



February 2023

**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 the intent of the market to be community oriented – be dynamic, friendly and reflect our community's personality. The Wellington North Farmers' Market is open strictly to local and bona fide producer -vendors.

**Vendor Agreement:** To become a vendor, applicants must submit the proper Farmers Market and Public Health applications, be approved by the Farmers' Market appointed committee members, and agree to abide by the Rules and Regulations. The purpose of the 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. Only articles listed on application forms can be sold. Additional items need to be reapplied in writing for approval from the said committee.

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

**Location & Hours:** The W.N. Farmers' Market is located at the Victory Community Centre (320 King St. E) in Mount Forest. The Market runs each Saturday morning rain or shine from 8:30 a.m. until noon from June 17<sup>th</sup> to Sept. 30<sup>th</sup>, 2023. During inclement weather, the Market relocates inside the Victory Community Centre. Signs will be posted directing patrons indoors.

On certain Saturdays (1 – 2 per year) the market may be moved to downtown Mount Forest to support other community events. In these cases advance notice & further details will be provided.

We continue to encourage our vendors to wear masks and to ensure there is an adequate supply of hand sanitizer at your vendor location. It is also your responsibility to know and follow all Public Health Guidelines that are in place or come into place during the season.

**Booth/Stall Allocation:** The Wellington North Farmers Market Committee shall assign space on the day of the market. The Market Manager 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. 6' physical distancing will be encouraged by vendors, staff and signage; Vendors may apply for multiple stalls, but allocation depends on space availability at the time.

**Fees: Booth/Stall Fees**

- A 10x10 area will be assigned to each vendor. Tables/chairs/canopy, etc. will not be provided.
- A \$20 fee will be charged for each day or if a vendor secures their space for the whole 16 weeks, they shall receive a \$120 discount, for a total season fee of \$200.00.
- Payments may be made by Cash or Cheque made out to "Township of Wellington North". E-transfers are also accepted to [accounting@wellington-north.com](mailto:accounting@wellington-north.com). In the message field please indicate that the transfer is for Farmer's market vendor fees.

**Hydro and Water Usage:** Hydro and Water will be supplied to those that request it but is subject to availability and an additional charge may be applied as provided by the Market Manager. You will require your own extension cords.

**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. Methods of payment for customers: Are Credit or debit cards which are preferred or is cash is use the: vendor must bring enough cash with them to market to give change to prevent using the cash, they received the day of the market; Or Vendors may use cash received the day of the market if it is cleaned in a solution of 1 part bleach to 9 parts water.

**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 and vendors are encouraged to use their own bags/packaging for products, rather than customers own. Vendors are encouraged to wear face coverings at all times and to bring a spray bottle containing 1 part bleach and 9 parts water for the purpose of disinfecting surfaces at their booth. Bottles of hand sanitizer should also be provided by the vendor.

**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 the W.N. Farmers' market to be considered true "Farmers Market" as defined by Farmers' Markets of Ontario (FM0). The Wellington-Dufferin-Guelph Public Health Unit (WDGPH) is the body which verified whether a vendor is a primary producer, and any determination of the WDGPH overrides the Wellington North Farmers' Market Committee classification of primary producer/grower or non-grower.

**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.
- **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 Public Health 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 Market Manager, on behalf of 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 and please direct all enquiries to either:**

**Township of Wellington North**

Contact: Dale Small

Economic Development Officer

226.383.9207

dsmall@wellington-north.com

**For more information:**

Dale Small, Economic Development Officer Township of Wellington North

519-848-3620 Ext 4234 | [dsmall@wellington-north.com](mailto:dsmall@wellington-north.com) | [www.simplyexplore.ca](http://www.simplyexplore.ca)