

Victoria Farmers Market at Moss Street

Policy Manual

Last updated February 2026

Policies and Information for Vendors



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We are striving to:

- Help strengthen the foundation of a healthy community by offering a safe, relaxing and enjoyable place for families and individuals to come together.
- Stimulate and support our local economy by providing a venue for organic farmers, gardeners, backyard growers, home-produced foods, crafts, and artisans.
- Create an opportunity for community groups to convey information concerning important local, social, political and environmental issues to their neighbours.
- Encourage the continuing transition towards ecologically harmonious food production methods, striving to work with, rather than against, natural systems.
- Have fun!

In the spirit of cooperation, let us enjoy
our community market to the fullest!

Table of Contents

We are striving to:	2
Welcome to Our Market	4
Policies of the Victoria Farmers Market	4
Clarifications	4
Market Day	5
Section 1 - Membership and Stall Fees	5
Section 2 – General Conduct	7
Section 3 - Policies for Education / Community Groups and Services	8
Sale of Products and Services	9
Section 4 - General Sale of Products	9
Section 5 - Craft Policies	11
Section 6 - Farm Policies	11
Section 7 - Food and Beverage Policies	12
Section 8 - Services Policies	13
Organizational Structure	13
Section 9 - Make-up of the Governing Body	13
Section 10 - Staffing	13
Constitution	14
Bylaws	15
Market Contacts	15
Victoria Farmers Market Vendor Code of Conduct	16
Events Calendar	17
Market Grounds Map	18

Welcome to Our Market

We are a market where individuals work in a consensual spirit, respecting others. Vendors at Victoria Farmers Market – Moss St. believe in creating community and selling products. By fostering an environment that promotes creativity, openness, and cooperation, we celebrate the local talent that is showcased at the market. Rather than competing, we encourage one another to thrive in a nurturing atmosphere of abundance. We help each other set up and take down our stands and buy from each other.

Policies of Victoria Farmers Market

The day-to-day conduct, operations, and coordination of the market shall be governed by the following rules and regulations. Exceptions to these policies may be granted on a case-by-case basis at the board's discretion if the board finds the exception to be in the best interests of the market.

Clarifications

Herein,

Market refers to the Victoria Farmers Market at Moss Street;

Society refers to the Fairfield Community Market Society;

Board refers to the Board of Directors of the Society;

Director means a member of the Board;

Member refers to any member (vending and supporting) of the society;

Manager refers to any person hired by the board to manage the market during this season;

Vendor refers to a person who sells a product at the market;

Producer means any individual who puts a significant amount of time into creating or growing a particular item;

Daily Fee is the fee charged to vendors for each market they attend;

Reserved Stall is a prepaid stall for each season at the market; and

Local or Locally means: first, the Capital Region District, and second, Vancouver Island and the Gulf Islands.

Market Day

Section 1 – Membership and Stall Fees

1.0 Vendors must be members of the market. Membership and stall fees at the market are (prices subject to additional taxes):

Memberships:

- vendors \$30.00
- non-vending community supporter \$30.00
- child vendors (under 15 years of age) \$5.00

Stall Fees:

- regular stall (summer: ~10' x 10', winter: ~8' x 6') \$42.00
- premium stall (summer corner: ~10' x 10') \$48.00
- education/NFP/community tables \$42.00
- child vendors (under 15 years of age), half-sized stall \$4.00
- reserved vendors booking for each season (summer: May-Oct and winter: Nov-Apr), have stall fees reduced by 20%. No refunds for absenteeism.

- 1.1 Daily fees for shared stalls are based on the membership status of the individuals sharing.
- 1.2 Drop-in stalls may be paid for and reserved in advance by email. Cancellations must be made at least 24 hours before the market (by 10:00 am, Friday) or fees will not be refunded.
- 1.3 Stalls at each market are limited. The board may reserve several stalls for pre-booking by non-members whose products add variety to the market.
- 1.4 To ensure a full and vibrant market, the manager must know in advance which reserved vendors will attend. Notice of cancellation must be received by 10:00 am on Friday at the latest. Except in an emergency or illness, a member with a reserved stall who fails to notify the manager of their absence may lose their stall.
- 1.5 The board reserves the right to limit the number of vending memberships and reserved stalls. The board will use its discretion to balance the types of products and services at the market and give preference to local vendors and existing members.
- 1.6 The regular season market occurs between 10:00 am and 2:00 pm on Saturdays, May through October. The winter market season runs from 10:00 am to 1:00 pm on Saturdays, November through April. A bell will ring to signal the start and close of the market. Market sales to customers must occur only during these times. Vendors may sell to other vendors or market staff outside these times. All vendors will remain set up until the market ends. Even after selling out, vendors must keep their stall intact for the duration of the market and, ideally, staffed.

