



Rules and Regulations For Souk el Tayeb Farmers Market

January 2010

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Souk el Tayeb - the first weekly farmers' market of Lebanon - was created to preserve food traditions and the culture of small farming in Lebanon, working to protect the interests of the local small farmers and producers, enabling them to compete fairly in an era of globalized agricultural trade. By connecting both consumers and producers who value traditional, high quality, natural products, farmers are able to get a fair price for their goods, gaining recognition and a better income. Through Souk el Tayeb, we are perpetuating and preserving centuries old food traditions in Lebanon for future generations to enjoy.

Souk el Tayeb's rules & regulations were developed to ensure proper management of the souk, as well as to protect the interests of small farmers, producers, and customers. Rules and Regulations will ensure that the Souk will remain a unique place for vendors to sell their products and for customers to buy high quality, home-grown, traditional, local produce.

Each farmer is required to read carefully the regulations, sign them and keep a copy for their records.

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Vision and Mission

Souk el Tayeb's vision is to celebrate food & traditions that unite communities and support small-scale farmers and producers

Mission Statement

Souk el Tayeb will foster innovative, environmentally sound, economically viable and socially responsive approaches through:

- Supporting small-scale farmers and producers
- Contributing to local community development initiatives
- Carrying out advocacy, research, and education about food traditions & Heritage, organic and healthy lifestyle
- Creating a "platform" that brings together people of different regions, origins & beliefs around a shared goal

Our 10 Values

- 1) Respect
- 2) Responsibility [towards earth and mankind]
- 3) Environmental awareness and consciousness
- 4) Community service
- 5) Leadership / Ambition
- 6) Passion
- 7) Commitment / Discipline
- 8) Innovation / Creativity
- 9) Transparency
- 10) Accountability

I. Applying to Souk El Tayeb

To apply to Souk El Tayeb, new vendors must receive:

- An Application Form
- A copy of the "Rules and Regulations for Souk El Tayeb Farmers Market"

Documents are provided by Souk El Tayeb' staff or can be downloaded from Souk el Tayeb's website.

After reviewing the rules, vendors must submit to Souk El Tayeb Quality Control Manager:

- The completed signed Application Form
- The required support materials and forms
- The agreement form signed

II. Who May Sell?

Vendors could be individuals, families, groups, cooperatives, associations, private small cooperatives or employees of small corporations who are directly involved in production. Vendors' categories include:

1. Farmers/ growers (Fresh fruits & vegetables)
2. Fishermen/ butchers
3. Poultry and dairy farmers/producers
4. Homemade food products, mouneh
5. Bakers

To sell at SET, vendors must fulfill the following:

1. Grow / produce their own Local Product within the Lebanese territory
2. Sell directly (no use of intermediaries)
3. Be a small-scale producer or farmer (typically a non industrial infrastructure)
4. Provide a proof that products are grown / produced in own land / production place
5. For organic producers / farmers, provide updated organic certification from a recognized certification body
6. Allow SET Quality Control manager to inspect the farm or location of production
7. Pay the Souk fee
8. Sell high quality product

III. Products sold at the Souk

A. Products/ Categories list

The following items may be sold in Souk El Tayeb:

1. **Organic / certified products**— All items sold as “organic” must meet the requirements of an official certification body. Sellers of organic items at the Souk must clearly display a copy of their updated certification when selling at the Souk. Only certified organic growers may display signs using the words **“certified organic”**
2. **Fruits and vegetables** must be fresh and grown from seeds or seedlings by the vendor
3. **MOUNEH:** must be prepared by the vendor from fresh raw materials, without any additives or preservatives. Preference will be given to vendors who grow their own fruits and vegetables, who purchase fruits and vegetables from other SET members, or from local sources
4. **Fresh juices:** preferably from growers or from Souk El Tayeb
5. **DRIED FRUITS:** Preferably from growers or from Souk el Tayeb and dried by Vendors themselves
6. **NUTS:** must be foraged by Vendors from their own farm
7. **HONEY:** Vendors must own the hives from which honey is extracted and bottled
8. **MEAT AND FISH PRODUCTS:** must be from animals raised by Vendors and reared extensively
9. **EGGS AND POULTRY:** must be from the Vendors’ own fowl and reared extensively
10. **CHEESE AND OTHER DAIRY PRODUCTS:** must be prepared by Vendors themselves. Preference will be given to vendors who have a dairy herd providing the milk used to make the dairy products
11. **BAKED GOODS:** including breads, cakes, pies, cookies, etc. they must be baked by Vendors in their own kitchen (*homemade*). Baked goods must be kept covered at the Souk
12. **Soap** must be produced with an actual hot or cold soap making process (a saponification process). That is, it cannot be a “melt and pour” process. If the soap contains herbs, preference will be given to applicants who grow their own herbs or who purchase herbs from other SET members, or locally sourced herbs
13. **Dried herbs, spices, beans, grains** must be grown by the vendor and processed by the vendor in compliance with all health regulations
14. **Crafts [if any]** must be handmade. Any craft or artwork sold must be the work of the vendors themselves. Crafts should be limited at the Souk

15. **Other:** other products can be sold at the Souk on a case by case basis (ie: book from Lebanese authors, tote bags, etc)

B. Outsourcing

1. All products sold at the Souk should get prior approval from Quality Control manager
2. Except for certified traders, vendors may not sell items on behalf of, or bought from, anyone else, they can only sell their own production as of fresh product (fruits and vegetables) or own production (locally sourced) as of processed food (jams / paste /cooked)
3. For processed food, up to maximum 20% of raw materials can be outsourced/ imported from outside the country
4. For Organic products, vendors must follow the certifier regulations concerning the outsourcing
5. For conventional products, limited outsourcing can occur (in quantity and variety), for a reason approved by Souk El Tayeb Quality Control Manager
6. If vendors are outsourcing one or more products, they must fill and sign a "certification of origin" allowing the Quality Control Manager to control the source of the outsourced products
7. In all cases, outsourced products must abide by the same rules as non outsourced products (see below)

C. Restrictions for Vendors

1. Crops grown in soil fumigated or harvested/ protected in storage with chemicals not approved by the government, may not be sold at Souk El Tayeb
2. Livestock, meat or dairy product raised or developed using Bovine Growth Hormone (BGH) may not be sold at Souk El Tayeb
3. Food and mouneh products containing additives, preservatives, colorant or any other chemical reagent may not be sold at Souk El Tayeb
4. Food and mouneh products should be labeled, mentioning the origin of the product, ingredients, production and expiry dates, and a batch number allowing traceability for the product.
5. Any vendor wishing to sell new items not previously approved by Souk El Tayeb, must notify the Quality Control manager in writing a new list of products before bringing the products to the Souk
6. Vendors with organic certified products must submit a copy of the certification and the annexes to the Quality Control manager. The submitting of these copies must be regularly updated

7. Mixed operations (certified organic/conventional) must submit documentation as to harvest location/lot number and yield and must present products for sale in a manner approved by Souk El Tayeb
8. All products labeled "organic" must be certified from a recognized certification body. Verbal or written declarations of organic status, not certified as required, will result in termination from the Souk (see section penalties)
9. The document that mentions the "in conversion" phase cannot be displayed on the stalls and does not stand for "organic" products
10. The products offered for sale may be restricted by the Quality Control Manager according to the product type, product quantity, or season. Restrictions are imposed to ensure a balance of variety, range of products, and quantity

