



2021 VENDOR POLICY GUIDE

The following policies have been implemented to create a fair market environment which recognizes the value and importance of the work and products that food producers and other vendors bring to the market. All vendors will receive a copy of this Policy Guide each season and can receive it again upon request. All vendors must sign each section and abide by all policies contained herein.

VENDOR PRIORITY:

The Island Roots Market Co-op (IRMC) prioritizes the promotion and distribution of local food production. As such when considering vendors we will always prioritize local “food producers” including vegetable/fruit farmers and meat/dairy producers; our second priority is to local “food processors” such as bread makers and jammers; our third priority is to local craftspeople, tradespeople and artisans. Craftspeople, tradespeople and artisans will be judged based on their ability to add to and benefit the market as a whole with special consideration given to the use of local materials and quality of the work.

All vendors will be encouraged to participate in the market on a year round basis.

LOCAL VENDOR AREA:

Priority and preference will be given to the closest local vendors. The IRMC considers Vancouver Island and adjacent islands to be the local area of the market. Vendors from outside this area must obtain permission from the Manager based on being a strong asset to the market.

MARKET RULES

1. Vendors must “grow it, bake it, make it, catch it, forage it, or produce it.” This means all vendors must be involved in the production of the products for sale (see Schedule C for exception).
2. The reselling of products from wholesale sources will NOT be permitted.
3. All vendors selling food products must abide by all applicable government health and safety regulations and have copies of all necessary VIHA paperwork with them at the market.
4. All vendors must arrive between one hour and 30 minutes before opening times. No setup will be allowed in the marketplace after opening without explicit permission from the Manager.
5. Movement of product or displays will not be permitted until after the market closes.
6. Stalls will be assigned by the Manager at his/her sole discretion.
7. Vendors should consider that their booth is a storefront with closed doors until market opening. Please no sales to customers until the market opens. Sales may be made to market volunteers 20 minutes before opening time.
8. Electricity is available if required by health regulations or upon request, as approved by the Manager. There is an additional fee for electricity in the outdoor market.
9. Generators are not allowed except with consent from the Manager and then only at outside stalls.
10. Vendors must have signage or labeling detailing the prices of all items for sale.
11. Food vendors must follow Schedule B re: Certified Organic or Non-Organic status.
12. All products, including crafts and art, must be manufactured locally. Preference may be given to vendors whose products consist primarily of components sourced locally.
13. The Manager may reject a vendor if they are deemed unprofessional, including vendor and booth presentation and vendor attitude.
14. Smoking and e-smoking is prohibited at the market, including vendors and customers.
15. Vendors are prohibited from bringing pets into the market area.
16. New plastic bags are NOT to be used by vendors except where required by law.
17. Vendors must be cooperative and friendly towards other vendors, customers and management. Vendors having any problem with another vendor or customer should bring it to the Manager’s attention immediately.
18. Vendors must give at least 24 hours notice if they cannot attend a market unless prior arrangements have been made with the market manager.
19. All vendors must be members of the Co-op without exception.

20. Full year and seasonal vendors will be considered to have abandoned their participation in the market if they miss more than two markets without giving 24 hrs. notice to the Manager. Refunds will not be given in the event of abandonment.
21. Vendors must remove their own compost, refuse, and recyclables after each market.
22. Vendors must complete a weekly gross sales slip as provided, if requested.
23. Vendors are required to read and sign this policy guide and the attached Schedules prior to selling at the market.

MARKET ENFORCEMENT

Being a vendor at the IRMC is a privilege.

The Board reserves the right to accept or reject any vendor for any reason. All vendors must abide by the rules and will be subject to fair disciplinary action if they do not. The Market Manager is in charge of the market and may make decisions or issue directions to which all vendors must immediately respond. This could include closing of a booth.

Challenges to the Market Manager's decision may be made to the Board after the incident, but during the market there is to be only compliance with the Market Manager's directions.

Depending on the infraction, the standard policy of the IRMC is to issue a warning for a first infraction, a one market suspension for a second infraction, and full suspension for a third infraction at the discretion of the board. Disruptive or unprofessional behavior may result in being banned from the market.

All decisions of the Manager may be appealed to the Board of Directors by sending a signed and dated hard copy notice to:

IRMC - Board of Directors
5234 Sherbourne Drive,
Nanaimo, BC V9T 2J8

or by email to irco-op@shaw.ca

The Board will choose to hear an appeal at its sole discretion. Board decisions cannot be appealed.

Vendor's Name

Signature

Date

SCHEDULE A - PRICING

The IRMC recognizes that small scale food producers require reasonable margins to ensure a viable enterprise and create a reasonable wage for local food producers and workers.

While IRMC will not attempt to stipulate prices, nor engage in price fixing; we will encourage co-operation and discourage undercutting and/or price wars.

If such incidents occur, the Market manager may intervene and insist the offending vendor either adjust his/her price or remove the product from sale.

The Market Manager's decision will be final.

SCHEDULE B – ORGANIC LABELLING

In compliance with federal laws regarding organic labeling, the IRMC has implemented the following policy for all food producers:

Only vendors that are certified by a recognized organization may use the terms “**Organic**” or “**Certified Organic**” to describe their product. **Only vendors who are Certified Organic will be allowed to use “Organic” in any context.**

SCHEDULE C – SELLING OF ADDITIONAL PRODUCTS

Vendors are permitted to sell a minimal amount of product which they themselves did not produce.

The amount of additional product may not exceed 20% of the vendors display space. The product must adhere to the market standard of local production. The additional product must be CLEARLY labeled as being of another producer. The additional product must bring value to the market.

Additional products will NOT be permitted if similar products are already being offered by other market vendors. **All additional products must be approved by the Market Manager. A table fee surcharge of 10% of the daily table fee may be applied when selling additional products.**

Vendor's Name

Signature

Date

*Please, do not hesitate to ask the Market Manager for specific clarification about the policy guide including the Schedules.