

## Innisfil Farmers' Market 2017 Rules and Regulations



**NAME:** The market will be known as Innisfil Farmers' Market.

The Town of Innisfil's name and logo are the property of the Town of Innisfil and may only be used with written permission from an authorized representative of the Town.

**LOCATION:** Innisfil Recreational Complex; 7315 Yonge Street, Innisfil, ON

**MARKET OUTDOOR SEASON:** June 8, 2017 thru October 5, 2017; Thursdays from 2:00 pm – 7:00 pm

**PURPOSE:** The purpose of the market is to provide a service to the community in the following ways:

1. Provide a venue for promotion and sale of locally produced food;
2. Provide the customer with a central source for high quality, locally produced and value added food products as well as a venue to connect with local artisan and crafts people;
3. Provide a centre of activity and education for visitors and families of our community where they may become familiar with, recognize and value the wide variety of resources to be found locally;
4. Increase the awareness and promotion of existing agri-tourism offerings

**GOVERNANCE:** The Innisfil Farmers' Market is an initiative of Town Council to be run by a Farmers' Market Committee as selected by the Farmers' Market vendor membership. The Farmers' Market Committee will comprise of willing market vendors who will sit for a period of one year after which elections will be called. Should a position become available prior to the end of the market season, the runner-up from the election process for that position will be contacted to participate on the Committee.

The Committee will consist of 3 Primary Producers; 2 Secondary Producers/Artisans; plus 1 Market Manager and/or volunteer and an appointed member of Council. A Chair and Co-Chair will be nominated annually.

The Farmers' Market Committee will be responsible for reviewing the rules and regulations annually to ensure that the Innisfil Farmers' Market is self sustaining and provides services as set out in the "Purpose" Section of these Rules and Regulations.

**MARKET MANAGEMENT:** The Market Manager, Chair and Co-Chair will have full authority to implement and, when necessary, enforce the Market Rules and Regulations and Code of Conduct.

### **PRODUCTS:**

- Vendors must grow or produce 70% of what they sell in season and be defined as "local" as set out under the vendor eligibility criteria.
- Hand crafted items must be original in nature and locally produced in whole by the seller. No crafts shall be permitted that are derived from kits.
- Exceptions to the above regulations may be considered on a case-by-case basis by the Committee.

***While the market does not offer exclusive rights to any one vendor to sell any one product, the Committee may exercise their right to limit the number of vendors to avoid excessive duplication.***

**VENDOR ELIGIBILITY:** All vendors must reside or do business within the Town of Innisfil or the County of Simcoe although **consideration will be given to vendors outside of these areas.**

### **ALL VENDORS ARE RESPONSIBLE FOR THE FOLLOWING:**

- Compliance with all conditions laid out in these Rules and Regulations and the Code of Conduct;
- Knowledge and compliance with health and safety regulations;
- Obtaining all appropriate permits, licenses and/or certificates with respect to the sale of goods offered;
- Arranging for site visits as requested by the Committee for grower/producers;
- Display of an attractive, easy to read sign with their farm or business name and location;
- **Post prices for ALL items** meeting Ontario Regulation 119/11 for produce, honey and maple products). Prices should be fair market value! Cooperation, not competition is encouraged in pricing;
- Vendors agree not to practice distress selling;
- Vendors must provide their own canopy (**fire retardant – certified CAN/ULC – S109 or NFPA701**), tables, chairs, tablecloths, displays, signs, bags, waste disposal containers, sanitation supplies and all other necessary items for their booth; **weights for canopies are mandatory;**

- Maintain a tidy area throughout the market day – leaving the area clean at the end of the day;
- For the safety of the vendors and patrons, booths must be set up **30 minutes prior to the start of the business session**;
- Booths must be taken down immediately after the business session, unless otherwise pre-arranged with the Market Manager; **take down prior to end of the business session is prohibited**.
- Sales will not be permitted prior to the start of the business session unless approved by the Market Manager in advance and on a case by case basis.
- The Market is open rain or shine. Your safety is your first priority; prepare for the weather and if you don't feel it is safe to attend it is up to you to decide your participation for that day.
- Vendors are required to provide 3-4 hours during the season to assist with events, set up/take down, etc. A schedule will be set up at the beginning of the market season.

All regular vendors are expected at the market every week. Any occasional vendor scheduled or regular vendor **expected to be present MUST notify the Market Manager by noon on the day prior to the scheduled date of market if they will not be in attendance at that session**. If two (2) weeks are missed the vendors' space is subject to reassignment. Fees paid in advance are non refundable.

Vendors must arrive at the market **30** minutes prior to the start of the market session or their space may be reassigned. For the Health and Safety of the vendors and patrons this will be strictly enforced. Please call the onsite Market Manager on the day of market if unavoidably delayed. The onsite Market Manager is responsible for all space assignments.

#### **INSURANCE AND INDEMNITY**

Vendors must carry their own insurance for their booth and product. Vendors agree to indemnify and hold harmless the Town of Innisfil, its employees, elected officials, representatives, committee members and agents from and against any and all claims arising out of Vendor's participation, in whole or in part, in the Innisfil Farmer's Market.

#### **NON-COMPLIANCE WITH MARKET RULES; CONFLICT RESOLUTION AND CODE OF CONDUCT**

Any vendor who fails to abide by the market rules and regulations is subject to the cancellation of their participation in the market without refund at the direction of the Committee. Conflicts will be addressed as set out in the Vendor Conflict Resolution Process and Code of Conduct which is to be read and signed by each participating vendor.

#### **FEES – 2017 OUTDOOR SEASON**

**Membership Dues:** \$28.25 annual fee (\$25 plus HST) must be submitted with the application.

As part of the yearly membership, vendor information will be included on the Farmers' Market Website.

**Market Rates:** All fees are payable to "Town of Innisfil - Farmers' Market". Receipts will be issued.

Full season rates include the cost for rack card participation.

**Full season (18 wks) prepaid - \$339.00 (\$300+HST) 10 x 10 booth - plus yearly membership dues**

**Full season (18 wks) prepaid - \$468.95 (\$415+HST) 10 x 20 booth - plus yearly membership dues**

**Full season (18 wks) prepaid - \$542.40 (\$480+HST) 10 x 30 booth - plus yearly membership dues**

**Weekly rate - \$33.90 (\$30 + HST) - 10 X 10 booth - plus yearly membership dues**

**Weekly rate - \$45.20 (\$40 + HST) - 10 X 20 booth - plus yearly membership dues**

**Hydro - \$56.50/season or \$5.65/day (\$50 +HST/\$5 +HST). Hydro is subject to availability. A proper extension cord is required. Personal generators are not permitted to run during the market.**

**Refunds will not be issued for weeks paid for but not attended by the vendor.**

Not for profit organizations will not be charged for a booth; however a membership and vendor application is still required at no charge. Participants are required to carry their own insurance.

I have read and understand the Rules and Regulations of the Innisfil Farmers' Market and I accept responsibility for my staff/volunteers on site.

\_\_\_\_\_  
Name of Owner/Operator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date