IV. Souk Operations

A. Operations:

1. For Souk locations and time schedule (Refer to appendix 1)
2. Vendors must attend the Souk regularly (preferably on a full month basis)
3. Cancellation of the Souk or early closure shall be at the sole discretion of SET Management team
4. Vendors attending the Souk must notify the Souk Manager of their attendance no later than one day preceding the Souk day
5. If vendors cannot attend the Souk for any reason, they must inform the Souk manager no later than one day before the souk day. If the souk manager is unavailable, vendors must notify SET office no later than 4p.m. on the day before the Souk
6. Vendors should be ready by maximum half an hour before official opening of the souk. Repeated lateness may result in the loss of allocated stalls and in payment of penalty fee (See section on penalties)
7. Sales must be only by the farmers/producers themselves without any intervention of middlemen
8. Personal presence of farmers/producers is mandatory to support direct producer to consumer policy
9. Farmers/ Producers must declare to the souk management the presence of a representative who should get prior approval from Souk management
10. In case of a representative presence, Farmer/producer is responsible for the actions of the his representative
11. Each vendor shall remain on his/ her own Souk space when selling products. Sales should be conducted in a professional business manner. No shouting, hawking or other objectionable means of soliciting customers shall be tolerated. Vendors should not pick up customers from other vendors' stands

12. Vendors' products must comply with the relevant Food Safety Regulations set by the SET QC manager
13. The Vendor's stall locations are not permanent and may be changed at the discretion of SET management
14. Vendors are expected to treat each others, SET staff, customers and officials with respect
15. Vendors experiencing difficulty with other vendors or customers should submit the matter to the Souk Manager
16. Complaints about other Vendors or the Souk Rules and Regulations must be made in writing to the QC manager
17. In case souk El Tayeb received any complaint from a customer about a vendor or vendor' product, the vendor must solve the issue in one week maximum
18. Souk El Tayeb is not responsible of any personal loss, personal injuries or damaged properties that happen during souk hours.

B. Organization

1. Vendors in the Souk are represented by a committee (Souk El Tayeb Producers committee), elected on a yearly basis (Refer to appendix 2)
2. The committee provides a link for communication between producers and Souk el Tayeb management team; facilitating mutual collaboration around the Souk projects

V. Arrival, Departure and Selling Time

1. Vendors are allowed a one-hour set-up before and after the scheduled Souk hours. The dismantling of the souk begins at the closing time of the Souk
2. Vendors are required to arrive at least 30 minutes prior to the start of the Souk
3. Vendors may not arrive more than 2 hours previous to Souk opening hours
4. Vendors may not leave their stall space before the Souk closes without approval from the Souk Manager

VI. Setup, Safety and Sanitation

1. Tables must be covered with proper table cloth provided by Souk El Tayeb management
2. Products should be displayed in a sanitary, presentable and attractive manner. It is up to vendors to ensure adequate and nice set-up for the stands
3. Tables shall not be filled beyond load capacity and products on the display table must be secured

4. One to two vendors are allowed to be present in the stall (one person per table)
5. Products sold must be packed in bags approved by Souk El Tayeb management
6. All vendors are required to clean up their own products remains, packaging material and any debris in their stall and selling area. During the Souk hours, vendors must continuously monitor the debris around their selling area and pick up any trash and keep their area clean
7. Stall area, including back area, shall be kept clean of excessive produce additions, produce to be thrown away and excessive loads of boxes
8. Public drinking of alcoholic beverages during the Souk hours are prohibited
9. Smoking at the Souk and during the Souk hours is strictly prohibited
10. Amplified music is not permitted at the Souk unless it is part of an activity / event sponsored by the Souk
11. When providing samples of any kind, a trash receptacle must be provided for public use
12. Samples should be kept in clean, covered containers; use toothpicks or disposable tools to distribute the samples; use clean, disposable plastic gloves when preparing samples

VII. Product pricing

1. Souk el Tayeb does not control prices
2. Vendors are responsible for determining prices for their products. Prices should be acceptable, logical and fair. Prices may fluctuate during a given season
3. All prices must be clearly displayed in LBP or USD on each individual item sold at the Souk
4. Vendors may conduct heavy sales during the specified times announced by the Souk management only
5. Bargaining with the consumer is allowed but should remain professional
6. All scales must be correct and easy to read by the customers

VIII. Souk fees

1. Daily fees and monthly payments are collected by a person mandated by Souk El Tayeb management team. Fees are collected by the end of each Souk day. For fee amounts (refer to appendix 1)
2. Fees may be subject to change within a given year.

