



# Farmers' Market



## Vendors' Handbook (2021)

# General Information, Rules & Regulations

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## Market Dates and Hours of Operation

Every Tuesday, 9:00 am to 2:00 pm - June 15<sup>th</sup> to October 5<sup>th</sup>, 2021

## Location

Municipal 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 site.

Limited on street parking for patrons will be permitted.

## Applications

Vendor Applications can be found online at [pickering.ca/farmersmarket](http://pickering.ca/farmersmarket), and can be printed for manual completion.

At least 51% of market vendors will be those who are farmers or producers. 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. As well provide proof of insurance for no less than \$2 million in auto liability coverage for their vehicle in which they use at the market.**

## Food Vendors

1. In order to be a vendor, you must make it, bake it or grow it to sell at the 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 however at the discretion of the City of Pickering.
3. All Food Vendors are required to provide proof of 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 Sales Space**

Each vendor space is 10' x 10' in size. Vendors will be allowed to park directly behind their sales area. Any oversize vehicles that does not fit within the sales area space must park in the designated park lot. Vendors may rent additional sales areas.

Vendors are prohibited to sub-let, or rent their sales space.

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

## **Hydro**

There is no access to hydro. Vendors who require hydro are able to provide their own generator, but must advise the City of the type and predetermine a location for the generator prior to bringing it on site at the market.

## **Fees**

Fee for a 10'x10' sales space is **\$595.00**, 10' x 20' **\$1,190.00**, 10' x 30' **\$1,785.00** or 10' x 40' **\$2,380.00**, and is non-refundable. Payment will be accepted by certified cheque, VISA or MasterCard. Certified cheques must 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 Coordinator, Environmental Engagement, Kristy Gagen, Coordinator, Environmental Engagement, One The Esplanade, Pickering, ON L1V 6K7 905.420.4660, ext. 2043 or [kgagen@pickering.ca](mailto: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 are encouraged to be sustainable. Distribute paper or biodegradable bags at the market whenever possible. This will help reduce the amount of plastic waste generated both at the market and when customers get home. As well, vendors are requested to avoid using styrofoam takeout container's and the use of plastic straws.

## **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.