

Aurora Farmers' Market Constitution

1. Location

- (a) Aurora Town Park located at Mosley Street and Wells Street

2. Market Operation

- (a) Every Saturday from 8:00 a.m. till 1:00 p.m.
- (b) First Saturday in May to the last Saturday in October

3. Farmers' Market Committee

- (a) The administration of the Farmers' Market shall be under the jurisdiction of the Aurora Farmer's Market Committee.
- (b) The Aurora Farmer's Market Committee must be composed of at least two-thirds of vendors in good standing.
- (c) Up to 13 members will be elected annually to the Farmers' Market Committee at the Annual General Meeting:
- (d) Executive positions including Chair, Co-Chair, Secretary, Treasurer and other positions deemed necessary by the committee will be elected/appointed by the Farmers' Market Committee
- (e) In the event a Committee member resigns, a replacement shall be voted upon by the committee of the whole
- (e) The date of the Annual General Meeting will be set by the Committee and shall be prior to the start of the Market each year.
- (f) The Constitution reviewed annually by the voting members at the General Meeting.

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Vendors' Eligibility

- (a) A vendor's permit fee shall be charged annually upon approval of registration. The vendor permit fee will be set by the Farmers' Market Committee
- (b) All new vendors will be subjected to a three (3) week trial period and dues must be paid in full at the end of the trial period
- (c) All Vendors selling at the Market shall be paid-up vendors of the Market, and shall live or conduct business within 100 km of Aurora.
- (d) Market vendors will be invited to the Annual General Meeting and will have voting privileges.
- (e) When voting is required, the registered vendor is allowed one vote.
- (f) Applications by vendors shall be made to and reviewed by the Aurora Farmers' Market Committee
- (g) A vendor is responsible for providing verification that all saleable products are made or produced or grown by the vendor. Up to 30% of the produce may be resale of other local growers' produce, subject to the approval of the Farmers' Market Committee
- (h) Items not produced by the vendor must be documented and verifiable by the Farmers' Market Committee. This ratio may vary week to week, and be averaged over the season.
- (i) Arts and crafts items shall be hand-made and not manufactured goods. Because this is a farmers' market, space for craft vendors will be limited to 49%.

5. Vendors' Membership Fees

- (a) Subletting of stalls is not permitted, except for a member of the immediate family, and in that case, with the approval of the Farmers' Market Committee
- (b) Within the first four weeks of the season, any vendor who wishes to forfeit or

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cancel their seasonal permit may request a refund for the unexpired portion of the fee, provided that seven days' written notice is given.

(c) Any special budgetary fees shall be considered by the Committee as a whole.

6. Allocation of Space

(a) Individual Stall sizes are 10' x 10'.

(b) Each Vendor complying with the rules of this agreement may renew their stall(s) for the following season if done by May 1st of the Market year.

(c) Renewing seasonal vendors who wish to change to a new, unreserved stall, have first choice of remaining stalls

(d) Any conflicts in stall allocation will be arbitrated by the Farmers' Market Committee

(e) A vendor is responsible for informing the Farmers' Market Committee in advance early in the week if he/she is not able to sell on a specific day.

(f) Non-profit groups may be permitted space at the Market at the discretion of the Farmers' Market Committee

7. Set-Up

(a) Vendors must arrive at the Market by 7:45am on Market day. Vendors will be given two warnings for arriving late or failing to attend with out giving notice to a member of the Committee after which a \$20 fine will be issued. After 7:45 am the Farmers' Market Committee shall have the right to rent his/her booth to another person for the duration of that particular day. The Farmers' Market Committee shall not, by such action, be deemed to have condoned the Vendor's absence, and the vendor remains responsible for the fee pertaining to that day. If a vendor does not show up for 2 consecutive Market dates, without informing the Farmers' Market Committee, the permit holder shall forfeit their designated spot and any fee for the unexpired portion of the term shall be forfeited.

(b) No vendor should leave the Market prior to 1:00PM, unless previously arranged with the Farmers' Market Committee. Failure to comply may result in a \$20 fine issued to the vendor.

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- (c) Tarps must be secured and in place before the designated opening of the Market to ensure the safety of the customers. All tarps and frames must be dismantled and taken home at the end of each market day.
- (d) The Farmers' Market Committee or designate shall have the right to approve, any signs, decorations or displays in the vendor's space and to request changes or removals of them.
- (e) Vendors will be requested to locate vehicles not needed in their display within an designated area
- (f) No vendor shall make any change or alteration to Town property.
- (g) Vendors shall remain in their own market space when selling. Sales shall be conducted in an orderly manner. A stall must be attended at all times by a responsible person. No objectionable means of soliciting shall be tolerated.
- (h) The Town of Aurora cannot be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- (i) Stereo equipment, televisions, VCR's or any other machinery which produces sound will be permitted only with the approval of the Farmers' Market Committee for the Town of Aurora.
- (j) Vendors shall not block walkways or fire exits or other vendors' stalls.
- (k) All vendors shall have any permits or licenses (i.e. Health Unit, etc) with them while conducting business at the Farmers' Market.

8. Range and Origin of Products

- (a) The vendor shall sell from his/her stall(s) only those items which are approved by the Farmers' Market Committee. At the beginning of the season, each vendor is responsible for completing the application. Once approved, any changes or additions must receive the prior written approval of the Farmers' Market Committee. Items not approved may not be sold at the Market, and will have to be removed immediately from a vendor's booth.

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Examples of Acceptable Items but not limited to:

- Garden produce (vegetables and fruit)
- Bedding plants
- Honey,
- Cut and dried flowers, Shrubs and trees
- Fence posts grains
- Poultry and eggs
- Crafts
- House plants - potted plants
- Maple syrup
- Baked goods and preserves,
- Meat and fish
- Apple cider
- Herbs and spices
- Cheese

9. Vendor Responsibilities

- (a) All vendors agree to the conditions as outlined in the permit as required by the Town of Aurora.
- (b) All vendors are responsible for compliance with health regulations
- (c) All vendors shall label their produce clearly by type and price.
- (d) Vendors are responsible for keeping their stall area neat and clean at all times. At the end of the Market day, the Vendor is required to remove everything from his/her space and sweep the selling area.
- (e) Each Vendor is responsible for:
 - (ii) Bringing his/her own table and display tools
 - (iii) Bringing his/her own containers (baskets, bags, boxes, etc.)
 - (iv) Bringing his/her own cash box and change
 - (v) Cleaning up around his/her own area at the end of the day.

10. Regulatory Agencies

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- (a) Vendors are responsible for obtaining all permits required in the production and sale of their goods.
- (b) Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the individual Vendor.
- (c) No person shall sell or offer for sale food that does not conform to the *Health Protection and Promotion Act*, and all regulations.

11. Penalties

- (a) Any vendor who contravenes any of the provisions of these Rules and Regulations or the Town of Aurora's by-law may be subject to the cancellation of their permit by the Town of Aurora on the recommendation of the Farmers' Market Committee.
- (b) Any vendor who contravenes any Committee decision may be subject to the cancellation of their permit.

12. Emergency Meetings

Where there is a need expressed by a member of the Committee to convene a meeting of the Committee as a whole to deal with an issue, a 2/3 majority of the membership must be in favour of having a meeting of the general membership

13. Contest Committee Decisions

Any member has the right to take any decision of the Committee the general membership to be voted on by the membership.

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This Constitution of the Aurora's Farmers' Market comes into force upon approval of the membership and when duly signed by the following Members of the Farmers' Market Committee.

Committee Chair

Committee Co-Chair

Committee Secretary

Signed this the _____ day of _____