

Moss Street Community Market

Policy Manual 2016

Policies and Information for Vendors



We are striving to:

- Help strengthen the foundation of 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 market gardeners, backyard growers, home produced foods, crafts and artisans,
- Create an opportunity for community groups to convey information to their neighbours concerning important local, social, political and environmental issues,
- Encourage the continuing transition towards ecologically harmonious methods of food production, striving to work with, rather than against the natural system, and
- Have fun!

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

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Welcome to our Market

We are a market where individuals work in a consensual spirit respecting others. Vendors at the Moss Street Market believe in creating community as well as 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 with each other, we encourage each other to thrive in a nurturing atmosphere of abundance. We help each other to set up and take down our stands, and we buy from each other.

Policies of the Moss Street Community Market

The day-to-day conduct, operation and coordination of the Moss Street Community Market shall be governed according to the following rules and regulations. Exception to these policies may occur on a case by case basis at the discretion of the board, if they find the exception to be in the best interests of the Market.

Clarifications

Herein,

market refers to the Moss Street Community Market;

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 put 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 space is a prepaid, reserved 10'x10' space at each market; and

local or locally means: first the Capital region district, and second Vancouver Island and outlying islands.

Market Day

Section 1 - Membership, Fees and Stall Space

1.0 Vendors must be members of the market and must staff their own tables.

Space and memberships at the Market shall be paid for as follows:

Annual vendor membership fee	\$30.00
Annual community (non-vending supporter) membership	\$5.00
Children's (under 15 years of age) membership fee	\$5.00
Daily fee to vending members - regular space	\$30.00
Daily fee to vending members - premium space	\$35.00
Daily fee for education/community tables	\$30.00
Daily fee for vendors under 15 years of age (1/2 spot)	\$4.00
Entertainers	free
Annual fee for a reserved space (incl. membership)	\$624.00
Annual fee for a reserved premium space (incl. membership)	\$728.00

Prices exclude taxes

- 1.1 Daily fees for shared spaces are based on membership status of the individuals sharing.
- 1.2 Drop-in spots may be paid for and reserved in advance by contacting the Market Manager. Cancellations must be made by 10:00am the Friday before the Market or fees will not be refunded. Any leftover drop-in spots will be assigned starting at 8:00am each market day (line up at the flagpole).
- 1.3 Spaces at each market are limited. Several spaces may be reserved by the board 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 of a reserved space must be received by the manager by 10:00am Friday, AT LATEST. Except in an emergency, a member with a reserved space who fails to notify the manager of his/her absence may lose the reserved space.
- 1.5 The board reserves the right to limit the number of vending memberships and reserved spaces. 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 Market shall take place between 10:00am and 2:00pm Saturdays each week from May until October. A bell will ring to signal the start and close of the Market. All Market sales to customers must take place ONLY within these times. Vendors are permitted to sell to other vendors outside of these times. All vendors will remain set up until the close of the market at 2:00pm on regular Saturdays and 4:00pm on Paint-In Day. Ideally booths should be tended during the market whether sold out or not but in any case must remain intact for the duration of the market.
- 1.7 Setup begins no earlier than 8:00am and vendors must have the site cleared by 3:00pm (5:00pm for Paint-In). Vendors MUST arrive by 9:00am in order to be set up by 9:30am. If your stall is vacant at 9:30am it will be counted as vacant and given to weekly vendor. Please remove all vehicles from the market area by 9:30am as this will help to limit traffic problems.
- 1.8 The school board graciously permits vehicle parking on school grounds. Farmers will have priority for spots suitable for vehicle parking. Thurlow Street, from Moss Street to the school parking lot, is for vendors but not vendors' vehicles. Absolutely no parking or stopping in designated areas. Please see attached parking map. Failure to abide by this policy may result in disciplinary action. See policy 2.6. Loading and unloading zones are a maximum of 15 minutes. Please load and unload to and from your vehicle within this time. Vendors are not allowed to park in the parking lot during market hours. Repeated offences are subject to disciplinary action. See policy 2.6.
- 1.9 Attendance at the Holiday Market is by invitation based on how many times a vendor attended the summer market season. Because only limited space is available for the Holiday Market, priority will be given to vending members whose attendance has been most frequent during the season. The invitation process starts in September and goes until all the spaces are filled. All items to be sold at the Fair must be reviewed in advance. A winter review is held in November. Items approved at this review are ONLY approved for the Holiday Fair; they must be re-reviewed for the summer Market. Tables can be shared only at the discretion of the Christmas Fair Committee.
- 1.10 The Moss Street Paint-In is an annual event held by the Art Gallery of Greater Victoria. They host local Victoria artists and position them along Moss St from Fort Street to Dallas Road. To incorporate the Paint-In, the Market stays open from 10:00am to 4:00pm. All unreserved spaces must be paid for in advance that day. Fees for these are collected starting at the beginning of July.
- 1.11 The Market will host "half" markets for the four weeks preceding the May start of the Market and the two weeks following the last full Market in October. These Markets run from 10:00am to noon and are half the usual stall fee.
- 1.12 All fees quoted are for a 10'x10' space at a market. Access space must be left between vendors within that 10'x10' area. Under special circumstances a larger space may be approved. Vendors supply their own tables, chairs and shelter, and