3. The Souk Management has the right to provide discounted rates in specific cases.
4. Invoices and receipts are provided to vendors on a monthly basis
5. Different set of fees are applicable during special events

IX. Penalties

Non compliance with Souk El Tayeb' rules and regulation will lead to the following:

- Verbal warning for the first time
- Written warning for the 2nd time
- Fines according to the table below, for the 3rd time :

Violations	Fees
Late to Souk	10 \$
Smoking in the selling area	10\$
Failure to clean up	20\$
No prices posted	20\$
Late payment of fee	10\$ (accumulating on monthly basis)
Certification not displayed	10\$
Selling products not pre-approved	10\$
Unprofessional behavior	20\$
False declaration about organic status or about product origin	Suspension from Souk el Tayeb for 2 consecutive weeks (from all souks)
Any other violation of Souk El Tayeb rules	10\$

Repeat violations of Souk rules and regulations will result in expulsion from Souk el Tayeb.

Souk El Tayeb team, as well as farmers and producers are all part of the same family and we all share the same vision.

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Souk El tayeb team is responsible for ensuring that all markets run smoothly, therefore, rules and regulations provide a guarantee that all vendors at Souk el Tayeb are equally treated without any discrimination.

Souk El Tayeb's rules & regulation also set rights and responsibilities of vendors. Understanding those rules will prevent misunderstandings and will ensure better management of farmers at the Souk.

For information and support, please contact us at:

**Souk El Tayeb
Beirut, sector 79
Naher street, n° 12 (Jisr el hadid)
Facing Spoiler Center
Chalhoub building, n° 22 - Ground floor
Tel./Fax.: 961 1 442 664
www.soukeltayeb.com**

Appendix 1

I. Souk Operations:

To date, the Souk operates in 2 locations:

- In Saifi, on Saturdays from 9 a.m. to 2 p.m.
- In ABC Ashrafieh, on Wednesdays from 4 p.m. to 9 p.m.

II. Souk Fees:

In Saifi (per souk day):

- Standard fee of 50\$ for a regular stand that includes 2 tables
- Standard fee of 25\$ for one table [sharing the stand with another vendor]

Standard stand: 3mx3m

One table: 60cmx 200cm

In ABC mall – Ashrafieh (per souk day):

- Initial fee of 100\$
- Standard fee of 20\$ per stand

Appendix 2

Souk El Tayeb Producers' Committee (SPC)

A. Objectives

SPC provides a link for communication between producers and Souk el Tayeb management team; facilitating mutual collaboration around all sets projects

B. Roles and responsibilities

- Receive and transmit producers concerns, ideas, projects, suggestions
- Act as an open discussion forums
- Collaboratively work on projects related to the weekly market and other projects
- Discuss ongoing events and projects at Souk El Tayeb
- Share information about setting other activities

C. Meetings

- Frequency: monthly and more as needed
- Time and place to be decide by members and QC manager
- All participant to be informed a week in advanced
- Minutes of meeting including action plan to be prepared by QC manager and distributed to SPC
- Quality control Manger is responsible for following up on all actions and decisions

D. Members

- The committee includes 5 members, voted by all producers, representing different sectors:
 - Organic farming
 - Organic and conventional production
 - Bakery and pastries
 - Homemade food and sweets
 - Animal products (dairy,...)
- Members can rerun more than once
- External participant will be invited to the meeting
- Members must make a serious commitment and motivated to participate to committee meetings
- Three unjustified absences will imply replacement of the member

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- Non food producers not eligible to run for this committee

E. Duration

A new committee will be elected every year in April or May, where two of the previously elected members will stay in the new committee, for continuity.