

— City of —
PICKERING

**Pickering City Centre Farmers' Market
2026 Vendor Handbook**



General Information, Rules & Regulations

Market Dates and Hours of Operation

Every Tuesday, 9:00 am to 2:00 pm - June 16th to October 6th, 2026

Location

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

Friendly Reminders

- We are committed to maintaining a safe, respectful, and inclusive environment for all individuals. Discrimination, harassment, bullying, and any form of violence are strictly prohibited and will not be tolerated.
- The City of Pickering has the right to remove a vendor should they not abide to the information in this handbook.
- Any new item(s) not listed on your application form that you wish to sell must be approved by City of Pickering staff prior to it being sold at the market.
- Vendors must make it, bake it, or grow it to sell at the market.
- 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.
- Washroom facilities are located inside the Recreation Complex.
- Vendors must be on site no later than 8:30 am and must remain on site the entire duration of the market. No vehicle is to exit the market prior to 2:00 pm.
- Vendors must be in compliance with the Region of Durham's Smoking and Vaping By-law 28-2019.
- Vendors are strongly encouraged to attend the market on a weekly basis. Consistent participation is essential to maintaining the market's overall flow, dynamics, and collective success. Please be advised that repeated absences may affect a vendor's eligibility for future participation.

Parking

Parking of vendor vehicles will be accommodated on the market site, except those that select Option E. These vendors will be required to park in the Arena area. One standard parking space will be allocated per vendor to those that select Option A, B, C or D only. Vendors will not be allowed to park behind their booth. Farmers are exempt from this as they have oversized vehicles, due to the volume of product they require on site. All additional vehicles must park at the back of the Chestnut Hill Developments Recreation Complex in the Arena area. This arrangement helps ensure we have adequate parking for patrons to the market and the Recreation Complex.

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 Commercial General Liability (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.

Non-Food Vendors

Space is limited for non-food vendors. No resale of artisan 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

Vendor space is the size of one standard parking spot (approx. 10' x 10' in size). Vendors who selected Option A, B, C, or D will be provided with one parking spot for their vehicle. Option E vendors will be required to park at the back of the Chestnut Hill Developments Recreation Complex in the Arena area. Any oversize vehicle or trailer vendors that do not fit within the allocated standard parking spot will be required to park at the back of the Chestnut Hill Developments Recreation Complex in the Arena area. Vendors may rent additional sale spaces. 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. All vendors must be on site no later than 8:30 am each market day and may not leave the market prior to the closure of the market at 2:00 pm.

Hydro

There is no access to hydro. Vendors who require hydro can bring 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. All generators must be quiet and in good working order (odourless).

Fees

Full Season fee for one sales space is **\$425.00** (HST included). One day fee for one sales space is **\$40.00** (HST included). Fees are non-refundable. Payments are due in full once the vendor has been notified of their acceptance to the market. Vendors will receive a link to pay online, once your application has been approved.

Vendor Responsibilities

Vendor Insurance, Durham Region Health Department approval, and charging HST is the responsibility of the vendor. The City will not be held liable for any loss to the Vendor due to theft, water or wind 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 if a vendor misses market days. Vendors are encouraged to operate as sustainably as possible at the market.

For example:

- distribute paper/biodegradable/reusable bags
- avoid styrofoam containers and plastic cutlery

These small actions will reduce the amount of waste generated at the market and when customers get home.

Cancellation Due to Weather

This is an outdoor market that will continue to run during 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.

