



Farmers' Market



2023 Vendors' Handbook

General Information, Rules & Regulations

Market Dates and Hours of Operation

Every Tuesday, 9:00 am to 2:00 pm - June 13th to October 3rd , 2023

Location

North East corner of the Chestnut Hill Developments Recreation Complex parking lot, 1867 Valley Farm Road.

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. One parking space per vendor will be made available weekly.

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, 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 their CGL insurance, which includes Products - Completed Operations for no less than \$2 million per occurrence, naming the City of Pickering as "An Additional Insured". As well provide proof of their auto insurance for no less than \$2 million in auto liability coverage for their vehicle (owned, leased and/or non-owned) 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 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 the size of one standard parking spot (approx. 10' x 10' in size). Vendors will be allowed to park directly beside their sales area. Any oversize vehicles that does not fit within the sales area space must park in the designated back parking lot at Chestnut Hill Developments Recreation Complex. 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

Full Season fee for a 10'x10' sales space is **\$425.00**, Half Season fee for a 10' x 10' sales space is **\$220.00** and One Day "Pop Up" fee is **\$50.00** which includes the set-up and take down of one (1) tent & table. Fees are non-refundable. Payment will be accepted by cash, 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 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. No refunds will be issued for missed days at the 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.

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