

CORRECTIONS OR DELETIONS

If there are any dates you are no longer interested in or other changes to your invoice, please contact our office to let us know & we'll ensure that you have the correct payment amount and schedule. Cancellations prior to the payment deadline are not subject to a cancellation fee.

PAYMENT FOR MARKET DATES

Payment of the invoice is expected within 15 days of receipt of the invoice to guarantee your market dates.

Advance payment may include post-dated cheques. Cheques should be made **payable to YLFMS** and **dated 2 weeks prior to the first date they are covering**. Please contact us for electronic payment options.

Late payment fees:

Up to one week past payment due date - penalty of \$25

Eight days to 2 weeks past payment due date - additional penalty of \$50 (total of \$75)

Beyond 2 weeks past payment due date - retraction and reassignment of unpaid dates.

Post-dated cheques may not be cancelled in the event of a change or cancellation of dates. The cheque will be deposited as soon as its date is current. The vendor who has cancelled will receive a refund according to the cancellation policy.

Returned cheques will be charged an NSF fee of \$25.

Vendors are expected to pay for booked stall spaces in advance of market dates, and to pay for Cancellation Fees and Late Fines by deadlines specified by VFM.

CANCELLATION POLICY AND FEES

Vendors are asked to **cancel at least 72 hours before market day** when possible.

Cancellations with less than 72 hours notice will not receive a refund.

For the **first 2 times** in the market year, (May - April), vendors who cancel or change an assigned stall date with a **minimum of 72 hours notice** prior to the Market day, will be **refunded 50%** of their stall rental fee. (See Farmer First policies for cancellations related to crop loss, damage or late crops). Cancellations with less than 72 hours notice will not receive a refund. Beyond 2 cancellations in a market year, there will be no refund offered.

Stall refunds will be processed quarterly.

Cancellations or changes of dates are to be processed through the Market office only. Date swapping between vendors will be treated as a cancellation.

Cancellations without notice (i.e. no-shows) will be subject to a No-Show fee of \$50.00 and a Notice of Violation will be issued. Two no-shows within a calendar year will mean forfeiture of future market dates and could jeopardize the vendor's long-term relationship with the market.

VFM reserves the right to allow exemptions when circumstances to cancel a date are due to emergency situations (i.e. medical or family emergencies or crop failure). These exemptions will be made on a case-by-case basis and require a letter of explanation from the vendor to the Operations Manager for review.