are responsible for creating a safe environment. Prospective Vendors will be required to provide a photo or drawing of their display as part of the Application. Acceptance of vendor display is subject to the approval of the Market Manager and The Board. Vendors are expected to create an aesthetically pleasing environment which allows them to vend in all weather. Weights and shelter will be required on windy wet days. Any vendor with a source of ignition is required to have a fire extinguisher.

Section 2 – General Conduct

In order to foster a spirit of community at the Market, all members, vendors and staff are expected to treat each other 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 space and 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 amount of packaging sold with their products and for taking packaging back from patrons and disposing of it. One of the Market's guiding principles is to be ecologically sustainable and to aim to be garbage-free.
- 2.1 No dogs, except guide dogs, or other animals, are permitted inside the market. 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 Washroom facilities are open to the public when there is a washroom attendant present to keep the entrance clear. 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 In consideration of Market performers and your fellow vendors, any playing of live or recorded music must be pre-approved by the manager (i.e. no radios please).
- 2.6 The Board (minimum three directors) may prohibit any person from renting stall space and may require persons to leave the Market in the event that they fail to abide by the policies, vendor code of conduct, or the decisions of the Board.
- 2.7 The Board has the right to withdraw the membership of a vendor who fails to abide by the policies. The vendor in question may appeal the decision by a written submission to the Board within 60 days of being notified of the withdrawal of their membership. Membership fees will 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 will be required to dismantle their display and to leave the Market immediately.

Section 3 - Policies for Education / Community Groups and Services

- 3.0 A maximum of four spaces will be reserved for education/community tables at each market. These are for non-profit organizations which in some way contribute to the environmental, social or cultural health of the community. Attendance at each market must be pre-booked. Priority may be given to groups who 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 spaces 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 are locally produced or printed items such as pamphlets, t-shirts, bags, etc which enhance the education program of the organization. These items must be locally designed, printed, screened, etc.
- 3.5 The Board will have absolute discretion to decide which education groups may participate at the market and to what extent. The Board will encourage the participation of education groups which hold a similar philosophy as that upon which the Market was founded.
- 3.6 A maximum of four spaces 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 encourages a direct relationship between the producer and consumer and builds the local economy. Under special circumstances, consideration may be given to non-local products. All vendors are encouraged to buy from one another.
- 4.1 Products must be sold by their primary producer, who must be a member of the market. Owner/producer is the creator of the original recipe, design or farm plan, and who is involved in all elements of the production. This supports integrity and branding of the market. A producer who does not have enough product to warrant a full space 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 at the discretion of the board (see 4.2).
- 4.2 At the discretion of the board, a group of vendors who cannot be present each week, may share a spot 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 extra \$5 will be charged for each extra vendor. All products must have labels indicating which producer they come from, and each selling producer must be knowledgeable about the other vendors' products.
- 4.3 All producers must fill out 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. Where required, vendors shall obtain Social Services Sales Tax and GST Registration Numbers, and shall be responsible for the collection and remittance of any Provincial and/or GST Tax.
- 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 Except where they meet VIHA health regulations, those products that MAY NOT be sold include (but are not limited to) the following: dairy products (milk, cream, cottage cheese); meat, fish, poultry or products thereof; live animals, including fish and fowl; cakes, pies, tarts or bread products that have a syrup, frosting or topping on the surface or cream filling; and, under no circumstances, used or second-hand material including antiques, commercial products for resale or products which exploit humanity.
- 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: foods, craft, farm, and a services committee, each of which will consist of at least one director and one other person (director or member). A music committee will also be formed to review and book performers. Regardless

of previous sales, each new type of product 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 sell at the Market before their review status expires. They must be successfully reviewed again in order to sell. Any vendor that sells three times or less during the previous season, must have their products re-reviewed before selling at the Market again.

4.8 Review committees are responsible for communicating (in person if possible) with each prospective vendor in their category to review the product for its appropriateness for sale at our market and its 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. Review committees must also discuss product-related policies with prospective vendors. They must provide them with a copy of this manual and participant's agreement, and inform them that they must fill out and sign a participant's agreement before selling at the Market, and read and understand the policy manual.

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 are not present, if at least three (3) directors are present, their consensual decision as to the suitability of a product shall be binding. Where such a decision has been made, it may be appealed by any vendor to the Board at its next meeting.

