

2020 Port Elgin Farmers' Market Guidelines

Only approved products that are made, baked, grown, raised, caught or harvested by the approved vendor may be sold at the market.

SECTION 1: TYPES OF VENDORS

There are multiple vendor categories: Farm Fresh, Prepared Food, Eat-on-Site Food, Artisan and Other which includes businesses offering services or products not produced by the seller. In each category, vendor collectives will be allowed. We strive for a 60/40 ratio of food to non-food at our summer market, but because of seasonality, availability, and mix of applicants, we may need to adjust that ratio. The Port Elgin Farmers Market reserves the right to refuse any vendor for any reason.

FARM FRESH & PREPARED FOOD VENDORS

A farm fresh vendor is a person who produces agricultural products from land that they own or control, or has a license to harvest from (such as wild foragers or fishers). Examples include produce, eggs, dairy, meat, fish and plant nursery products. A farm fresh vendor may sell value-added products made from their own farm product. Farm fresh vendors selling value-added food products or eggs, honey, dairy, meat and fish must also follow the prepared food vendor guidelines set by Public Health. Vendors selling high risk foods and/ or prepared food for sale, may need to speak with local Health Unit in advance of selling at the Port Elgin Farmers Market.

EAT-ON-SITE FOOD VENDORS

Eat on site vendors are vendors whose main business is to prepare food to be consumed on site. Examples are sausage carts, fried bread, crepe making, samosas, etc. Vendors who prepare the food in a kitchen and transport it hot to the market for sale and vendors who prepare the food on site are both from this category. All vendors must have the correct documentation about prep kitchens, food safety plans, and approval from the public health unit. Please contact the health unit to determine what requirements you must fulfill.

ARTISAN VENDORS

Returning artisan vendors will be given seniority, although space will be allocated specifically for new vendors so shoppers are offered a fresh mix of high quality crafts.

SECTION 2: LOCATION, DATES & FEES

The 2020 Summer Markets will take place on Wednesdays from 9am- 2pm in Coulter Parkette [Green St., immediately west of Goderich St.] in downtown Port Elgin.

Stall sizes will be 10'x10' and a layout will be provided for confirmed vendors prior to the market.

The 2020 Summer Markets will begin June 3rd and run until September 2nd.

2020 Stall sizes and fees are:

- 10' X 10' - \$195 for the season (14 weeks) [Early bird price - \$150 if paid in full by May 1, 2020]
- Electricity -\$25 for the season and \$5 for the day
- Single day at the market (if booked in advance/ call in) \$25 fee
- Vendors are asked to supply their own tents and tables, all display material and any sales material required

Public parking is available in municipal lots on Bricker St., north and south of Green St.

PLEASE NOTE – Submitting an application is not a guarantee of a spot at the Port Elgin Farmers Market. Preference will be given to returning vendors; however, it is not a guarantee. Applicants will be notified by the Manager that they have a spot at the Market via email once their application has been received and approved.

SECTION 3: CANCELLATION POLICY

The Port Elgin BIA reserves the right to allocate the stall locations for each market, and changes to your stall location might be necessary as the season progresses based on other vendors and product mix. Fees will not be refunded to vendors who fail to show up for the market. Vendors may not swap dates with other vendors without seeking approval from the Market Manager. If you are unable to attend the Market, please make sure you give the Market Manager 24 hour notice prior to the Market. If you miss 2 Market dates without the proper notice your membership in the Market will be revoked, without refund of Market Fees. Each Vendor is allowed two “sick/life days”. After the two absences the Market Manager reserves to remove a Vendor from the Market without refunding fees. Consideration will be giving for extenuating circumstances.

A Market Manager or Supervisor will be on site at the market. If you are unable to attend the market, please email portelginbia@gmail.com in and/or call **519-385-0807 AS SOON AS POSSIBLE** in order to allow the Market Manager to fill your space from the wait list.

