



VENDOR APPLICATION PACKAGE 2020

Starting our *50th* year of operation

Agreement revised: 15 February 2020 for the 2020 Season

The Renfrew Farmers' Market is a **Farm Producer** based market, to permit open air sales of local homegrown and handmade products produced almost exclusively by the vendor. This market stresses the freshness and high quality of its produce and products. We are a member of the "Farmers' Market Ontario" (FMO) and this market is guided by a Chairperson and Committee.

To apply to become a vendor at the Renfrew Farmers' Market you must complete and submit the application forms below as either a FULL TIME VENDOR, PART TIME VENDOR, YOUTH VENDOR or ARTISAN VENDOR.

Definitions:

Vendors are the owners of the business (farm, gardener, home-based business) who are growing, raising, producing or creating all of their items offered for sale **within 100km radius of the Renfrew Farmers' Market.**

Full Time Vendors are vendors that will be present at the 2020 Renfrew Farmers' Market for the entire season or from the time that their produce becomes available. They are assigned a permanent stall and the business owner listed on the application will have voting privileges at the Annual General Meeting (AGM). No stall allocation can be made until payment has been made in full. Hydro is available to purchase for all Full Time Vendors for an additional \$50.00 fee.

Part Time Vendors are vendors that will be present for two of the four weekends out of the month for the entire season of the 2020 Renfrew Farmers' Market. Part Time Vendors agree to inform the Chairperson on the 1st of each Month the weekends they will be attending. Vendors will not be able to add any weekends unless they upgrade to a Full Time Vendor stall and pay in full the fee difference. Part time Vendors are

assigned a permanent stall and do not have voting privileges at the Annual General Meeting (AGM) but are encouraged to attend. No stall allocation can be made until payment has been made in full. Hydro if available will be offered for a fee of \$50.00.

Youth Vendors are vendors under the age of 18 that will be present on scheduled YOUTH days at the 2020 Renfrew Farmers' Market. They are assigned a "floating stall". They have no voting privileges at the Annual General Meeting (AGM) but are encouraged to attend. Hydro is unavailable.

Artisan Vendors are vendors that will be present on scheduled ARTISAN days at the Renfrew Farmers Market. They are assigned a "floating stall". No stall allocation can be made until payment has been made in full. They have no voting privileges at the Annual General Meeting (AGM) but are encouraged to attend. Hydro is unavailable.

All vendors are subject to the Chairperson and Committee review prior to acceptance. Please do not mail payment with your application. Applications will be processed within 2 weeks upon being received.

All vendor application inquiries can be made via email to renfrewmarket@gmail.com

Agreement between the Renfrew Farmers' Market and Vendors of the Renfrew Farmers' Market in 2020.

Each vendor placing goods for sale at the RENFREW FARMERS' MARKET must agree to and comply with the terms set out by this Agreement.

1. Each Vendor shall pay a fee to the Renfrew Farmers' Market in the amount designated by the Chairperson and Committee. Cheques should be made payable to the Renfrew Farmers' Market. Each stall is 10 foot by 10 foot in size.

The 2020 Stall Fee Structure is as follows:

FULL TIME SEASONAL VENDOR: \$100.00 Stall Fee per season. Additional stalls currently are of no charge. Hydro (if required) can be purchased for an additional \$50.00 fee. Full Time Vendors will attend the Market every Saturday from May through October.

PART TIME SEASONAL VENDOR: \$50.00 Stall Fee per Season. Additional Stalls can be purchased for \$10.00. Hydro is based on availability for a fee of \$50.00. Part Time Vendors will attend the market on the 2nd and 4th Saturday of every Month.

YOUTH VENDOR: NO CHARGE for one-time attendance on designated Youth Day. Hydro is not available. Youth Vendor Days will take place on the 4th Saturday of every month. Limited space is available.

ARTISAN VENDOR: \$15.00 stall fee for one-time attendance on designated Artisan Day. Hydro is not available. One Artisan Vendor will attend the market on the 3rd Saturday of every month. Limited space is available.

If payment is not received in full by 27 April 2020, a \$20.00 Late Fee will incur. No Vendor will be permitted to attend the Renfrew Farmers' Market until payment is received in full. All Non-Sufficient Funds (NSF) returns will be subject to a \$50.00 NSF Fee. The Vendor will not be allowed to attend the Renfrew Farmers' Market until all fees incurred are paid in full.

2. Renfrew Farmers' Market hours are as follows:

Saturday 9:00am until 12:00 Noon between 9 May 2020 to 10 October 2020.

Vendors are expected to remain at their stand during the whole period of sale (9:00am until 12 noon unless previously arranged or due to extreme weather).

3. Each vendor must be set up fully at the market by 9:00am on designated market days. Each vendor must vacate the market by 1pm on any market day, unless a special event takes place and market hours are extended.

4. When signing the application for the 2020 Renfrew Farmers' Market season, Full time and Part time Seasonal Vendors are required to give the time frame they plan to attend the market to allow the Chairperson to temporarily move vendors for a more organized market.

5. Vendors must adhere to the principles described in the Code of Ethical Practices and those set out in this Agreement of the Renfrew Farmers' Market.

6. The Vendor agrees that all products sold at the Renfrew Farmers' Market shall be locally grown or produced. Resale of local products may be allowed only on occasion and after the approval of the Chairperson and Committee. All crafts for sale must be produced by the vendor and approved by the Chairperson Committee.