- 1.7 Setup begins no earlier than 8:00 am. Vendors must arrive by 9:00 am and be set up by 9:30 am. If a vendor's stall is vacant at 9:30 am, it will be assumed vacant. Vendors must remove all vehicles from the grounds and unloading areas by 9:30 am.
- 1.8 The school board permits vehicle parking on school grounds. Thurlow Street, from Moss Street to the school parking lot, is available for some vendor vehicle parking. See the attached parking map. Loading and unloading zones are limited to 15 minutes. Vendors may not park in the school parking lot during market hours. Failure to comply with parking instructions may result in disciplinary action (see policy 2.6).
- 1.9 Attendance at the annual Holiday Market is by invitation, with priority given to vendors with the highest regular season attendance. The invitation process starts in October and continues until all stalls are filled. Only approved items may be sold at the Holiday Market.
- 1.10 The Paint-In is an annual event held by the Art Gallery of Greater Victoria. They host local Victoria artists and position them along Moss Street from Fort Street to Dallas Road. On Paint-In day, the market is open from 10:00 am to 4:00 pm. No vendor parking is permitted on Moss Street for the Paint-In day.
- 1.11 Summer stalls are 10'x10'. Under special circumstances, a larger stall may be approved. Vendors supply their own tables, chairs, tent, and tent weights. Vendors are responsible for creating a safe environment. Vendors are expected to create an aesthetically pleasing environment that allows them to vend in all weather conditions. Weights and shelter will be required on windy, wet days. Any vendor with a source of ignition must have a fire extinguisher. Vendor set-ups and displays are subject to approval by the Executive Director, Market Manager, and/or Board.

Section 2 – General Conduct

To foster a spirit of community at the market, all members, vendors, and staff are expected to treat one another and customers with courtesy and to work together in a spirit of cooperation and open, positive communication.

- 2.0 Vendors are responsible for keeping their stall and the surrounding area clean and tidy at all times and for clearing up any litter from around their stall at the end of each market. Vendors are responsible for limiting the packaging sold with their products and for collecting packaging from patrons and disposing of it. One of the market's guiding principles is to be ecologically sustainable and to strive for zero waste.
- 2.1 No bicycles, scooters, or skateboards are to be operated in the market.
- 2.2 Out of respect for others, there shall be no hawking, accosting, leafleting or badgering of the public.
- 2.3 The success of the market is dependent upon the goodwill of our neighbours – please be aware of where you park (i.e. don't block driveways).
- 2.4 Washrooms are located in the main Community Association building and can be accessed from the back pathway to the back of the building.
- 2.5 Live or recorded music must be pre-approved by the manager.
- 2.6 The board may prohibit any person from renting a stall and may require persons to leave the market in the event that they fail to abide by the policies, vendor code of conduct, or directions of staff or the board.
- 2.7 The board has the right to withdraw the membership of a vendor who fails to abide by the policies or market staff directions. The vendor may appeal the decision by submitting a written appeal to the board within 60 days of being notified of the withdrawal of their membership. Membership and stall fees may not be returned in these cases.
- 2.8 Because we are here to celebrate a healthy and diverse community, organizations or individuals promoting any form of prejudice, such as homophobia, racism and sexism, are not welcome and may be required to dismantle their display and leave the market immediately.

Section 3 - Policies for Education / Community Groups and Services

- 3.0 Some stalls are available for education/community tables at each market. These are for nonprofit organizations that contribute to the community's environmental, social, or cultural health. Attendance at each market must be pre-booked. Priority may be given to groups that have not yet had a table at the market in the current season.
- 3.1 Groups strictly promoting one political party or religious perspective are not considered education/community groups. (For example, the Anglican Church of Canada could not have a table, but their international development organization, the Primates Fund, could).
- 3.2 One of these stalls may be reserved for community-minded, for-profit organizations to inform people of their services.
- 3.3 Political parties running candidates in municipal, provincial or federal elections are welcome to have a table one week during the market season, close to election time.
- 3.4 Items for sale at education tables must adhere to all market policies. Exceptions include locally produced or printed items, such as pamphlets, T-shirts, and bags, that enhance the organization's education program. These items must be locally designed, printed, screened, etc.
- 3.5 The Board will have absolute discretion to decide which education groups may participate in the market and to what extent. The board will encourage participation by education groups that share the philosophy on which the market was founded.
- 3.6 A maximum of four stalls will be reserved each week for profit-oriented services. More may be reserved for special event days. Attendance at each market must be pre-booked. Priority may be given to groups or individuals who have not yet had a table at the market in the current season.

