/regulations, the English version shall prevail.***

### 1. **Location**

23 Ch. Cecil, Chelsea, QC J9B 0A5 (Meredith Center)

### 2. **Hours of Operation**

- Thursdays between 4:00 p.m. to 7:00 p.m from June to October.
- All vendors should have their display installed and be ready for business by 3:45 p.m.
- For safety reasons, vendors who arrive late will not be allowed to set-up.
- Vendors are required to stay for the duration of the market and cannot begin to disassemble their stalls until the market closes at 7 pm.

### 3. **Producer Based Market and Products permitted**

Preference will be given to (in no particular order):

- Vendors who are from the Outaouais region
- Producers of products not already abundant on the market (however there will be overlap of products sold)
- Environmentally sustainable practices and/or materials
- Returning vendors

The Market Committee will strive to create a vibrant market offering consumers an abundance of products while ensuring that vendors receive a sustainable volume of business. To achieve this goal, the Market reserves the right to limit the number of vendors offering similar products.

**Products permitted for sale:**

- a. Regionally grown fruits and vegetables
- b. Flowers, plants, herbs and small shrubs
- c. Homemade baked goods and homemade preserves, honey and maple syrup, teas, soaps and hygiene products; all must be produced locally
- d. Meat, fish, poultry, eggs, dairy products and ready-made foods. All vendors of these products are required to contact the local health unit for proper handling information and approval
- e. Firewood, animal skins, pelts and hides,
- f. Homemade crafts and art (100% your own creations)
- g. Fair-trade handicrafts, chocolate, coffee and tea. Must meet approval of Marché Chelsea Market committee and show proof of fair certification for all products by one of the following organizations:

- \* Fairtrade International system (i.e. Fair Trade Canada logo)
- \* Small Producers Symbol (Simbolo de Pequenos Productores SPP)
- \* Fair Trade Federation (FTF)
- \* World Fair Trade Organization (WFTO)

An updated copy of certifications of any kind that are used for the marketing of your business (such organic certification, fair-trade) should be included in your vendor application.

The maker/grower should be able to demonstrate the production of any item offered for sale upon one week's notice and in the presence of a representative of the committee at the committee's request. This work shall be done within a distance and at a site deemed reasonable by the committee.

**4. Produce – Regional (agriculture, horticulture and food vendors)**

In order to maintain the integrity of the local, seasonal aspect of the Market, no vendor is permitted to import produce available locally in order to "get a jump on the market" e.g. selling tomatoes from Southern Ontario in early July when they will not be available from local farmers until July.

The Marché Chelsea Market is a producer-based market. 100% of the goods for sale by vendors must be grown by them unless otherwise approved by the market committee. Vendors selling certified fair trade products are exempt from this rule.

Food stall vendors (i.e. lunch, crepes, noodles, smoothies) are exempt from the 100% producer rule. They have to make the product, but do not have to grow the ingredients themselves.

The sale of organic produce and products is strongly encouraged at the Marché Chelsea Market. Organic producers must provide a copy of their current organic certificate to the market committee, and must have a copy at their market stall.

## 5. The Maker or Grower is the Seller

Sellers must be:

- consistent throughout the season in order to be familiar to customers
- knowledgeable about products and fully informed about all aspects of production so that they are able to answer customers' questions

A maker/grower may choose to employ others to work alongside him/her. Additional sellers must be fully informed about all aspects of production so that they are able to answer customers' questions.

Wholesalers and their representatives are strictly forbidden.

## 6. Proper Food Packaging, Handling and Labeling

All products sold at Marché Chelsea Market must meet Federal and regional Health Unit legal requirements. They should be sold by units or legal containers, such as a bushel, 4 L basket, quart etc. If your product is sold by weight, the scale has to be government inspected, with a valid sticker displayed. All produce should be correctly labeled and priced and all labels should be in accordance with federal and regional government laws and regulations applicable to the product. Vendors are responsible for ensuring product transport, storage, packaging, labeling and handling meet all applicable federal and provincial standards.

