

# Prospect Communities Farmers Market

## Vendor Handbook 2025



## Table of Contents

|  |           |
|--|-----------|
| <b>1. Introduction .....</b>                   | <b>2</b>  |
| <b>2. Governance .....</b>                     | <b>3</b>  |
| <b>3. Our Policies .....</b>                   | <b>4</b>  |
| <b>4. Vendor Guidelines .....</b>              | <b>5</b>  |
| <b>5. Operations .....</b>                     | <b>8</b>  |
| <b>6. Market Day .....</b>                     | <b>9</b>  |
| <b>7. Cancellations .....</b>                  | <b>10</b> |
| <b>8. Respectful Workplace .....</b>           | <b>10</b> |
| <b>9. Conflict Resolution Procedures .....</b> | <b>12</b> |

As a vendor of the **Prospect Communities Farmers Market (PCFM)**, you are part of a movement of people, producers, volunteers, and community members, who are working toward a healthy, sustainable, local food system. Welcome to the Prospect communities!

### **Vision and Mission Statement**

The Prospect Communities Farmers Market is operated by the Resource Opportunities Centre (ROC), a not-for-profit community development organization serving the Prospect Communities from Goodwood to West Dover. The PCFM supports our vision to encourage and promote a welcoming, innovative, and thriving community. Our mission is to provide diverse recreational, educational, cultural, social, and technological opportunities to residents. Improving local access to fresh Nova Scotia farm produce, prepared foods and local crafts through a local market will help to advance our vision and mission. We are excited to provide an opportunity for small local farm and craft businesses and new business start-ups to sell their products. The market also provides an educational opportunity about the availability of local farmers and small businesses, further advancing the mission of the ROC.

### **The Prospect Road Community Centre (PRCC) Facility**

The facility is located just 15 minutes from central Halifax. The community centre boasts bright, airy spaces, a warm and welcoming atmosphere and ample parking for large events, complete with overflow parking access at the Prospect Road Elementary School next door. There is a safe, paved route from the school to our main entrance.

Please be aware that the market will be hosted **outdoors**. In the event of poor weather conditions the market will be moved indoors. This will be determined at the discretion of the market coordinator and will be communicated with vendors prior to the opening of the market.

Unfortunately, due to the nature of activities that are hosted at the PRCC, animals are not permitted inside the facility. Exceptions will be made for service animals that are registered and identifiable with appropriate vesting. Animals are welcome in the outdoor market space.

We are a scent free facility.

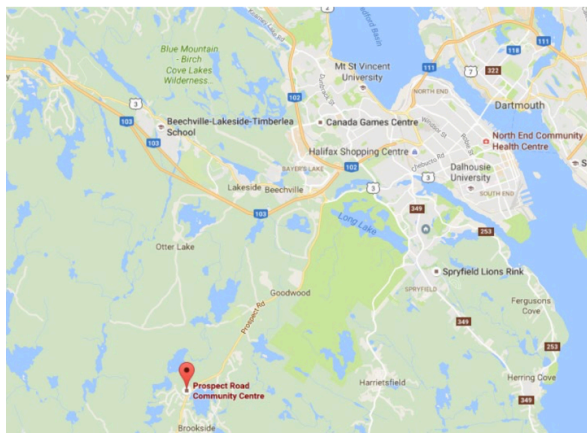
**Accessibility:** The PRCC facility is completely wheelchair accessible and there are designated accessible parking spaces available.

### **Our Location/Address**

Prospect Communities Farmers Market  
c/o The Resource Opportunities Centre

Prospect Road Community Centre  
2141 Prospect Road, Hatched Lake, NS B3T1S1

Our market is operated out of the Prospect Road Community Centre.



### **Connect with the Prospect Communities Farmers Market**

Email: [farmersmarket@prospectcommunities.com](mailto:farmersmarket@prospectcommunities.com)

Website: [www.prospectfarmersmarket.com](http://www.prospectfarmersmarket.com)

Facebook: Prospect Communities Farmers Market

Instagram: [@prospectfarmersmkt](https://www.instagram.com/prospectfarmersmkt)

### **Connect with the Resource Opportunities Centre / Prospect Road Community Centre**

Website: [www.prospectcommunities.com](http://www.prospectcommunities.com)

Facebook: Prospect Communities

Instagram: [@prospectcommunities](https://www.instagram.com/prospectcommunities)

### **Governance**

Our market is organized by a team overseen by the volunteer Market Coordinator with assistance from the ROC's Manager of Operations.

**Market Coordinator – Meghan McNeil ([farmersmarket@prospectcommunities.com](mailto:farmersmarket@prospectcommunities.com))**

**Manager of the Prospect Road Community Centre – DC Boudreau ([admin@prospectcommunities.com](mailto:admin@prospectcommunities.com))**

## Our Policies

We are members of Farmers Market of Nova Scotia, a non-profit cooperative of farmers markets. It is a movement by markets for markets, seeding growth and prosperity for farmers markets and their communities. As a member, we make a commitment to sell only the highest quality, local products. We bring the best to our community.



This also means that we must focus on traditional farmers market vendors. Produce, meat, eggs, fish, baked goods, and prepared foods. Handcrafted goods are an important complement to our market.

Here at the PCFM, we strive to offer fresh local produce and handcrafted items at each market. We want to give a true farmers market experience for our guests.

Our membership also requires us to adhere to a make it, bake it, grow it philosophy.

To ensure the sales market is not diluted, we may limit vendors selling similar products to no more than 2 per market. Exceptions may be made if there are sufficient differences, through consultation and discussion with the market coordinator.

To learn more about the Farmers Market of Nova Scotia Cooperative please visit their website at [farmersmarketsnovascotia.ca](http://farmersmarketsnovascotia.ca)

***We do not allow the reselling of pre-purchased goods from direct sales or MLM companies.***

A well-run and organized market is imperative to our success as both vendors and operators.

## Insurance

The ROC carries liability insurance for accidents and injuries that may occur to patrons visiting the property. This coverage does not extend to products that are sold by vendors at the market.

## Vendor Guidelines – All Vendors

- *We adhere to a make it, bake it, grow it policy.* Collaborations/cooperatives between local vendors are acceptable with approval from our market coordinator if all permitting requirements are met.
- It is the responsibility of each vendor to know and comply with the laws, regulations, and rules as specified by federal, provincial, and municipal bodies, local health authorities, and the certifying body the vendor belongs to or claims endorsement from, including provincial and federal sales tax requirements.
- Vendors are required to have permits and certifications on site with them during market hours
- Vendor selection is based on products presented in the vendor application. Vendors are only approved to sell the items they listed, or as directed by the market coordinator in the communication confirming registration. Vendors can add to their selection with advance discussion and approval of the market coordinator. Products grown or produced at a location, or by an individual not identified on the application form are not eligible for sale.
- Approved vendors are those who are involved in the process of producing approved products, have read the vendor handbook created by us, and have been approved to sell at the PCFM.
- Consumption of alcohol and drugs is not permitted at the Prospect Communities Farmers Market. Smoking is permitted, but only in the outdoor designated areas.
- The market's approval of selling privileges is always for a specified period and never exceeds one market season.
- No vendor may assign, sublet, or sell their market table to another vendor.
- It is the approved vendor's responsibility to ensure that their representatives/employees at the market comply with all market rules and regulations and are knowledgeable about their products.
- Resale of purchased goods by vendors is strictly prohibited
- Vendors should ensure that they have enough product for the duration of the market

- Quality products such as vine-ripened, fresh produce; high quality baked and prepared foods as well as professional level crafts are expected. Items offered as “seconds” are acceptable provided that they are clearly labeled.
- In addition to the market, the PRC hosts many other groups during market hours. We expect all vendors to be respectful of the centre’s rules and best practices in addition to the guidelines for the farmers market. The success of the market for both the vendors and the ROC depends on it!

## **Food Vendors**

The PCFM and its vendors must meet the food safety requirements set in the Nova Scotia Food Safety Regulations and the Nova Scotia Food Retail and Food Services Code.

Organizers of public markets must have a Public Market Organizer Permit. Our facility has been inspected and a Public Market Permit has been issued.

All vendors of a Schedule A (potentially hazardous foods that may require temperature control) must hold a Schedule A permit for this location and follow all controls to ensure a safe product arrives at the market. Schedule A foods include raw meat and meat products, poultry and poultry products, fish and fish products, eggs, milk and dairy products, and some pastry fillings and toppings.

In addition to compliance with slaughter, processing, transport, and storage of foods, the permit must be visible at your table. A minimum of one food handler, who is in charge, must have a valid food hygiene training certificate recognized by the Nova Scotia Department of Environment and Climate Change department. It is recommended that all personnel involved in food preparation and service should attend a food hygiene course.

Schedule B goods are not potentially hazardous foods. They include shelf-stable foods that can be kept safely at room temperature. Occasionally, these goods are refrigerated for food quality only (e.g., chocolates). Schedule B foods include jams, jellies, honey, baked goods, candy, fudge, pickles, pasteurized juices, chocolate, maple, coffee, tea, and water. Those selling these products are not required to hold a permit. However, a good safety officer will be inspecting the market and its vendors throughout the season. We do maintain clear and open communication with our local inspector. At their request, we do provide details for our Schedule B vendors ahead of each market.

The ROC holds a permit for the operation of a Public Market. Vendors or groups booking the community table to fundraise via bake sale are required to follow the provincial regulations which exclude the following under Schedule B products:

- Meat Filled Pies
- Cream Pastries
- Cream Cheese icing
- Processed tomato-based products

### ***Schedule C foods are forbidden at Public Markets***

All food transported to the market must be carried in closed, good-grade containers (sealed plastic tubs, no open food etc.) as per the provincial guidelines.

For more information on food regulations in Nova Scotia please refer to the Food Safety Guidelines for Public Markets from the Nova Scotia Department of Environment and Climate Change:

<https://novascotia.ca/nse/food-protection/docs/publicmarketguide.pdf>

### **Community Tables**

As a not-for-profit society, we encourage other not-for-profits to engage with us by booking a fund-raising table. We will host one community table per week from the outset, with priority given to local groups from the Prospect communities. If vendor space allows, a second community table may be available, however this will be determined on a market-by-market basis. There is no cost to the groups booking and they may choose to fund-raise by selling items, tickets, etc. provided permit conditions are met. Individuals selling tickets for individual gain or travel will not be permitted but group sales for a team or group travelling for school or outreach purposes will be eligible.

For fundraising sales of prepared and wrapped Schedule B foods, a permit is no longer required. However, you must be familiar with Schedule B foods and their requirements as a food inspector may visit your table. Note that the exclusions for Schedule B vendors also apply to groups using the community table to fundraise via bake sale. Please see the above section regarding Schedule B food vendors.

### **Operations**

- The ROC or any of the employees or volunteers are not responsible for theft or loss.



- Farm products are given priority
- Crafts are limited to 2 tables, food vendors are limited to 2 tables, and farmers are limited to 3 tables per market
- The logos for the PRCC and ROC are only to be used by permission, approved in advance by the ROC's manager of administration and community engagement

**Vendors will be approved to participate in markets based on the following factors**

- The ratio of traditional farmers market vendors to craft vendors
- Overall product mix
- The benefit and disadvantages of placing select products next to each other
- The quality of product, its display and presentation
- Specific equipment requirements or setup needs
- Number of spaces available and other physical limitations
- Consumer demands as determined by the market coordinator
- Vendor seniority if applicable
- Timely receipt of application and form

**The ROC/PRCC will provide the following**

- Tables and chairs (tables are rectangular and measure 6 feet in length)
- Dedicated Wi-Fi
- Welcome table with vendor information (pending vendors provide business cards or other information to display)
- Social media and advertising

\*Tents will be available to rent as needed and vendors are welcome to bring their own. We aim to provide sun coverage for all vendors when possible but we cannot guarantee it. If you require additional sun

protection due to the nature of your products or because of a health condition, please contact us prior to the market and we will do our best to accommodate.

## **Market Day**

### **Set Up**

- Vendors may arrive at 3pm on the day of the market. Earlier set up is not possible because of other bookings in the space.
- Unload in the designated area and market ASAP after unloading.

\* Table arrangements will be assigned by the market staff

### **Parking**

To ensure there is adequate parking for market and centre guests we ask that after unloading all vendors park their vehicles along the gravel service road, located at the back of the facility, leaving the formal parking lot for market and PRCC guests. Please do not block the driveway; ensure your vehicle is pulled to the side.

**Table fees must be paid prior to set up.** Please stop by the front desk to pay.

Payments made via cash, debit, and credit card are acceptable. We do not accept cheques.

Those wishing to pay in advance can make payment over the phone, via credit card. Payment can be made at the PRCC Front Desk at (902) 852-2711

Vendors are required to bring a float, table coverings, signs, and product bags (if you wish).

Vendors must display their business names and product pricing in a clear and obvious way.

### **Tear Down**

- Vendors are only required to empty and pack the items from their tables. The tables and chairs will be wiped down, stacked, and stored by our custodial team.
- It is imperative that tear down does not impede the other programming or events in the facility. Please be aware of guests using the facility and ensure you are moving your items securely through the PRCC.

- Gray water, compost materials, and garbage should be disposed of appropriately and not poured on the grass or grains on the property.

## **Cancellations**

Vendors are required to confirm their attendance with the market coordinator 24 hours before the market. Failure to confirm attendance will result in exclusion from table layout plans, advertisements.

**Vendors must give 48-hr notification on any cancellations for markets you have registered to participate in and cannot attend.** Last-minute cancellations due to illness and/or extenuating circumstances must be made ASAP to the market coordinator.

Refunds for pre-paid table fees will only be issued if we are able to recoup the table fee by renting it to another vendor OR at the discretion of the market coordinator (i.e., in the event of a cancellation due to illness or emergency).

**In the event of an emergency, please contact the Market Coordinator via email, [farmersmarket@prospectcommunities.com](mailto:farmersmarket@prospectcommunities.com).** We understand emergencies happen, but we do ask that you contact the market coordinator as soon as possible.

The ROC/PRCC reserves the right to cancel a date of the farmers market due to an emergency (i.e. storm, weather, or building issues).

## **Respectful Workplace**

The ROC has established guidelines and standards to ensure that the markets meet the objectives of all the stakeholders: consumers, vendors, and the ROC. The ROC and its staff, and volunteers will implement and enforce all guidelines and standards pertaining to the operation of the market in a fair and equitable manner. Addressing concerns will always be carried out with clear, respectful communication, with the best of intentions; to educate, share information and to ensure that we are offering the best and safest market experience possible.

The ROC/ PRCC takes a zero-tolerance approach to behaviour which violates members and visitors' safety and wellbeing.

If vendors do not meet expectations, the following actions may be enforced by PRCC management or staff:

### **Warnings**

An explanation of the behavior will be provided as a first warning and any further warnings will result in:

**First Action** - The person(s) will be asked to leave the building, unable to return for the remainder of the day.

**Second Action** - If an individual has previously been asked to leave the building during that week, and the behavior continues upon return - the individual will be asked to leave the building immediately and will not be allowed to return for the remainder of the week.

When warnings/actions need to be taken they will be issued out on a case-by-case basis as to what the severity will be.

### **Immediate Removal**

The following will be cause for immediate removal from the PRCC without warning and could result in RCMP involvement:

Fighting or aggressive behavior Smoking/vaping Excessive swearing around children/members. Any actions that fall under the Workplace Violence Prevention Policy Vandalism or any type of destruction/mutilation/ to PRCC property.

In a situation where the RCMP are called, or severity of behavior results in immediate removal from the PRCC, a possible banning from the centre for an extended period will occur. Length of time will be at discretion of management.

### **Suspension**

The ROC reserves the right to suspend vendors' participation in our markets after a specified number of recorded violations of guidelines and standards.

Suspensions are issued in serious cases where the health and safety of staff, volunteers and guests are deemed at risk or in cases where multiple verbal and written warnings have already been issued.

Suspension is seen as a last resort. Vendors who receive a suspension will not receive a refund of monies paid for the dates they have been suspended.

### **Conflict Resolution Procedures**

We ask that complaints and feedback are made directly to the Market Coordinator rather than aired publicly or at the market. This ensures that the people who can fix the issue are the people who are hearing about the issue. Allowing all parties to share their information respectfully provides an opportunity for us to improve our market and address any issues professionally, quickly and in the best interest of both vendors and the market, while improving or maintaining the market experience for our guests. ***Vendors who choose to direct their issues to other vendors or market guests will be considered in violation of our standards.***

We are always happy to hear any feedback you have for us. We take all concerns and complaints seriously and view feedback to improve; we will respond quickly to any concern or issues raised.

Please report any issues that you may have had or items you would like the Volunteer Market Coordinator to address prior to the next market as soon as possible.

Please read ROC/PRCC policies in full at: <https://prospectcommunities.com/policies/>

## Contact Us

Questions? Comments? Concerns? Please reach out to us at [farmersmarket@prospectcommunities.com](mailto:farmersmarket@prospectcommunities.com) to get in touch. We'll do our best to respond to you within 48 hours during the regular business week.

Please be aware that we have a small, part-time team. Our response time may be occasionally delayed due to limited availability.

Meghan McNeil  
Market Coordinator  
[farmersmarket@prospectcommunities.com](mailto:farmersmarket@prospectcommunities.com)

DC Boudreau  
ROC Manager  
[admin@prospectcommunities.com](mailto:admin@prospectcommunities.com)

You can reach the Prospect Road Community Centre by phone at (902) 852-2711