

RURAL ROOTS MARKET POLICIES AND PROCEDURES 2019

Our Vision and Objectives

Our vision for Rural Roots Market is to contribute to the food security for this inland rural community. The right to food is a fundamental human right.

The main objectives of the Market are:

- To offer local growers, makers and bakers the opportunity to sell their products to a new consumer market in the New Ross area;
- To create an educational opportunity around food security;
- To create a fresh market experience that will draw new people to the New Ross area, enhance the farm food experience and act as an incubator for local businesses.

Who We Are

Rural Roots Market is managed by the Rural Roots Market Society. The Market is a collaborative effort among Ross Farm Museum, and the New Ross Community Food Project Group of the New Ross Family Resource Centre, and Rural Roots Market Society.

Market Schedule and Location

Rural Roots Market season runs every Sunday from June to September, from 10 am - 2 pm. The market is located in the Daniels building, situated at the entrance to the Ross Farm.

Who should apply for Rural Roots Market

We're looking for local vendors who:

- live in New Ross and surrounding areas, up to 100 km radius,
- make, bake or grow a minimum 80% of their products.

Reselling Produce/Product

Vendors may carry produce/product of other local vendors at their table if the produce/product is local and homemade, and most importantly, clearly marked as to who made or grew them.

Application Deadline

Vendors submit a new application each year they wish to attend the market. Applications must be approved in advance of the market season. Early bird applications received by April 15 get pick of booth placement.

Types of Vendors

Weekly vendors commit to attending on a regular weekly basis, every Sunday throughout the season. No membership fee is required. Bookings are made in advance.

Casual vendors are assigned booth space based on availability at the market and whether their product category is not represented at the market. Bookings are to be made at least one week in advance of the market with completed application.

Rural Roots Market reserves the right:

- to ensure a product mix in keeping with our stated vision,
- to refuse any product not on the application and on the food public market permit.

Missing Market Days

In the case of illness or emergency, please notify the Market Manager at 902-599-1207 or email info@ruralrootsmarket.ca, two days prior to market day.

Should a weekly vendor cancel two consecutive Sundays, Rural Roots Market reserves the right to offer their booth space to another vendor.

Discretion of Rural Roots Market

Rural Roots Market reserves the right to determine the number of vendors at the market. Produce and food producing vendors are given priority over craft vendors to ensure the necessary balance of food to crafts.

Political and Religious Materials

We are a nonsectarian market and request vendors to not promote or distribute religious or political material during our market hours.

Food Safety Requirements

Produce and products that are 80% grown, baked or made by the producer are acceptable as long as all food products meet all the NS Food Safety Guidelines for Public Markets found [here](#).

Schedule A vendors must obtain and display a public market permit. Public Market Permit applications are available [here](#). To answer Questions 6 and 7 of the application, you need the following information.

Question 6:

- The booth/structure from which food will be served: Painted table
- Floor: wood
- Roof: Fire retardant shingles
- Sides: Wood shingles
- Describe what hand washing is available at booth: hand sanitizer / access to public washroom/ water wash station on site

Question 7: This question is for the market organizer, however, for your information there are 6 public toilets available at Ross Farm. Food handlers can access these facilities.

Food vendors and their booth staff are responsible for adhering to the Food Safety Guidelines for Public Markets.

Food products containing peanuts are not to sold at the market as they may pose a health risk to our customers.

Should a vendor change for food products listed on their Vendor Application, they need to reapply for a new Food Permit listing those foods as required by the Department of Environment.

Food vendors are required to have a “Food Handler’s” course offered by the NS Dept of Environment and submit a copy of their participation to Rural Roots Market manager.

Food that is exposed for display only is permitted if properly wrapped, and must not be sold or offered for sale. Free samples may be offered in accordance with NS Public Market Guidelines.

Safety, Security and Insurance

Vendors are responsible to ensure the safety of market customers. Rural Roots Market will not be held responsible for any loss, theft or damage to the vendor's products, supplies or equipment.

Vendors are encouraged to carry their own vendor insurance. Rural Roots Market carries insurance through its affiliation as a member of Farmers Markets of Nova Scotia insurance.

Vendor Space Allocation

Vendor booth space locations are based on overall product balancing, vendor needs, energy requirements and market space availability.

Booth Sizes & Fees

Booth fees will be collected at the beginning of each market day and a receipt will be issued. Fees payable in cash only. Please indicate your booth preference on the application form.