7. Food Vendors (eg. baked goods, preserves, produce, frozen foods, hot foods, honey, maple syrup, etc.) and other goods are responsible to comply with Provincial and Federal safety and product identification requirements. All products offered for sale are subject to inspection by the Renfrew County Health Unit and possibly other provincial units. Awareness and compliance are the responsibility of the individual vendor and not of the Renfrew Farmers' Market.

8. All Vendors agree to allow for an inspection of their product(s) should the need arise.

9. All Vendors are encouraged to purchase their own liability insurance. The Renfrew Farmers' Market insurance coverage against bodily injury and property damage to the

Renfrew Fair Grounds during regular market hours is provided to the Renfrew Farmers' Market Vendors through Farmers' Market Ontario.

10. Each vendor always agrees to keep his/her stall(s) clean and tidy and must clean up his/her stall(s) before leaving the Market Space at the end of the market day. This includes all garbage and produce trimmings.

11. Vendor permits cannot be transferred to any other individual or organization and may not be sublet.

12. Vendors who do not comply with the Agreement terms may have their permit revoked, without refund.

13. The practice of "Flea Marketing" pricing or offering distress/discount pricing during the final hours of the market day is prohibited. No retailing of any products from non-market members is tolerated.

VENDOR CODE OF ETHICAL PRACTICES

The Renfrew Farmers' Market was founded in 1970 and has recently adopted the Renfrew Fair Grounds as its permanent home. The Renfrew Farmers' Market takes great pride in its heritage and wishes to ensure its future.

1. The Renfrew Farmers' Market and each of its Vendors shall ensure an environment free of harassment (physical, verbal or online) to ensure a safe and positive atmosphere in person and online on the Renfrew Farmers' Market social media accounts.

2. The Renfrew Farmers' Market and its Vendors will always conduct oneself in a courteous and respectful manner toward the public and all market participants.

3. The Renfrew Farmers' Market and its Vendors will refrain from using abusive or inappropriate language and behavior that is offensive, threatening and/or intimidating to other members and the public whether in person or online.

4. The Renfrew Farmers' Market and its Vendors refrain from smoking within and around their market stalls. This includes any electronic cigarettes or marijuana. Alcohol is not permitted at the Renfrew Farmers' Market.

5. The Renfrew Farmers' Market and its Vendors will refrain from any slanderous or libelous action against the Renfrew Farmers' Market Chairperson and Committee members, individual vendors and the Renfrew Farmers' Market whether in person or online.

6. The Renfrew Farmers' Market Vendors agree to operate vehicles and equipment in a safe and responsible manner. All canopies/tents and material must be appropriately weighted down at all times during market hours to ensure safety of the market members and the public.

7. The Renfrew Farmers' Market Chairperson and Committee shall have the power to institute disciplinary and corrective proceedings to ensure the application of the above principals and agreements. Such proceedings may include verbal and/or written warnings, suspension or expulsion from participating in the Renfrew Farmers' Market.

ADDITIONAL INFORMATION FOR VENDORS

1. Shelter, tables, chairs, displays, shelter weights, freezers/fridge, hydro cords etc. are the responsibility of the Vendor. All shelters must be appropriately weighted on all four legs **at all times** during market hours for the safety of the vendors and public.

2. Vendors are solely responsible for all personal loss, costs, damages and expenses of any kind whatsoever which may occur due to participation at the Renfrew Farmers' Market.

3. Please let the Chairperson know 24 hours prior to the market day if you are unable to attend a market to ensure proper organization of that market day without disruptions. Failure to inform your absence three (3) times throughout the season may result in your vender permit being revoked.

Chairperson 2020: Jennifer Buckland

Phone Number: 613-325-0098 Email: renfrewmarket@gmail.com

4. Once Application Fees are collected, they are non-refundable

5. All food must be kept off the ground by 12 inches / 1 foot. Vendors handling food products must maintain a high standard of personal hygiene and cleanliness. All vendors must practice safe food handling to prevent contamination. If you are providing samples in individual containers, please provide proper disposal containers for your patrons at your stall. It is the vendors responsibility to ensure compliance with Provincial and Federal regulations.

RENFREW FARMERS' MARKET 2020 APPLICATION FORM BELOW

PAYMENT IS REQUIRED IN FULL AFTER THE APPLICATION HAS BEEN RECEIVED AND APPROVED.

DO NOT SEND PAYMENT WITH THE APPLICATION. THIS APPLIES TO ALL APPLICATIONS.

Please only submit the Application form found on pages 7 through 9 and retain all other pages for your records.

Renfrew Farmers' Market Vendor Application Form - 2020

Please complete and forward the application to:

Jennifer Buckland

c/o Renfrew Farmers Market Chairperson

44 Alva Drive, Cobden Ontario K0J1K0

PLEASE PRINT CLEARLY

Please Circle Application Type:

FULL TIME VENDOR

PART TIME VENDOR

YOUTH VENDOR

ARTISAN VENDOR

Business Name: _____

Owner's Name: _____

Mailing Address:

Farm Address (if different than above):

Telephone: Home: () - Cell: () -

Email: _____

Website: _____

Do you have Facebook, Twitter, Instagram, Other (please include link/handle):

TO BE COMPLETED BY THE RENFREW FARMERS MARKET CHAIRPERSON

RENFREW FARMERS' MARKET 2020 PERMIT

Business Name: _____

Circle One: APPROVED DENIED

Allocated Stall(s) _____

Signature of Chairperson (Jennifer Buckland 2020): _____

Date Approved: _____

Reason for Denial:
