

TBCM – 2. Vending – Market Store Policy

This policy is the guiding policy for the Vending Committee with relation to approval of retail items for the Market Store. This policy is relevant to local producers / artisans who wish to apply to have products for sale in the Market Store.

The purpose of the Market Store is to be:

- a main point of information for the Market and our customers,
 - to help achieve aim of “the best of Thunder Bay under one roof”,
 - work as an incubator for new businesses that do not have the capacity to be at the Market full-time,
 - to advertise the Market through off-site opportunities, and
 - to work towards the expansion of Market Member selling opportunities, such as through pop-up Markets, the Hospital Market, gift baskets, and potential further expansion of selling days.
1. The Market Store will operate under the management of the Market Manager, under the advice of the Vending Committee.
 2. All items carried within the Market Store must be approved for sale annually.
 - a. All items carried in the Market Store must be from approved Market Members.
 - b. Applications are to be submitted on the Market Store application form and a Market Membership application form.
 - i. Applications are reviewed and assessed by the Vending Committee, which reports to the Board.
 - ii. The Vending Committee will assess the applications on the basis of Make it, Bake it and Grow it, as well as consideration of similar items already available in the Market.
 1. The **only exception** to the Make it, Bake it, Grow it mandate is Watkins products as a concession to the founding member status of the local seller. This exception ends Dec 22, 2018. Products are also limited to those that do not duplicate other products sold at the Market (ie Watkin’s bar soap is not eligible).
 - c. Market merchandise is exempted and falls under auspices of the Advertising Committee and the Market Manager.
 - d. The Market Store will generally not bring in wholesale items but will sell on a commission basis. Some exceptions may apply, but only on limited approval with clear rationale.
 - e. If no or very minimal sales are made within 3 months, the Vending Committee will reassess the viability of the product in the Market Store.
 3. The Market Store works on a commission basis and all products sold are subject to 15% commission.
 4. The Market Store will reconcile with each vendor:
 - a. monthly if sales are above \$100 for that month OR
 - b. bi-monthly if sales are below \$100
 - c. Reconciliation will be by cheque or by cash if below \$40.00.
 - d. When the Market sells on behalf of regular full-time vendors not normally in the Market Store, reconciliation will occur monthly regardless of sales volume. Vendors may choose to either receive payment or receive credit towards their booth fees.
 5. The Market Store also operates as the off-site Pop-Up Market when suitable opportunities arise, such as the weekly, seasonal Hospital Market:
 - a. Not all products in the Market Store will be sold at the other off-site Markets, due to a variety of restrictions including cold storage, potential for breakage or other regulations or restrictions. For example, the Hospital Market is restricted to food items that are considered healthy and are approved by that Market organizer.
 - b. Vendors will coordinate drop-off of products with the Market Manager / staff.
 6. The Market Store will always carry Market gift certificates and sell market merchandise when available. It will also act as the information booth for the Market. It will also develop and create gift baskets for sale.

7. All items for sale in the Market Store must have appropriate labels, conforming to appropriate provincial and federal legislation.
 - a. Labels and packaging should be designed to be attractive, professional, and handle moisture if item requires refrigeration or freezing. Labels should adhere properly.
 - b. For food items specifically, the following labelling requirements apply:
 - i. As items are not produced and sold by the same person, the Canadian Food Inspection Agency (CFIA) exemption for Farmers Markets is not applicable.
 - ii. Therefore, labels must adhere to the TBCM Policy: *2. Vending – Labelling Policy* and **must** also include Nutritional Facts Tables and List of Ingredients in order to be approved for sale.
8. Pricing of items will be determined by the vendor.
9. Placement of the product within the Market Store or at any off-site Market will be determined solely by the Market Manager / staff of Market Store, with a view to being fair and balanced.
10. Stock for the Market Store must be delivered to the Market by the producer or alternate carrier. The Market Store is not able to pick up stock.
11. Market Store vendors are also able to request “pop-up” booth space at the Market on occasional basis, depending on availability. Pop-up booths must be booked in advance with the Market manager and cannot be held more than once per month. Pop-up booths are designed to highlight only local products available in the Market Store.
12. The Market Store will have a separate page on the Market website that will highlight all of the items for sale, with links to each of the producers. Other advertising of items in the Market Store is to be determined by the Market Manager, but may include inclusion on promotions such as social media contests. Market Store vendors are encouraged to promote their items being available at the Market.