SECTION 4: MARKET RULES

1. The market opens at 9:00 a.m. each Wednesday morning. Vendors **will not** be permitted to begin set-up until 60 minutes prior to the opening of the market.
2. Vendors must remove vehicles from the site/ side of road once set up. Vendors are not permitted to park on the street or at Bruce Telecom. For pedestrian safety, vendors are NOT permitted to bring vehicles back into the market site before **2:00 p.m.**
3. Vendors must complete their stall set up prior to the commencement of the market. No set-up or take down is allowed between the opening and closing of the market. Vendors should be ready to sell, with all wares displayed and in their stalls, at the start of the market.
4. Vendors must follow the Market Manager’s instructions for stall assignments. Stalls are assigned with the market as a whole in mind and not individual vendors, and while preferences and requests are taken into consideration they are not guaranteed. Any stall changes have to be approved by the manager or supervisor. The market manager reserves the right to make changes to stall assignments for the betterment of the market.
5. Spaces within the “parkette” are reserved for Farmers due to the 51% rule

6. Vendors must provide their own equipment – tables, chairs, tents, signs, power, refrigeration, hand washing station, cleaning supplies, etc
7. Vendors must display their business name on a prominent sign. Signs and photos detailing the vendor’s production methods are encouraged.
8. Vendors may only sell products approved by the Port Elgin Farmers Market through the application process and/or jury process. Items not approved will be ordered removed.
9. Vendors must be in compliance with all Summer Market Guidelines 2020 and any public health regulations.
10. Vendors should bring any conflicts or concerns they have to the Market Manager or Supervisor.
11. Vendors are to staff their own market stall.
12. Vendors must remove all garbage and remove all visible signs of their stall at market closing. Cardboard boxes should be removed from the site. And the site should look the same as when they arrived.
13. Should a Vendor fail to attend the Market for 2 dates without giving 24 hour notice to the Market Manager their stall will be removed from the Vendor list without refund of the Market Fees.
14. The Market Vendor reserves the right to ask a Vendor to leave the Market without refund of Fees in it is for the betterment of the Market as a whole.

SECTION 5: PENALTY FEES

The Port Elgin Farmers’ Market can impose penalty fees for infractions. This is to encourage all Vendors to follow the rules of the Market and to better the Market as a whole.

The following infractions will result in the Vendor having to pay a \$10.00 fee due to the Manager or Supervisor prior to them returning to the next market date.

- Late set up
- Early take down
- Failure to attend without notice (Prior to using up 2 absent days)
- Failure to attend with or without notice (after using up 2 absent days)
- Failure to park in designated spots.
- Not following Health Unit regulations
- Selling goods not approved by the Market Manager
- Selling goods that you have not made yourself.
- Not following the rules and regulations of the Market.
- Failure to remove garbage.

The Market Manager reserves the right to add other infractions to the list, but is obligated to let the Vendors know prior to it becoming in affect.

2020 FARMERS' MARKET VENDOR APPLICATION/ REGISTRATION FORM

Please read the 2020 Policies & Guidelines before completing this form

Business Name: _____

Contact Person: _____

Phone: _____

Alternative phone: _____

Mailing Address: _____

Email: _____

Website: _____

Business Facebook (if applicable): _____

Have you participated in the Port Elgin Farmers' Market as a Seasonal Vendor

before? Yes / No

Special Requests [and reason]:

Food Vendors: Do you prepare your product at home or in a commercial kitchen?

Description or List of Products:

Please provide a one sentence description of you &/or your product which may be used in marketing materials

Stall Request & Availability

[Check all that apply]

Full season [10'x10'] - \$195 [**EARLY BIRD:** \$150 if paid in full by May 1, 2020]

Number of stalls requested: _____

Electricity [full season - \$25, single day - \$5]

Single Day - \$25 [please circle **available dates**]

June 3 June 10 June 17 June 24 July 1 July 8

July 15 July 22 July 29 August 5 August 12 August 19

August 26 September 2

PLEASE MAKE CHEQUES PAYABLE TO PORT ELGIN BIA

Vehicle make, colour and license plate

I authorize the Port Elgin Farmers' Market to post pictures of me and/or my vendor stall periodically on the Port Elgin Farmers' Market website and social media. Photo Authorization: (initial) _____

I certify that products for sale in my booth are made, baked or grown by myself as set out in the Farmers Market Policies and Guidelines. **Yes / No**

The signature below indicates that the Vendor has read and understands the Port Elgin Farmers' Market Policies and Guidelines, and agrees to fee structure as a participant in the Port Elgin Farmers' Market in 2020.

Signature: _____

Date: _____

Applications may be mailed to:

**Port Elgin BIA
559 Goderich St.
Port Elgin, ON
N0H 2C4**

Forms may also be submitted electronically to portelginbia@gmail.com

Office Use Only

Date Received:

Payment Required:

Payment Received: