



WELLINGTON NORTH FARMERS' MARKET VENDORS HANDBOOK OF RULES & REGULATIONS

2017 Market Season
www.simplyexplore.ca

ORGANIZATION

The Wellington North Farmers' Market is an entity of the Township of Wellington North with support from the Wellington North Cultural Roundtable. The purpose of the Farmers' Market is to market local farm and agriculture products and to improve production of, stimulate public interest in, and increase consumption of local products. It is also the intent of the market to be community oriented – be dynamic, friendly and reflect our community's personality. The Wellington North Farmers' Markets are therefore open strictly to local and bona fide producer-vendors. All vendors must sign that they have read and will abide by the rules of the Farmers' Market.

Locations, Dates & Hours

The market will be located on a portion of King St. E. from Egremont St to Fairgrounds Entrance Gates, at the Victory Community Centre (320 King St. E) in Mount Forest. The Wellington North Farmers' Market runs each Friday afternoon from 3:00 p.m. till 6:30 p.m., from May 26th to October 6th, 2017.

Rain or Shine

The Market will run. During inclement weather the Market will be relocated inside the Victory Community Centre. Signs will be posted directing patrons indoors.

Vendors

To become a vendor, persons must submit the proper application, be approved by the Farmers' Market appointed committee members and agree to abide by the Rules and Regulations.

The Wellington North Farmers' Market will be primarily for the sale of:

- a. **Food:** Meat, fish, poultry, honey, cheese, eggs, butter, maple syrup, fruit, vegetables, dairy, goat, sheep, elk, EMU products
- b. **Horticultural:** flowers, shrubs, plants, etc.
- c. **Other:** home baked goods, preserves, home-made crafts, wood products

Food Terminal products can only be sold with the approval from the Market committee and must be of high quality standard.

Only articles listed on application forms can be sold. Additional items need to be reapplied in writing for approval from the said committee.



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Vendor Agreement

All applicants to be a vendor must complete a "Vendor Application" form annually. The purpose of the Vendor Application procedure is to maintain a high quality, producer-based market, to provide a variety of balance of products, to ensure fairness to all vendors and to ensure that vendors abide by the rules of the markets.

Pricing – All items for sale must have prices prominently and clearly displayed. Vendors must not practice stress pricing by under cutting other vendors or dumping products at bargain prices. Please show respect to fellow Vendors when selling products.

Food Safety

All vendors and their staff handling food products must maintain a very high standard of personal hygiene and cleanliness. The practice of standards will prevent the transfer of pathogens between vendor/staff and therefore food. Each vendor is responsible for keeping their product at the proper temperature.

25% Rule

The sale of items grown or produced by anyone other than the vendor is only permitted by special provision. Such items must be approved. For approval, at least 75% of what is being sold is the vendor's own product and the resell items cannot be in competition with locally grown items for sale by other market vendors. And further to that, items grown or produced outside of the 50km radius are identified as such and must be products of Ontario.

Residency

Applicants must be residents of Ontario and grow or produce the goods within a 50km radius of Wellington North.

Vendor Distribution

The percentage of primary producers/growers (product is grown or raised by the vendor) to non-growers shall be no less than 51% which qualifies Wellington North Farmers' market to be considered true "Farmers Market" as defined by Farmers' Markets of Ontario (FM0). The Wellington-Dufferin-Guelph Public Health Unit (WDGHU) is the body which verified whether a vendor is a primary producer, and any determination of the WDGHU overrides the Wellington North Farmers' Market Committee classification of primary producer/grower or non-grower.



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Booth/Stall Allocation

The Wellington North Farmers Market Committee shall assign space on the day of the market. The Wellington North Farmers' Market may move a vendor for reasons of safety, health, product compatibility and any other valid reason at their discretion; however, every effort will be made to keep a vendor close to their originally designated location to minimize disruption for customers.

Space limitations

Vendors may apply for multiple stalls but allocation depends on space availability at the time.

Fees

Booth/Stall Fees

- A 10x10 area will be designated to each vendor
- A table will not be provided
- A \$10 fee will be charged for each day. \$2 extra for hydro.
- If a vendor secures their space for the whole 20 weeks, they shall receive a \$40 discount, for a total season fee of \$160.00.
- Vendors must plan ahead for the month and are committed for the number of weeks paid. A buddy system can be arranged and is encouraged with other vendors, should the vendor not be able to make it.
- Payments may be made by Cash or Cheque made out to "Township of Wellington North".

Hydro and Water Usage

Hydro and Water will be supplied to those that request it, but is subject to availability.

Vendor Responsibilities

Compliance – Vendors must comply with the set rules and regulations

Punctuality – Vendors must arrive at the market in time to unload, move products into the booth/stall, park vehicles, setup and open for business for the designated opening time. Vendors must keep their booth/stalls open for the entire market day, and not begin to tear down before designated closing time.

Displays – Vendors are responsible for providing all display materials (displays, tables, chairs, etc) and setting up and tearing down any displays. Booths should have an attractive and professional appearance, enhanced by good presentation and cleanliness.



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Refuse

Booth / stalls must be kept free from refuse during the Market day, and at the end of the day all refuse for removal must be placed in bins provided, except cardboard boxes which must be broken down for recycling.

It is the ultimate responsibility of the vendor to ensure that they are respectful to Farmer's Market members. It is also the responsibility of the vendor to ensure that Farm Products Grades and Sales Acts, as well as, all Food Safety guidelines are adhered to.

The Township of Wellington North or Victory Community Centre cannot be held responsible for any vendor's loss of goods or equipment resulting from fire, theft, loss of refrigeration or act of God.

Insurance

While the Township of Wellington North and the Victory Community Centre do carry basic Public Liability and Property Damage Insurance, any additional insurance coverage is the responsibility of the individual vendor. The Township of Wellington North and Victory Community Centre bears no responsibility for any vendor property at the market.

All suggestions or complaints must be given to the Township of Wellington North in writing.

Eviction from the Wellington North Farmers' Market: The Township of Wellington North is empowered to evict anyone breaking the rules or acting in such a fashion that can be construed as detrimental to the market operations. Such eviction can be made permanent without refunding paid fees.

These rules are subject to change.

Direct all enquiries to:

Township of Wellington North

Contact: Dale Small
Economic Development Officer

519-848-3620 Ext 34
dsmall@wellington-north.com