

Newmarket Farmers' Market

NEWMARKET MAIN STREET FARMERS' MARKET 2023 RULES AND REGULATIONS

MARKET LOCATION

NEWMARKET RIVERWALK COMMONS

OPERATING HOURS

SATURDAYS

MAY 6TH - OCTOBER 28TH

8:00AM - 1:00PM

WWW.NEWMARKETFARMERSMARKET.COM

January 2023

Dear Vendors:

Thank you for applying to the Newmarket Farmers Market. Please take the time to thoroughly read through the 2023 Rules and Regulations, as it contains important information about the coming season.

To simplify the application process, we have created separate applications for each type of vendor: farm, food, artisan and community group. **Please fill out the appropriate application and email it to info@newmarketfarmersmarket.com no later than February 10th, 2023.** Applications may also be submitted through regular mail to:

Newmarket Main Street Farmers' Market
P.O. 95526
350 Davis Drive
Newmarket, Ontario
L3Y 8J8

For more details, please attend the **AGM meeting** in person at the Newmarket Lions Club and Community Center, Hall 3, on **Saturday January 28th, from 2:00 - 4:00pm.**

As it did last year, the market will continue to operate every Saturday from May through October from 8:00am - 1:00pm.

Please include \$25 for membership on top of your regular stall fee. Payment can be made by cash, post-dated cheque or e-transfer, and is **due no later than April 15th, 2023.** We will send payment information out after applications are approved.

New vendor applicants are not required to send payment with the application. Payment will be required by April 15th if the application is passed by the Board of Directors.

New vendors are encouraged to send in pictures to give us a better understanding of your offering.

All farm and food vendors need to fill out the required Health Department form and submit it with your application. These will be submitted to the York Health Department as a group. Do not send in the health forms directly.

You do not have to fill out the booth layout portion of the form unless you are cooking food at the market.

Sincerely,

Cathy Bartolic, President – Newmarket Farmers Market

**Newmarket Main St. Farmers' Market 2023
AGM**

**You are cordially invited to the
2023 Annual General Meeting of the Newmarket
Main St. Farmers' Market Association**

**Newmarket Community Center & Lions Club
Saturday, January 28th, 2023
2:00pm - 4:00pm**

**For further information if required, please email:
info@newmarketfarmersmarket.com**

2023 NEWMARKET FARMERS' MARKET RULES AND REGULATIONS

Please Read Carefully

Location

Newmarket Riverwalk Commons

Hours of Operation

Saturday from 8:00AM - 1:00PM

Starting May 6th, 2023 to October 28th, 2023

Membership (Eligibility)

A membership fee, payable to the Newmarket Main Street Farmers' Market Association, shall be charged annually upon approval of registration. The 2023 Membership Fee will be \$25 unless altered by the membership at the Annual General Meeting.

All new members will be subjected to a three (3) week trial period before being given permanent membership in the Association.

All Vendors selling at the Market shall be paid-up members of the Association. Returning vendors who have not paid their fees from the previous year will not have their membership approved until all fees have been submitted to the Treasurer.

All vendors selling at the Market shall produce within 200 km of Newmarket.

Association members will be invited to the Annual Meeting and will have voting privileges: when voting is required, the registered Vendor is allowed one vote (i.e., two stalls held by one registered Vendor = one vote).

Application for membership by Vendors shall be made to the Vendor Committee and approved by the Newmarket Farmers' Market Board of Directors at least one week prior to a Vendor setting up a stall at the Market, except when the product(s) offered are unique to the Market, in which case approval may be granted for immediate setup.

A Vendor is responsible for providing verification that all saleable products are made or produced or grown by the Vendor. Up to 30% of the produce may be resale of other local growers' produce, subject to the approval of the Board of Directors. Items not produced by the vendor must be documented and verifiable by the Farmer Market Board. This ratio may vary week to week, and be averaged over the season. No produce will come directly or indirectly from the Ontario Food Terminal.

Artisan items shall be 100% original and hand-produced. Given that this is a farmers' market, space for artisan vendors will be limited to a ratio of 4:1, (four farm vendors for every one craft vendor) at the discretion of the Board of Directors.

All new Artisan Vendors shall submit samples or pictures of their work along with their application for approval prior to acceptance as Vendors.

Stall Fees and Allocation of Space

Stall Fees

- 1 stall (10'x10') = \$90/month, \$475/seasonal
- 1 stall (20'x10') = \$130/month, \$686/seasonal
- 1 stall (30'x10') = \$180/month, \$950/seasonal
- 1 stall (40'x10') = \$240/month, \$1277/seasonal
- 1 stall (50'x10') = \$310/month, \$1647/seasonal

Plus \$25 membership fee

Monthly fees cover **four consecutive** Market days. If a market day is missed, it still needs to be paid for.

Returning Monthly Vendors must submit post-dated cheques (dated the first of each month) along with the application for Board approval.

New Vendors are not required to submit their fees until after their application has been approved.

All vendors must submit the application by February 10th, 2023. (Must be received or emailed to the market by this date.)

Subletting of stalls is not permitted, except for a member of the immediate family, and even then, only with the approval of the Market Manager.

Within the first four weeks of the season, any Vendor who wishes to forfeit or cancel their seasonal permit may request a refund for the unexpired portion of the fee, provided that seven days' written notice is given.

Fees will be reviewed annually and may be subject to change. The Board of Directors shall annually set Vendor's fees to cover common Market expenses, such as advertising, rentals, salaries and insurance.

Allocation of Space

Stall sizes are: 10'x10', 20'x10', 30'x10', 40'x10', 50'x10' Subject to availability.

Each Vendor complying with the rules of this agreement may renew their stall(s) for the following season if done by March 1st of the Market year.

No stall is a guaranteed weekly reserved location. The market manager has the right to move vendors to any market location if the need arises.

Any conflicts in stall allocation will be decided by lottery.

Stalls that become available will be allocated or moved at the discretion of the Market Manager.

All vendors are responsible for letting the Market Manager know as early as possible if he/she is not able to sell on a specific day. At least one weeks notice is preferable.

Non-profit groups may be permitted space at the Market by Board approval and so long as their products conform to the regulations outlined in this policy (community or charity promotions).

Set-Up

Vendors must arrive at the Market by 7:30AM on Market day.

A \$20 fine will be issued for late arrivals or no show without prior notice.

After 7:30am, the Market Manager shall have the right to rent his/her booth to another person for the duration of that particular day. The manager shall not, by such action, be deemed to have condoned the Vendor's absence, and the Vendor remains responsible for the fee pertaining to that day.

If a Vendor does not show up for two (2) consecutive Market dates, such permit holder shall forfeit their designated spot and any fee for the unexpired portion of the term shall be forfeited.

All Vendors must be set up before 7:45AM. No vehicles will be permitted into the market after

7:30AM. No permit holder may hold a space for another permit holder. Once a Vendor has rented a booth, he/she must proceed at once to set up the space. Exceptions will be made due to rain days.

Vendors must stay within the boundaries of their booth.

All vehicles must be unloaded and removed from the market area unless arrangements have been made with the Market Manager. **No vehicle is allowed back into the Market area to load until after 1pm.**

No vendor should leave the Market prior to 1:00PM, unless previously arranged with the Manager, failure to comply will result in a \$20 fine issued to the vendor.

Tents must be secured with heavy weights and in place before the designated opening of the Market to ensure the safety of the customers. All tarps and frames must be dismantled and taken home at the end of each market day.

The Market Manager or designate shall have the right to approve any signs, decorations or displays in the Vendor's space and to request changes or removals of them.

Vendors will be requested to locate vehicles not needed in their display within an area designated by the Market Manager.

No vendor shall make any change or alteration to Town property.

Vendors shall remain in their own market space when selling. Sales shall be conducted in an orderly manner. A stall must be attended at all times by a responsible person. No objectionable means of soliciting shall be tolerated.

The Newmarket Farmers' Market cannot be held responsible for items destroyed by fire, vandalism, theft, adverse weather conditions or any other cause.

Stereo equipment, televisions, or any other machinery which produces sound will be permitted only with the approval of the Market Manager.