Sale of Products and Services

Section 4 - General Sale of Products

- 4.0 All products offered must be produced locally. This fosters a direct relationship between the producer and the consumer and strengthens the local economy. All vendors are encouraged to buy from one another.
- 4.1 Ideally, all products sold at the market should be sold by a Producer. However, a Producer may staff their stall with a non-Producer, who must become a market member in order to sell without the Producer present. At least one market member must be present at a vendor's stall during the market. To support the market's integrity and branding, all non-producer sellers should be knowledgeable about all aspects of production. A producer who does not have enough product to warrant a full stall may share with another vendor. However, 80% of products for sale must be produced by the vendor(s) present at the time of sale. Exceptions to this policy are subject to board direction (see 4.2).
- 4.2 At the discretion of the board, a group of vendors who cannot be present each week may share a stall and attend the market on a rotational basis. Each vendor in the group must be a member. Products of each vendor may be present in proportions decided by the group selling, and an additional \$5 will be charged for each extra vendor. All products must have labels indicating the producer, and each selling producer must be knowledgeable about the other vendors' products.
- 4.3 All producers must complete a Membership Registration and Participant Agreement as required. Any substantial change in ownership, place of production, or other substantial change in business requires reapplication.
- 4.4 All vendors are responsible for following all applicable government regulations. Failure by a vendor to comply with applicable regulations may result in disciplinary action or expulsion, at the board's discretion. Where required, vendors shall obtain tax registration and shall be responsible for the collection and remittance of all applicable taxes.
- 4.5 Because we encourage everyone to value the work that goes into the creation of all goods and services offered at the market, we do not allow signs advertising "sales," "discounts," "reduced prices," etc.
- 4.6 Food sold at the market must meet VIHA health regulations. Commercial products for resale, or products that exploit people, may not be sold. Except for approved "upcycling," second-hand materials such as antiques may not be sold.
- 4.7 The decision as to the suitability of any product for sale at the market shall be at the absolute discretion of the board. The board will create four review committees: food, craft, farm, and service, each ideally comprising at least one director and one other member. A music committee will also be formed to review and book performers. Regardless of previous sales, each new product type must be reviewed by a member of the appropriate review committee before it can be displayed at the market. New vendors that are reviewed and accepted have one month to begin selling at the market before their approval status expires. A

vendor that sells three times or fewer during the previous season must reapply before selling at the market again.

- 4.8 Review committees are responsible for reviewing applications of prospective vendors for appropriateness for sale at our market and their compatibility with all market policies. If concerns cannot be dealt with at the review committee level, they must be brought to the board for a final decision.
- 4.9 In the event of a question as to the suitability of a product for sale during the course of a market, where a quorum of directors is not present, if at least three (3) directors are present, their consensual decision as to the suitability of a product shall be binding. If such a decision has been made, any vendor may appeal it to the board at its next meeting.
- 4.10 Persons conducting a storefront operation (exclusive of farm gate sales and home-based businesses) or having a commercial vendor's license to sell on the streets are not permitted to sell that product at the market. Upon board approval, exceptions may be made for vendors who sell from their Sole Place of Production.
- 4.11 Those products that may be sold include (but are not limited to) the following. Each falls under one of four categories:
- Farm: organically grown fruits, vegetables, plants, flowers, seeds, and other unprocessed food items;
 - Food: fast foods, canned foods, preserves, baked goods, and other processed edibles;
 - Craft: original crafts, arts, and other handmade items, excluding food.
 - Services: therapy and personal services.
- 4.12 Children under 15 years old may be permitted to sell their crafts at the market, subject to review by the Craft Review Committee. Child vendors will be held to the same standards as adult vendors. Child vendors must have a parent or a responsible adult supervising them.

The following policies are specific to the four product categories:

Section 5 - Craft Policies

The following are additional policies that vendors selling crafts at the market should be aware of:

- 5.0 In all items, the handcrafted component must dominate the commercial component, and commercial components must be transformed to make the work unique.
- 5.1 Items must be of original, unique work or design. Vendors are restricted from selling wares that use, reproduce, or include items or elements that are copyrighted or trademarked by others.
- 5.2 The starting material must be significantly altered and enhanced by the artisan.
- 5.3 The product must meet basic product life, function and safety expectations.
- 5.4 Each craft product **MUST** be reviewed in advance by a member of the Craft Committee before being displayed at the market.