4.10 Persons conducting a store front operation (exclusive of farm gate sales & 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. Exceptions may be made for vendors, upon reapplication, who sell from their Sole Place of Production if the following conditions are met:

- a) Vendors must have vended for one full season at the MSM prior to selling from their Sole Place of Production.
- b) Retail space for vendors selling from their Sole Place of Production must be no more than 150 square feet.
- c) The owner of the business must be present at the market to represent his or her business.

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 hand-made items excluding food.
- Services: therapy and personal services.

4.12 Children under the age of 15 will be permitted to sell their crafts at the market, subject to a review by the Children's tent manager. Children will be held to a similar standard as adult vendors. Children vendors will set up adjacent to the Children's Tent. They must have a parent or responsible adult willing to supervise.

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 handcraft component must dominate the commercial component, and commercial components must be transformed in a way that makes the work unique.
- 5.1 Items must be of original, unique work or design.
- 5.2 The starting material must be significantly altered and enhanced by the artisan.
- 5.3 The product must meet basic expectations of product life, function and safety.
- 5.4 Each craft product MUST be reviewed in advance by a member of the Craft Committee before being displayed at the Market.
- 5.5 Crafters must complete and sign the Crafter's Statement, which shall be prominently displayed at each 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 provincially recognized certification body except as follows. Growers who were approved by the farm review committee prior to 2012 will be grandfathered in with their current production methods. Farms less than 1/4 acre under their cultivation or backyard (urban) farms may at the review committee's discretion may be exempt. Growers must complete and sign the Growers Statement, which shall be displayed at each Market. Farmers are required to obtain current organic guidelines before each Market season. Each farm is required to display the farm's name, the grower's statement, and if applicable, certifications at their stand.
- 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 at below fair market value is strongly discouraged. The market value of farmer's produce should reflect the farmer's labour and knowledge as well as quality, time of season and variety of crop grown. A current market analysis for organic produce has been compiled by the Farm committee in order to give farmers an idea of what is fair market value for local organic produce. Please ask a Committee member for a copy of this information.
- 6.3 Each farmer MUST be reviewed in advance by a member of 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 get approval from VIHA each season prior to 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 the purchase of ingredients from Market farmers.
- 7.2 In order to inform customers of exactly what they are buying, food products are to be labelled as to ingredients, in their order of predominance. Every effort should be made to distinguish between organic and non-organic ingredients. You may label each item or have labels clearly displayed on your table beside the appropriate food items. Food Vendors must complete and prominently display an up to date "Food Vendor's Statement of Ingredients".
- 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 MUST be reviewed in advance by a member of the Food Committee before being displayed at the Market.
- 7.5 In order 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 Persons who physically manipulate the body may bring an assistant to demonstrate on. For reasons of liability, they may not physically manipulate the bodies of members of the public, unless an insurance rider is provided to the market society by the practitioner that names as an additional insured, and gives indemnity to the Moss Street Market and the Fairfield Community Market Society.
- 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 Managers will manage the Market as determined by the policies and directions agreed upon by the Board.

Section 10 - Staffing

- 10.0 The Board must review all positions during and after each Market season and retains the right to decide which positions are open.
- 10.1 All 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 opportunity for friendly and social activities; however, the society does not intend to own or operate a social club.
- 2) Generally to encourage and 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 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 reasonable 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 membership. **(Amended March 26, 2011)**

Market Contacts

The Fairfield Community Market Society, which runs the Moss Street Market, is directed by a Board of Directors elected by its members at the Annual General Meeting in March of every year. The Directors are volunteers, and together with other dedicated member-volunteers and staff, a great many hours go into to 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 ours a communal and successful market. Several Directors are available at every market as most of us are Vendors. Board meetings are open to interested members.

Directors

Nate Poetker (Farm), Chair
Jordan Field (Farm), Secretary
Evelyn Pereira (Farm), Treasurer
Dennis O’Brien (Farm)
Byron Fry (Food)
Heather Ramsay (Farm)
Anita Doornekamp (Craft)
Emma Ramer (Craft)

Staff

Market Manager – Kyle Goulet
Assistant Manager – Patty Hollister
Children's Tent Manager – Jacqui Kerr
Coffee Attendant– Akiko Murano McInnis
Facility Attendant – Anne Gibson
Auxiliary Staff – TBA

Moss Street Market Vendor Code of Conduct

The Moss Street Market has been a revolution in action since its start in 1991. 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 to embody it, build on it and make certain that every element of their business is as sustainable and locally-sourced as it can be. As a market community, we gain strength by our ability to work together, to support and inspire each other and to draw others to our market. It is our hope that this code of conduct will help us work together for the betterment of our market.