Tables are provided by the market and are to remain in their allotted space. Vendors wishing to bring their own speciality display unit need to arrange with market manager.

Booth Name	Booth Size	Description	Fee
Premium Booth A	6 foot table	Stand behind. Includes power outlet.	Reserved for season.
Premium Booth B	6 foot table	Stand behind. Includes power outlet.	\$20 per day
Premium Booth C	6 foot table	Stand behind. Includes power outlet.	\$20 per day
Booth D	4 foot table	Stand beside. Includes power outlet.	\$10 per day
Booth E	5 foot table	Stand beside. Includes power outlet.	\$20 per day
Booth F	5 foot table	Stand beside. Includes	\$20 per day

		power outlet.	
Booth G	4 or 6 foot table	Stand beside. Includes power outlet.	\$20
Booth H	4 foot table	Stand behind. Includes power outlet.	Reserved for season.
Booth I	Pillar	Stand beside.	\$10
Booth J	6 foot table	Stand behind. Includes power outlet. Outside on veranda.	\$20
Booth K	6 foot table	No power outlet. Outside on deck.	\$20
Community Wall for Home Gardeners			Free to home gardeners for surplus produce.
Youth Booth	4 foot table	Placement of table at discretion of market manager.	Free to youth.

See the Market Floor Plan at the end of the document.

Youth Booth

To meet our market goal of being an incubator for local businesses, we offer a free booth to young budding entrepreneurs, giving them an opportunity to bring their own creations or produce to market.

Youth under the age of 18 selling food products are required by NS Department of Environment - Environmental Health and Food Safety Division to have an adult apply and hold the food permit.

Individual youth or youth groups can reserve the Youth Booth one booking per month, up to 4 times during the market season. An application will need to be completed and sent to the organizer.

General Store Table

This is an opportunity for non-commercial home gardeners to drop off their excess garden produce, to set their price and sell on the honour system to market goers. **There is a \$50 limit on produce brought to the General Store by any one home gardener.**

Items for the General Store table are limited to garden produce only and must meet Schedule B requirements as set out by the Food Safety Guidelines for Public Markets. To meet the requirements, produce can only be “whole, cut necessary for harvesting purposes only”. For example, rhubarb stalks can be tied together, but not bagged. Beans and peas are the only produce that can be bagged.

Space is limited. Book your spot on the General Store table on Saturday to reserve for Sunday market. Produce is to be dropped off at the market at 9 am on Sunday and placed on the General Store table. A produce checklist form is filled out and checked off at the end of market day. The grower is responsible to pick up produce between 2 - 2:30 pm on market day and receive monies owed.

Gardeners can take unsold produce home or offer it to the Food Buying Club. If unsold produce isn't picked up at the end of market day, it will automatically be given to the Food Buying Club.

Signage and Labelling

Permanent chalkboards are installed behind each booth for vendors use. Chalk is available.

Signage is to be contained to the reserved booth area, and not extend into the aisles so as to impede the flow of visitors.

All products are to be clearly priced during the market hours, with prices posted in full view of the buying public.

Setup and Take Down

Vendors can set up between 8:30 am and 9:45 am. Vendors are expected to stay set up at their booth until to 2 pm.

Vendors are responsible for keeping their booth area clean. Garbage bins are to be placed in front of booths offering food products that are consumed on site. Vendors are expected to leave

their booth area clean and tidy at the end of market day, with garbage placed in appropriate garbage bins.

Electricity

Power outlets are available with several booths. Depending upon appliances used during market day, additional electrical rates may apply.

Voluntary Anonymous Sales Revenue

To help Rural Roots Market in preparing grants to run the market and workshops, we ask vendors to provide their average sales revenue for each market day. The information is collected at the end of each day of the market, is anonymous and kept confidential.

Dogs

Dogs are not permitted within the Daniel's building on market day, unless they are a registered service animal and on a leash. Dogs on leashes are permitted at Ross Farm Museum.

Contact Information

Contact the Market Manager at info@ruralrootsmarket.ca or by calling 902-599-1207. For news and updates, follow us on Facebook at ruralrootsmarket or visit ruralrootsmarket.ca.

Quick Links to:

[Food Safety Guidelines for Public Markets](#)

[Application for Public Market Permit](#)

[Food Safety at Public Markets Factsheets](#)

[Vendor Application Form](#)

Market Floor Plan