Section 6 - Farm Policies

The following are additional policies that vendors selling fresh produce at the market should be aware of:

- 6.0 All produce, plants, seeds and flowers must be certified or have applied for certification through a recognized certification body except as follows. Growers approved by the farm review committee prior to 2012 may be grandfathered in under their then-approved production methods. At the discretion of the review committee, growers with less than 1/4 acre under cultivation may be exempt. Farmers must obtain the current organic guidelines before each market season. Each farm must display its name and organic certification at its stall.
- 6.1 To support diversified farming, preference will be given to local farmers producing a range of crops.
- 6.2 In keeping with the market's cooperative philosophy and being respectful of yourself and other farmers, dumping of produce below fair market value is strongly discouraged. The market value of a farmer's produce should reflect the farmer's labour and knowledge, as well as quality, time of season and variety of crop grown. The Farm Committee may provide farmers with a market analysis of the fair market prices of organic produce.
- 6.3 Each farmer and their offerings must be reviewed and approved by the Farm Committee before displaying their produce at the market.

Section 7 - Food and Beverage Policies

The following are additional policies that vendors selling processed food products at the market should be aware of:

- 7.0 VIHA Regulations apply to all products sold, and a vendor shall immediately cease to sell and remove any product upon the request of an official or representative of the VIHA. Vendors must obtain VIHA approval each season before selling at the market.
- 7.1 We encourage the use of organic, unrefined, locally grown ingredients. Non-local ingredients should be kept to a minimum. Major ingredients and flavourings should be local. We encourage purchasing ingredients from our market farmers.
- 7.2 In order to inform customers of exactly what they are buying, food products are to be labelled with all ingredients listed in their order of predominance. Every effort should be made to distinguish between organic and non-organic ingredients. Vendors may label each item or have labels clearly displayed on the table beside the appropriate food items.
- 7.3 All open-prepared food must be kept covered at all times. Open-prepared food must be served using appropriate, clean tools (i.e. tongs, cloth napkins). Vendors handling cash must wash their hands before touching open prepared food.
- 7.4 Each food product and its ingredients must be reviewed and approved by the Food Committee before being offered at the market. If a vendor wishes to make changes to their ingredients or ingredient sources, they must resubmit a Statement of Ingredients for consideration by the Food Review Committee. Food/drink vendors may be asked by the market to substantiate information on their Statement of Ingredients and are therefore required to retain ingredient invoices/receipts for the season and make them available for inspection upon request.
- 7.5 To reduce the ecological impact of the market, all food vendors are required, where alternatives exist, to use compostable or reusable cups, plates, and cutlery.
- 7.6 Vendors wishing to sell drinks need Food Review Committee approval. Preference will be given to vendors who use organic and locally sourced ingredients.

Section 8 - Services Policies

- 8.0 Service providers that physically manipulate their customers must obtain and provide the market with a copy of an insurance policy naming Fairfield Community Market Society (Victoria Farmers Market – Moss St.) as an additional insured.
- 8.1 Each service provider must be reviewed by a member of the Service Committee before providing services to the market.

Organizational Structure

Section 9 - Make-up of the Governing Body

- 9.0 The Fairfield Community Market Society is a non-profit society consisting of its members. Members may also participate by volunteering for committees, communicating with directors, managers and members, or attending meetings.
- 9.1 The Board is to consist of a minimum of six and a maximum of nine Society members (directors). It is suggested that three directors be organic farmers, one a craft producer, one a food producer, one a service provider and one representing the local community.
- 9.2 The Board makes decisions by consensus, and directors need to make a concerted cooperative effort. Directors will have at least one consensus workshop per year.
- 9.3 The Executive Director and Market Managers will manage the market as determined by the policies and directions agreed upon by the board.

Section 10 - Staffing

- 10.0 The Board will review all positions during and after each market season and retain the right to decide which positions are open.
- 10.1 Available positions will be posted at the market or in a newsletter.
- 10.2 As needed, the board will designate a personnel committee and will determine the mandate of this committee.

Constitution

Article I: Name

The name of the society shall be Fairfield Community Market Society.

Article II: Purpose:

The purposes of the society are:

- 1) To promote community participation and recreation and to afford opportunities for friendly and social activities; however, the society does not intend to own or operate a social club.
- 2) Generally to encourage, foster, and develop recognition of the importance of agriculture, art, and craft in local and national life;
- 3) To provide education about the environment, healthy living and organic farming issues;
- 4) To provide a direct sales outlet for handcrafted goods, local art, locally grown organic produce, and home-prepared foods in the community;
- 5) To provide a meeting place for the consideration and discussion of questions affecting the interests of the society;
- 6) To acquire, sell, manage, lease, mortgage, dispose of or otherwise deal with the property the society needs to carry on its various objects;
- 7) To maintain and, where possible, increase the opportunity for direct sales of locally grown and/or produced goods to the consumer.
- 8) To encourage improvement in the quality of life and enhance rapport in the community.

