

Newmarket Farmers' Market

NEWMARKET MAIN STREET FARMERS' MARKET
2017 APPLICATION

NEWMARKET RIVERWALK COMMONS

WWW.NEWMARKETFARMERSMARKET.COM

January 2017

Dear Vendors:

Please submit your new application as soon as possible. Most spots are filled for the year by early March.

All Food and Farm vendors must fill out and return with this application the York Region Community and Health Services Farmer Market Event Form.

All Food vendors or Farm vendors who sample must have access to a hand wash station. The market is not responsible for supplying these stations.

All items or ingredients prepared outside of the market considered “Potentially Hazardous Foods” by York Region Health must be prepared in an inspected kitchen.

All food vendors or vendors sampling food must have thermometers for both cooked food, and for refrigeration.

Monthly vendors must provide a start date and end date with their application. There are no daily stall fees.

All vendors must provide post dated payment with their application.

All vendors must pay the \$25 membership fee plus their stall fee.

Yearly stall fee can be post dated for May 31st 2017.

Monthly stall fee can be post dated for each month. A complete set of monthly post dated cheques must accompany the application.

Please email the market if you wish to have your [www.newmarketfarmersmarket .com](http://www.newmarketfarmersmarket.com) website vendor information updated.

Sincerely,

Dave Cooper

President – Newmarket Main St. Farmers Market

**Newmarket Main St. Farmers' Market
2017 AGM, Association members only.**

**You are cordially invited to the 2017 Annual
General Meeting of the Newmarket Main St.
Farmers' Market Association.**

**Community Centre
200 Doug Duncan Drive
Sunday February 26, 2017
2pm**

**For further information, please call
905-252-9915**

2017 VENDOR APPLICATION
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Name:

Name of business (if applicable):

Produce vendors must submit the following two items.

1) Federal farm classification # (Located on Farm Income tax statement):

2) Ontario Farm Business Registration # (OFA, NFU # etc.):

Address:

City:

Postal Code:

Telephone # Home:

Business:

Email Address:

Number of stalls required:

Hydro Required?

Payment: Monthly or Seasonal (Seasonal can not be prorated)

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List specific (onions, garlic, etc) items to be sold, include separate sheets if necessary. **For items not produced by vendors, please include source of origin and contact info for Board verification. These items should not exceed 30% of saleable product for the season.**

Produce vendors please skip to: **“PRODUCE VENDOR’S PRODUCT CHECK LIST”** (last two pages of application package). Other vendors please complete below.

Items produced by vendor

Items not produced by vendor

Having paid the appropriate stall and association fees, and having read and understood the rules and regulation thoroughly, I hereby agree to comply fully with these and all other Federal, Provincial and Municipal rules and regulation that apply. I may forfeit my right to sell at the Newmarket Main Street Farmers' Market if I am found to be in non-compliance.

Signature of Vendor

Date

All cheques are payable to the "Newmarket Main Street Farmers' Market."

Your association membership fee (\$25) plus stall fees MUST be included with this application.

Rules and Regulations

Location

-Held outdoors, 2017 location; Newmarket Riverwalk Commons

Hours of Operation

-Every Saturday from 8:00AM till 1:00PM (hours must be adhered to)
-Starting May 6, 2017 to October 28, 2017

Membership (Eligibility)

-A membership fee, payable to the Newmarket Main Street Farmers' Market Association, shall be charged annually upon approval of registration. The 2017 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, and 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.

-Arts and crafts items shall be 100% original and hand-produced. Because this is a farmers' market, space for craft vendors will be limited to a ratio of 4 to 1, at the discretion of the Board of Directors.

-All craft Vendors shall submit samples of their work to the Craft Jury of the Association for approval prior to acceptance as Vendors.

Stall Fees

- **1 stall (10'x20') = \$90/month, \$475/seasonal**
- **1 stall (20'x20') = \$130/month, \$686/seasonal**
- **1 stall (30'x20') = \$180/month, \$950/seasonal**
- **1 stall (40'x20') = \$240/month, \$1277/seasonal**
- **1 stall (50'x20') = \$310/month, \$1647/seasonal**

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

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

-Vendors must submit the application by March 1st, 2017.

-Subletting of stalls is not permitted, except for a member of the immediate family, and in that case, 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'x20', 20'x20', 30'x20', 40'x20', 50'x20'.

-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.

-Renewing seasonal vendors who wish to change to a new, unreserved stall, have first choice of remaining stalls. First time seasonal vendors have second choice of remaining stalls. Monthly Vendors have third choice.

-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.

-A seasonal or monthly Vendor is responsible for letting the Market Manager know in advance early in the week if he/she is not able to sell on a specific day.

-Non-profit groups may be permitted space at the Market by Board approval and as 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 7:00AM on Market day, a \$20 fine will be issued for late arrivals or no show without prior notice. After 7:30 am 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 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 7:30AM. 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.

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

-Tarps must be secured 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, or any other cause.

-Stereo equipment, televisions, VCR's 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 81/2"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 his/her stall(s) 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. At the beginning of the season, each Vendor is responsible for completing the application and include postdated cheques. 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 will have to be removed immediately from a vendor's booth. Nothing coming directly or indirectly from the Food Terminal will be approved.