Only producers who are certified organic by a CAAQ accredited certifying body may use the terms "**bio**", "**organic**", "**ecological**", "**biodynamic**", or any similar term or any other term intended to lead consumers to believe that the product is organic. Organic producers must provide a copy of their current organic certificate to the market committee, and should have a copy at their market stall.

Organic producers and vendors who sell prepared foods containing organic ingredients should be familiar with the labeling and advertising requirements of the Quebec Organic Reference Standard.

## 7. Permanent, Seasonal & Casual Vendors & Musicians

Priority will be given to vendors committed to the full season. Marché Chelsea-Market also welcomes half season and casual vendors.

The Market reserves the right to limit half season and casual produce vendors to those offering products not already offered by permanent, full season vendors. This policy encourages and supports those growers who commit to a full season, while discouraging the “dumping” of peak-season produce.

Full season vendors are accepted to the market in the spring and commit to having a stall at the market every week of the season. No refunds are available. Returning full season vendors must apply and pay their fees by April 1st to secure their spot.

Full-season and half-season vendors will have the opportunity to have their business name and website links posted on the Market website.

Local area musicians (solo or band) can apply to busk at the market for any given Thursday. Musicians are responsible for providing all of their own equipment. They will be able to collect donations and sell merchandise. A small honorarium will be provided to the musician.

## 8. Pricing

- All items offered for sale must have prices prominently and clearly displayed.
- Vendors are asked to be mindful when determining their prices; avoid undercutting other producers, and use their best judgement when offering sales and special pricing.

## 9. Stall Fees

Full season Stall Fee (20 weeks)	\$400 (\$20.00/market per stall)
Half Season Stall (10 weeks) (coordinator)	\$250 (\$25.00/market per stall; dates agreed with coordinator)
Casual	\$35/market per stall

All vendors must make a commitment to the season/dates selected by signing an agreement followed by their payment upon acceptance.

## 10. Stall Allocation

Stalls are reserved for permanent vendors first and then seasonal vendors as space permits.

Stalls not occupied by 3:30 p.m. on market day will be made available to casual vendors. Casual vendors should arrive at the market at 3:00 p.m. Stalls are assigned by the Market Manager, on a first-come, first-served basis as long as products meet the committee guidelines or vendors have been pre-approved.

#### 11. **Market Stalls, Awnings & Sign**

Stalls will be approximately 10 x 10 feet. Vendors must provide their own tables and all-weather awning. The market will run rain or shine. Awnings may be in the form of a tent or large umbrella (10' X 10' maximum) in good shape. All awnings (including umbrellas) on the market site during a normal period of market operations, including the set up and break down period, are required to have their awnings sufficiently and safely anchored to the ground from the time it is put up to the time it is taken down. Any vendor who fails to properly anchor his or her awning will not be allowed to sell at the market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Tarps are not permitted. All vendors must have a sign prominently displayed on their stall with their name, farm name if applicable and address. All products need to be labeled (in both English and French) with the contents, vendor's name, price and list of ingredients, for liability purposes.

#### 12. **Parking & Vehicles**

Except where vehicles are part of the display, vendors must remove their vehicles from the market by 3:45 p.m. Vehicles as stalls will be permitted on a case by case basis as approved in advance by the market committee. Farmers and producers with perishable produce and products may be able to keep their cars near their stalls. A parking location separate from close customer access will be available. **No vehicles may drive in the market area while the market is in operation.**

#### 13. **Market Agreement**

All vendors must sign an agreement that they have read, understood and agree to abide by the market rules.

#### **14. Market committee**

All vendors must submit an application declaring all products to be sold at the market. The Marché Chelsea Market committee will review the application. Only the vendors and products approved by the committee will be allowed at the Marché Chelsea Market. At any time during the season, if a vendor should decide to sell additional products, they must be pre-approved by the Market Manager and/or the Market Committee, with the Committee's decision being final.

