



Farmers' Market



Vendors' Handbook (2019)

— City of —
PICKERING



General Information, Rules & Regulations

Market Dates and Hours of Operation

Every Tuesday, 9:00 am to 4:30 pm - June 4th to October 1st

Location

Public parking lot, southeast corner of Glenanna Road and The Esplanade South.

Vendors attending for the full market season will be informed of their vendor location within the market no later than one week prior to opening day. Shorter term vendors will be advised of their location no later than the Friday before each market day.

Parking

Parking of vendor vehicles and trucks will be accommodated on the market site.

Accessible parking will be provided on street; south side of The Esplanade South.

Limited on street parking for patrons will be permitted. The Pickering Town Centre mall parking will also be available to market patrons.

Applications

Vendor Applications can be found online at pickering.ca/farmersmarket, and can be printed for manual completion.

A minimum of 51% of market vendors will be those who sell locally grown food and/or food stuffs. For the purposes of this market, 'local food' is defined as food grown within Ontario.

The City will seek to provide a balanced cross section of products across all categories when considering approval of applications.

Every vendor must be able to provide proof of insurance for no less than \$2 million, naming the City of Pickering as the coinsured.

Food Vendors

1. In order to be a vendor, you must make it, bake it or grow it to sell at our market.
2. All vendors of primary agricultural products must declare that all their products are grown on their farm and are therefore produced within the Province of Ontario. Limited amounts of resale are permitted at the discretion of the City of Pickering.
3. All Food Vendors are required to provide proof of issuance of a "[Farmers' Market Notification for Food Vendors](#)" form from the Durham Region Health Department.

Non-Food Vendors

Space is limited for non-food vendors. No resale of artisanal or craft items is permitted.

Ontario VQA Wine Vendors

VQA Wine vendors must be authorized by and adhere to the rules and regulations set out by the Alcohol and Gaming Commission of Ontario for sale and sampling of wine products at a farmers' market.

Vendor Space

All tents, tables, and table cloths will be set up and taken down according to a design determined by the City of Pickering.

Each tented sales area is approximately 10'x10' and includes an 8' table and table cloth. Vendors are asked to provide their own chairs.

Vendors will have access to their vendor space starting 1.5 hours prior to market opening.

Hydro

There is limited access to hydro at the west end of the parking lot, to be provided at no extra charge. Vendors not located at the west end who require hydro are able to provide their own generator, but must advise the City of the type and location of the generator prior to bringing it on site at the market.

Fees

Fee for a 10'x10' sales area is a flat rate of **\$800.00**, and is non-refundable. Additional sales areas can be rented for a fee of \$800.00. Same vendor can purchase additional tables at \$10.00 per table or rain/sun shade at \$5.00 per shade.

Payment will be accepted by certified cheque, VISA, MasterCard or cash only. Certified cheques should be made payable to the **City of Pickering**.

Payments are due in full once the vendor has been notified of their acceptance to the market. All payments must be made no later than one week prior to the opening day of the market.

Arrangements for payments should be made with the market Manager, Kristy Gagen, Coordinator, Environmental Engagement, One The Esplanade, Pickering, ON L1V 6K7 905.420.4660, ext. 2043 or kgagen@pickering.ca .

Vendor Responsibilities

Vendor Permit Insurance and HST is the responsibility of the exhibitor.

The City will not be held liable for any loss to the Vendor due to theft, water damage, fire or any other damage incurred to the vendor's products or belongings while in attendance at the Pickering City Centre Farmers' Market.

Vendors shall not sublet any or all of their exhibit space.

Cancellation due to Weather

This is an outdoor market that will continue to run under light rain events. The City will give one day's notice of cancellation should a significant weather event be forecast.

Thunder and lightning will constitute the immediate shut down of the market. No refunds or partial refunds will be provided on days cancelled due to inclement weather.