

## Application Guidelines

### Rules and Regulations:

- Submission of a Vendor Application Form does not guarantee the vendor will be offered an opportunity to participate in the Farmers Market. Applications are reviewed by the organizing committee. You will be notified of acceptance by the organizing committee.
- Vendor booth space will be limited to 10' x 10' or 10' x 20'. If additional space is required, applicable fees will apply.
- Tables, chairs and tents are required and will not be provided. Vendors are required to provide their own equipment including power, water and ice.
- Prior to the market, vendors will receive an email detailing set-up instructions and site location. Vendors must be set up 30 minutes prior to the market opening.
- Early teardown is only permitted if a vendor runs out of goods, leaving them unable to continue sales. Vendors must receive approval from the Market Manager before tear down.
- The vendor is responsible for ensuring that their booth area is clean, passes health inspection and all legal and municipal requirements.
- Garbage/waste removal is the responsibility of the vendor.
- Vendors will be given instructions on where to park their vehicles prior to the market.
- No alcoholic beverages may be sold on Town property without a liquor license and approval by the organizing committee.
- The Market Manager has the right to inspect the vendor booth at any time before, during and after the market.
- Vendors are not permitted to bring or consume alcohol or smoke on site at any time.
- The organizing committee reserves the right to restrict the number and type of vendors, and to select vendors who best meet the needs of the market and theme of make, bake or grow.

### Location:

- Elgin Barrow Arena (East Parking Lot), 43 Church Street South

### Hours:

- Every Sunday from 9:30 a.m. - 2 p.m.
- Set-up will begin at 8:30 a.m., take-down will only be permitted between 2-3 p.m.
- Starting June 18, 2017 to October 1, 2017

## Approval of Application

### Eligibility:

- All vendors shall grow produce within 200km of Richmond Hill
- A vendor is responsible for providing verification that all saleable products are made, produced or grown by the vendor. Up to 30% of the produce may be resale of other local growers' produce, subject to approval of the organizing committee.
- 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 2 to 1, at the discretion of the organizing committee.



# Farmers Market Application Guide

## Successful Applicants:

- Vendors chosen to participate in the Richmond Hill Farmers Market will be notified via email or telephone by the organizing committee.

## York Region Public Health:

- Successful applicants must complete a York Region Public Health Vendor Application Form for the market organizers.
- The form must be completed, signed and submitted to the organizing committee within two weeks following notification receipt.

## Vendor Fee Structure

- A vendor fee will be collected by the Market Manager.
- Cheques should be made payable to the Town of Richmond Hill and received no later than two weeks after receipt of confirmation.
- Payment can also be made by Visa, MasterCard or Debit.

## Booth Fees:

- Booth fees are based on a single booth (10' x 10') or (10' x 20') and subject to the rates in the FEE TABLES.
- Subletting of booths is not permitted.
- Fees will be reviewed annually and may be subject to change. The organizing committee shall annually set vendors fees to cover common market expenses such as advertising, rentals, salaries and insurance.
- There will be no refund of payment if the vendor/exhibitor does not attend the event.

## Fee Tables:

Early Bird Fee (Deadline February 15)	Full Season (16 Weeks)	Weekly Rate (Subject to availability)
1 Booth (10' x 10')	\$250	\$35
1 Booth (10' x 20')	\$400	\$35

Fee (February 15 - April 15)	Full Season (16 Weeks)	Weekly Rate (Subject to availability)
1 Booth (10' x 10')	\$270	\$35
1 Booth (10' x 20')	\$420	\$35

Vehicle Parking Fee (Limited)	Full Season (16 Weeks)	Weekly Rate (Subject to availability)
1 Space	\$30	Not Applicable

## Set-Up

- All vendors must report to the Market Manager upon arrival to sign in.
- All set up must be complete before 9 a.m.
- No vendor shall leave the market prior to 2 p.m.
- Tarps, tents, signs, tables and other equipment must be secured in place before the opening of the market to ensure safety of the customers.
- The Market Manager shall have the right to approve any signs, displays and decorations in the vendor's space.

- A booth must be staffed at all times.
- No vendor shall make a change or alteration to Town property.
- Vendors shall not block walkways, fire routes, or other vendors' booths.
- Stereo equipment, televisions, etc. will only be permitted with the approval of the Market Manager.

## Vendor Responsibility

- 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 Town shall carry public liability insurance on the market area to protect the market and participants and to protect the organizing committee for their actions on behalf of the market.
- Vendors must provide proof of no less than \$2 million General Liability Insurance on the Town's Standard Certificate of insurance, posted on the website, adding the Town as an additional insurer. This is due by April 1, 2017.
- All vendors are responsible for compliance with York Region Public Health Regulations.
- All vendors shall label their produce clearly by type and price per Ministry of Agriculture, Food and Rural Affairs (OMAFRA).
- Vendors are responsible for obtaining all permits required in the production and sale of their goods.
- Vendors must maintain compliance with both Provincial and Federal Sales Tax Regulations.

## Product Eligibility

- The vendor shall sell from his/her booth only those items which are approved by the Market Manager. 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.
- Items not approved may not be sold at the market and will be removed immediately from a vendor's booth.
- Acceptable items include, but are not limited to:
  - Garden produce (vegetables and fruit), honey, shrubs and trees, poultry, eggs, maple syrup, preserves, animal feed, herbs and spices, apple cider, bedding plants, cut and dried flowers, firewood, grains, sweets, house plants, baked goods, meat, fish, cheese, handmade crafts, organic oils and jams.
- Anyone wishing to sell anything not listed above must contact the Market Manager for approval.
- All craft products must be new and not factory made or commercially produced.
- Flea market items are not allowed.

**For an application please contact, Community Development Assistant  
at [community@richmondhill.ca](mailto:community@richmondhill.ca), or call 905-884-0855, ext. 220.**