-Acceptable Items:

| | |
|---------------------------------------|------------------------------|
| Garden produce (vegetables and fruit) | Bedding plants |
| Honey | Cut and dried flowers |
| Shrubs and trees | Firewood |
| Fence posts | Grains |
| Poultry and eggs | Sweets |
| Crafts | House plants - potted plants |
| Maple syrup | Baked goods |
| Preserves | Meat and fish |
| Animal feed | Cheese |
| Herbs and spices | |
| Apple cider | |

-Anyone wishing to sell anything not listed above must contact the Market Manager for prior approval.

-All craft 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 within 200km of Newmarket.

Vendor Responsibilities

-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 health regulations

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

-All Vendors agree not to practice distress pricing.

-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 table, weights, and display tools
- 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 Public Health Act, and all regulations made thereunder. The market will conduct inspections at random or as required. The market manager has the right to request food items removed for sale if in violation of standards provided by York Region Community and Health Services.

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

Penalties

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

Managing the Market

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

Applications to be mailed to:

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

PRODUCE VENDOR'S PRODUCT CHECK LIST

Please check under the **SELF GROWN** or **PURCHASED** column, next to the item you are planning on selling at the Market

VEGETABLES: Self Grown Purchased

Asparagus

Beans

Beets

Broccoli

Cabbage

Carrots

Cauliflower

Celery

Chard

Corn

Cucumbers

Eggplant

Garlic

Herbs

Kale

Leeks

Lettuce

Mushrooms

Onions

Parsnips

Peas

Peppers

Potatoes

Pumpkin

Radishes

Spinach

Squash

Tomatoes

Turnip/rutabaga

Zucchini

Other: (use separate sheet if necessary)

PRODUCE VENDOR'S PRODUCT CHECK LIST

Please check under the **SELF GROWN** or **PURCHASED** column, next to the item you are planning on selling at the Market

FRUITS: **Self Grown** **Purchased**

Apples

Apricots

Blueberries

Cherries

Cranberries

Currents

Gooseberries

Grapes

Melons

Nectarines

Peaches

Pears

Plums

Raspberries

Strawberries

Thimbleberries

Blackberries

Rhubarb

Other: (use separate sheet if necessary)



Vendor Application Event Form (Special Event, Farmers' Market & Wild Game Dinner)

Complete and return form to York Region Community and Health Services
at least **10 days** before the start date of this event.

For assistance, please contact York Region *Health Connection* at **1-800-361-5653** or **HC@york.ca**

Office Fax Numbers – Georgina: 905-989-0237 Markham: 905-940-9872 Richmond Hill: 905-762-2091 Tannery: 905-836-8315

| Vendor Information | |
|--------------------|---|
| Vendor's Name: | Business Name (if applicable): |
| Address: | Has York Region inspected you this year? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| City/town: | Postal Code: |
| Phone: | Fax: |
| Cell Phone: | Email Address: |

| Event Information | |
|---|-----------------------------|
| Event Name: | Event Location/Address: |
| Participation Start Date: | Last Date of Participation: |
| Days of operation (check all days that apply): <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun | Hours of Operation: |

| Proposed Food Menu (if you need additional space to list all food and suppliers, attach a separate page) | |
|--|---|
| Food Item(s) Offered to the Public | Name and Address of Source(s)/Supplier(s) |
| | Name: |
| | Address: Phone: |
| | Name: |
| | Address: Phone: |
| | Name: |
| | Address: Phone: |
| | Name: |
| | Address: Phone: |

Food Safety Inventory

| Management and Employee Food Safety Knowledge | |
|--|---|
| Will a certified food handler be on-site each day that you are participating in this special event? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, how many certified food handlers will be present: | |
| Cold Holding | <input type="checkbox"/> Refrigerator (4C or lower) <input type="checkbox"/> An insulated cooler with ice (4C or lower) |
| How do you intend to keep food cold? | <input type="checkbox"/> Chest freezer (-18C or lower) <input type="checkbox"/> Other (specify): |
| Hot Holding | <input type="checkbox"/> Steam table <input type="checkbox"/> BBQ/Grill |
| How do you intend to keep food hot? | <input type="checkbox"/> Chafing dishes <input type="checkbox"/> Other (specify): |

| |
|--|
| Food Preparation – indicate the type of preparation that will be done at the event: |
|--|

Food Handling and Storage

What type of equipment will you have on-site to handle and store food? (check all that apply)

- Temporary Handwashing station Liquid soap with paper towels Two compartment dishwashing station
- Sanitizing solution Hairnets/hats Probe thermometers
- Thermometers for coolers/refrigerators Serving utensils – specify total number:
- Other (specify): Cooking utensils – specify total number:

Equipment Layout for Booth – This section must be completed

Provide an equipment layout for your booth at the event. The layout can be hand drawn in the space below or attached to this application.

Please take the following into consideration:

- At a minimum, temporary handwashing stations must consist of an insulated container with a spigot that provides a continuous flow of running water, liquid soap, paper towels and a bucket to collect waste water. The temporary handwashing station must be set up on an elevated surface (i.e., table).
- Hand sanitizers do not replace the requirement for handwashing stations.

Comments

| | | |
|-------|---|--|
| Date: | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Public Health Inspector's Signature | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Vendor's Signature |
|-------|---|--|

NOTICE OF COLLECTION

Personal information requested by staff is collected under the authority of the *Health Protection and Promotion Act* and will be used to provide statistical data to the Ministry of Health and Long Term Care.