Moss Street 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 to be done, big and small, that can make a big difference to 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 in order to stay informed and to 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 and not blocking traffic flow and help make sure that everyone's needs are being met within the space confines that the market offers.
- 7) Have fun at the market and allow their artisanal passion to flow. Good energy at the market is catchy and it helps make the market an uplifting experience.

Events Calendar

The board endeavours each year to attract more customers to the Market by planning and advertising special events. Some the dates and times of the following may change, and new event dates may be added. Please check at the information table now and then for an updated list.

Regular Season	May 7 through October 29
Indoor Winter Markets	November through March
Outdoor Winter Markets	April
Holiday Market	December 10 & 11
Annual General Meeting	To be Announced
Special Events	To be Announced

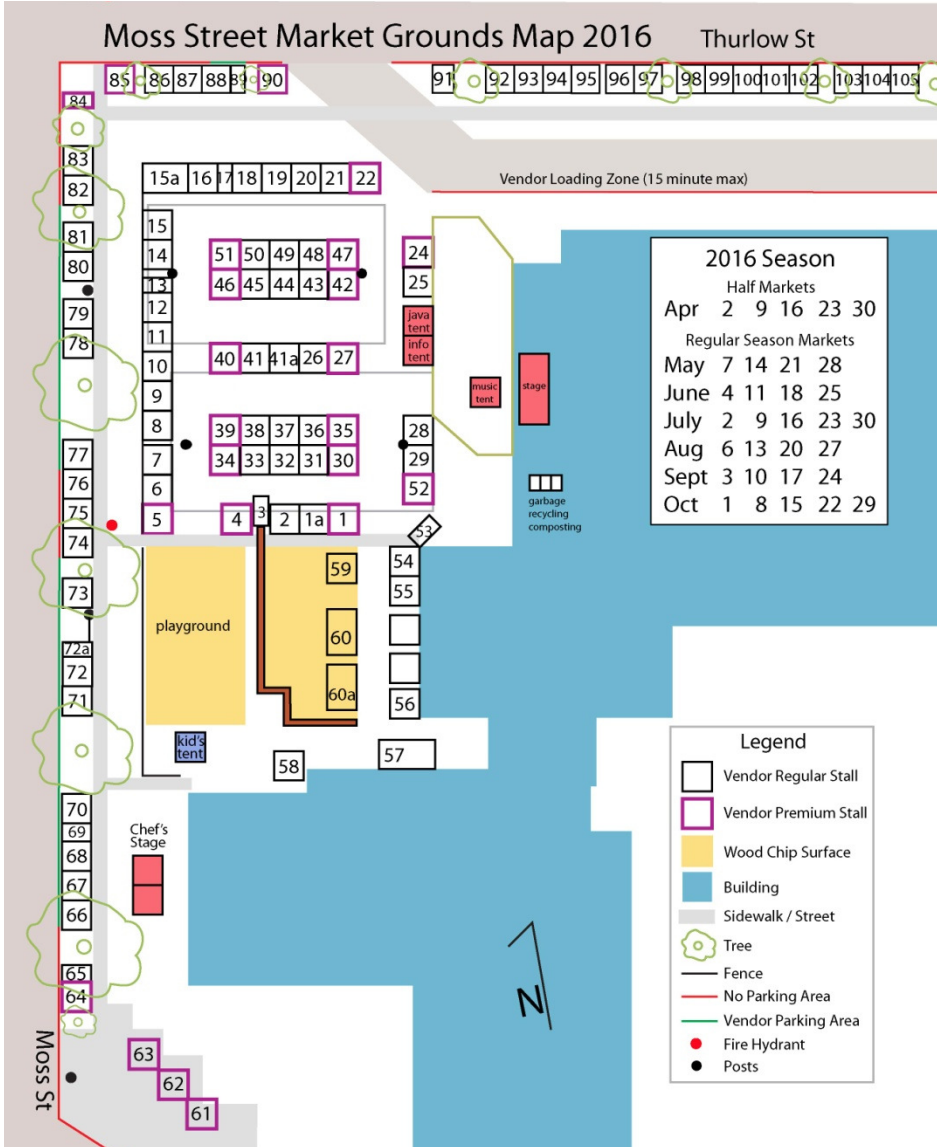
We will communicate with all members in the New Year with details about the AGM and the coming Market. Please make sure we have up-to-date contact information. Email, call, or go online to update your address or to find out about vending at the market and the AGM.

Email: info@mossstreetmarket.com

Phone: 250-361-1747

Website: www.mossstreetmarket.com

Market Grounds Map 2016





Your Local Organic Farmers Market

Fairfield Community Market Society

1330 Fairfield Road

Victoria, BC V8S 5J1

Telephone: 250-361-1747

MossStreetMarket.com

Email: info@MossStreetMarket.com

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

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