##### **Committee Procedure:**

1. All prospective vendors submit an application by the deadline prior to the start of the market season
2. After the vendor is selected, they will be reviewed at their booth. Appearance of the booth and display is an important component in ongoing participation at the market.
3. The committee reserves the right to accept some of the applicant's items and disallow others, if the committee feels that item(s) do not fit with the vision of the market or if the items are already overabundant in the market.

#### **15. Vendor Responsibilities**

In the spirit of our cooperatively run market, all full season vendors may be asked to volunteer for a small task during the market season. Some jobs are weekly while others occur occasionally during the season.

- a. Each vendor will supply his/her own equipment.
- b. Vendors, equipment and display must be neat and clean, respecting Covid-19 regulations.
- c. Sales must be confined to the stall area.
- d. Vendors are required to remove all their own garbage and leave their market spot tidy. Garbage must not be placed in municipal bins.
- e. Vendors are responsible for following Federal, Provincial and Municipal regulations regarding language laws, sales tax, labels and health and safety and display their permits.
- f. The Market requires that vendors whose product may have an impact beyond the confines of their booth (i.e. scent and/or sound) be sensitive to the impact of their products on other vendors and the public, and to cooperate with reasonable mitigation requests. Tents are not to exceed the front line of the stall as to block other vendors.

- g. Vendors are strongly encouraged to appear each and every Thursday for which they have reserved in order to maintain a cohesive market. **Vendors are asked to advise the Market Manager before market day if they know they will be unable to attend. Vendors may not sub-lease or let another person use their stall.**
- h. Vendors are asked to help with the promotion of the market by reposting, sharing market instagram and Facebook posts and/or tagging the market in their posts.
- i. Vendors are required to comply with current Covid-19 regulations.

#### **16. Mini-marketeers**

Kids 16 and under FROM CHELSEA are invited to open a market stall at any time. All products must be approved by the market manager on site. Anything sold must be made by the child! The sale of food and drinks is not allowed. There is no charge for being at the market and no application required. Mini-marketeers must bring their own table, sign, chairs and/or umbrella. We also do ask that a parent or adult is present to help supervise. Location of the stall will be subject to space available. Covid-19 regulations will need to be respected.

#### **17. Local Charities & Not-for-profit Organizations**

Local charities and Non-profit Organizations who want to educate the community about a particular event or raise awareness about an issue may set up a table and tent at the market free of charge. Products may not be sold and the committee reserves the right to limit the number of visits from the same organization. Maximum one organization scheduled per week, contact market manager by e-mail to book. Location of the stall will be based on available space.

#### **18. Smoking & Generators**

Smoking and generators are not permitted on the Market site.

#### **19. Complaints & Appeals**

The Market Manager has final say on operation of the market on market day. He/she may request inappropriate or poor quality items be withdrawn from sale and/or displays cleaned up. Vendors agree to comply with his/her direction on market day. Vendors who do not abide by market rules, cause disturbance, make false declarations about their goods, fail to meet Health Department standards or deal with customer complaints about quality may be disqualified from the market. A vendor not satisfied with the Market Manager's decision may, for a fee of \$10, appeal to the Marché Chelsea Market Committee.

## **20. Insurance**

Marché Chelsea Market carries Public Liability and Property Damage Insurance. All vendors are responsible for their own additional coverage, where appropriate. Marché Chelsea Market will not be held responsible for losses, theft or accident or for the products or conduct of vendors.

## **21. Pets**

Pets are not allowed inside the market area.

## **22. Waste**

Booths and stalls must be kept free from waste during the Market day. At the end of the day, vendors must take home all garbage, recycling and compost. Scraps must be scrupulously cleaned up from the ground.

## **23. In-Booth Storage**

Storage containers and equipment shall be confined to one's market space and kept out of sight.

## **24. Electricity (upon approval)**

Vendors must request electricity in advance by contacting the market manager at [marchechelseamarket@gmail.com](mailto:marchechelseamarket@gmail.com) If using electricity, VENDORS MUST BRING THEIR OWN 50 ft. EXTENSION CORD.

*These are the Rules and Regulations of the Marché Chelsea Market. Changes and additions may be made at the discretion of the Market Committee.*