Each Vendor shall be permitted to have one 8 ½"x11" sign, neatly displayed at their stall, to promote an additional business that they operate themselves.

Vendors shall not block walkways or fire exits or other Vendors' stalls.

Vendors will not interfere with entertainment or special events without the consent of the Market Manager, Events Manager, or Market President.

All Vendors shall post their name and address in a prominent spot. All licenses, i.e. Health Unit, etc., should be visible to the public.

Range and Origin of Products

The Vendor shall sell from their stall only those items which are approved by the Market Board of Directors. Only Ontario grown produce or meat may be sold. Any product not produced directly by the vendor must be clearly indicated by signage as to where it was produced by the farm or origin name.

Once approved, any changes or additions must receive the prior written approval of the Market Manager. Items not approved may not be sold at the Market, and may be removed immediately from a Vendor's booth.

Nothing coming directly or indirectly from the Ontario Food Terminal will be approved.

Examples of acceptable items:

Garden produce (vegetables and fruit)
Bedding plants
Honey
Cut and dried flowers
Shrubs and Trees
Fence posts

Grains
Poultry (must have artisanal license)
Eggs (must be from a licensed grading station)
Meat (must be processed in a provincially inspected abattoir)

Crafts
House plants - potted plants
MapleSyrup
Baked goods
Preserves
Fish

Animal feed
Cheese
Herbs and spices
Apple cider
Sweets

All Artisan products must be new and not factory made or commercially produced.

Flea market or manufactured items are not allowed.

All fruits, vegetables, plants, flowers and meats must be produced, grown and processed in Ontario.

Vendor Responsibilities

Rules and Regulations are, for the most part, "common sense", and the general rule of thumb is: **Don't sell what you wouldn't want to buy.**

Vendors agree to accept full responsibility for any loss, damage or accident occurring at the Market as a result of negligence or willful default on the part of the Vendor. The Association shall carry Public Liability Insurance on the Market area to protect the Market and participants, and to protect the Board of Directors for their actions on behalf of the Association. Vendors should also contact their Insurance Agent relative to their participation in the Market.

All Vendors are responsible for compliance with public health regulations

All Vendors shall label their produce clearly by type and price.

All Vendors agree not to practice distress pricing.

No Vendor shall sell produce labeled "Organic" unless the produce is grown on a certified organic farm.

Vendors are responsible for keeping their stall area neat and clean at all times. At the end of the Market day, the Vendor is required to remove everything from his/her space and sweep the selling area. If a space is not clean, the Market Manager will clean it, and bill the Vendor accordingly, along with a service charge.

Approximate sales figures must be reported to the Market Manager when requested. All information is for statistical purposes only, can be handed in anonymously, and will remain confidential.

Each Vendor is responsible for:

- a) Bringing his/her own tent, table, heavy weights, and display materials.
- b) Bringing his/her own containers (baskets, bags, boxes, etc.).
- c) Bringing his/her own cash box and change.

- d) Cleaning up around his/her own area at the end of the day.

Regulatory Agencies

Vendors are responsible for obtaining all permits required in the production and sale of their goods.

Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the individual Vendor.

No person shall sell or offer for sale food that does not conform to the Ontario Health Protection and Promotion Act, and all regulations made thereunder. The market will be inspected by a York Region Public Health Inspector annually and at random. The Market Manager has the right to request food items removed for sale if in violation of standards provided by York Region Public Health Unit.

Penalties

Any person who contravenes any of the provisions of these Rules and Regulations is subject to the cancellation of their permit.

A \$20 fine will be issued for late arrivals or no show without prior notice.

If a Vendor does not show up for two (2) consecutive Market dates, such permit holder shall forfeit their designated spot and any fee for the unexpired portion of the term shall be forfeited.

Managing the Market

The association may employ or select a Market Manager, whose duty shall be to assign market stands, and in general supervise the market. He/she shall be responsible to the Board of Directors.

The Market Manager will be treated with respect at all times.

Applications may be submitted by mailed to:

Newmarket Main Street Farmers' Market
P.O. 95526
350 Davis Drive
Newmarket, Ontario
L3Y 8J8

Or Email: info@newmarketfarmersmarket.com