Article III: The purposes of the society shall be carried out without the purpose of gain for its members, and any profits or accretions to the society shall be used for promoting its purposes.

Article IV: In the event of winding up or dissolution of the society, funds and assets of the society remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations with similar purposes in British Columbia, as may be determined by the members of the society at the time of dissolution provided that such organization or organizations shall be a registered charity recognized by Revenue Canada Taxation as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect. If effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to a suitable level of local government.

Article V: No Director or Officer shall be remunerated for being or acting as a Director or Officer, but a Director or Officer may be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.

Article VI: Articles 3, 4, 5, and 6 of the Constitution are unalterable.

Bylaws

The Bylaws of the Society are those set out in "Schedule B" to the Society Act, with the following variations, deletions and additions: Part 5, Paragraph 30, in accordance with Article V of the Constitution. **(Dated the 19th day of April, 1992)**

The society will elect directors for two-year terms at the annual general meeting. The directors must retire after that two-year term. They may offer to stand for another term if elected by the membership. **(Amended March 26, 2011)**

Market Contacts

The Fairfield Community Market Society, which runs the Victoria Farmers Market at Moss Street, is governed by a Board of Directors elected by its members at the Annual General Meeting each spring. The Directors are volunteers, and together with other dedicated member-volunteers and staff, they invest many hours in organizing our market. If you have a concern, idea, affirmation or feedback, please share it with us. Sharing efforts and ideas brings us together and makes our market more collaborative and successful. Several Directors are available at every market, as most are vendors. Board meetings are open to interested members.

Current board directors and staff are listed on our website.

Victoria Farmers Market Vendor Code of Conduct

The Victoria Farmers Market at Moss Street has been a revolution in action since its start in 1992. Our founders envisioned a market community offering truly sustainable, local products that are handmade with environmentally friendly materials, organically grown, ethically minded, minimally packaged, and sold by the artisans who produced them. Every stall at the market is a microcosm of the whole. Each vendor is asked not only to abide by this philosophy but also to embody it, build on it, and ensure that every element of their business is as sustainable and locally sourced as possible. As a market community, we gain strength by working together, supporting and inspiring each other, and drawing others to our market. We hope this code of conduct will help us work together to improve our market.

Market vendors have a responsibility to:

- 1) Read the policy manual, uphold the principles of the market and promote the market philosophy of sustainably produced, socially just and organically grown.
- 2) Lend a hand when possible. The market is volunteer-driven, and there are many jobs, big and small, that can make a significant difference for the staff and board. Some volunteer hours are expected from all vendors.
- 3) Conduct themselves in a respectful manner toward other vendors, staff, and volunteers. Abuse, foul language, discrimination and aggression will not be tolerated at the market. Wear appropriate clothing for the venue. Shirts and shoes will be required while vending. Vendors who behave inappropriately will be asked to leave the market.
- 4) Report any problems or suggestions to the coordinator as soon as possible so they can be dealt with or implemented as soon as possible. Vendors are expected to attend market meetings to stay informed and provide feedback on their market experience.
- 5) Follow the suggestions from review committees with regard to limitations on displays, saleable items and production practices.
- 6) Be community-minded and aware that we are guests in the Fairfield neighbourhood. Be gracious about parking, avoid blocking traffic flow, and help ensure that everyone's needs are met within the market.
- 7) Have fun at the market and allow their artisanal passion to flow. Positive energy at the market is contagious and makes it an uplifting experience.

Events Calendar

The board endeavours each year to attract more customers to the market by planning and advertising special events. Some of the following dates and times may change, and new event dates may be added.

Regular Season Markets	May through October
Indoor Winter Markets	November through April
Outdoor Winter Markets	April
Holiday Market	Second Saturday/Sunday in December
Annual General Meeting	To be announced (February or March)

We will communicate details about the AGM to all members. Please make sure we have an up-to-date email address. AGM notice will be emailed to members and posted on our website.

Email: info@mossstreetmarket.com

Website: www.mossstreetmarket.com

Facebook: [Facebook.com/MossStMarket](https://www.facebook.com/MossStMarket)

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

Market Grounds Map





Your Local Organic Farmers Market

Fairfield Community Market Society

1330 Fairfield Road

Victoria, BC V8S 5J1

VictoriaFarmersMarket.ca

Email: info@MossStreetMarket.com

Twitter: [@MossStMarket](https://twitter.com/MossStMarket)

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

Facebook: [Facebook.com/MossStMarket](https://www.facebook.com/MossStMarket)