



Waterdown Farmers' Market 2024 Policies

The Waterdown Farmer's Market (presented with support from the Waterdown BIA) is a community-supported market focused on celebrating local, ecological and sustainable food products and producers. Our goal is to provide the community with quality local foods and to highlight the importance and value of local food

ABOUT THE MARKET

When: Saturday mornings, from 8:00 am to 1:00 pm

2024 Season: May 25 until October 19 (22 market days)

Location:

Royal Canadian Legion, Branch 551 - Waterdown
79 Hamilton Street North,
Waterdown ON, L0R 2H0.
(Front Parking lot of the Waterdown Legion).



Vendor Amenities (provided by Market):

- **Washrooms**
Vendor washrooms available inside Legion lobby
- **On-site Market Booth & Staff**
To supply customer assistance, educational information, health and safety guidance, first aid box etc. To direct and control customer traffic. To assist with setup as required – and stall watching for bathroom breaks.
- **Advertising & Promotion**
The Market will be advertised in across a variety of online and social media platforms, e-newsletter, and on waterdownfarmersmarket.ca. Print advertising as available.



Vendors are required to bring their own 10'x10' tent(s) and tables. Weights are available to be borrowed. Tents must be weighted.

2024 VENDOR FEES

Stall and annual registration fees are set each season by the Market. An annual registration fee of \$25+HST (non-refundable) must accompany your application form. Full vendor fees must be submitted within 7 days of acceptance to Market to confirm your spot.

The standard fee for one stall ranges from \$31 to \$44 + HST per week, depending on frequency of attendance (see fee schedule on application). Vendors will not be allowed to occupy space until the appropriate fees have been paid. A charge of \$35.00 will be levied for NSF cheques.

Electricity is \$3/week + HST - and availability is to be confirmed.

Due to space limitations, availability of adjacent-to-stall parking is not guaranteed. Parking is offered outside the layout in the Legion's back parking lot with access for load-in and load-out and there are carts available to move product throughout the market day if required. Please indicate on your application if your vehicle is required at your stall and we will do our best to accommodate.

Following acceptance, vendor fees are non-refundable.

MARKET OFFERINGS

Waterdown Farmers' Market vendors will be asked to submit a list of products on their application form. Items are subject to approval prior to selling at the market. No imported items are accepted without prior approval. The only exception will apply to items that cannot be grown locally. All vendors must follow sustainable food practices.

Additions to Product List: A written or email request must be made when new items are added to the sale list.

Agricultural Products:

Reselling of food products sourced from the food terminal is not permitted.

To count as a grower at least 75% of the products sold by a farm vendor must be grown/raised on the vendor's farm. Farm vendors are permitted to bring up to 25% of products from a neighbouring farm. The Waterdown Farmers' Market practices the *Grower Priority Rule*: Farmers may only sell goods from a neighbour, if no other vendor at market has grown/raised the product.

25% Off-Farm Products:

Prior to bringing product from a neighbouring farm, vendors must provide the following to the Market Manager and have signage displaying the following information at their stall:

- 1) Name of item(s).
- 2) Name, location and contact information of the grower/producer.
- 3) Farming practices of the source farm.

The Waterdown Farmers' Market will not guarantee a monopoly of a single product category. The market will work to protect the interest of all vendors by not oversaturating any one product category.

Prepared Food Products:

Vendors selling prepared foods should use local ingredients wherever possible and work to establish relationships with local farmers/producers. We encourage working collaboratively and sourcing local ingredients from farmers at our Market. Prepared food items must be produced in a public health-approved commercial kitchen.

**Reselling of food products sourced from third party producers is only allowed at the discretion of market management for complementary items not offered by other vendors, and must comprise less than 25% of your total product mix.*

Arts and Crafts:

Although the Market's primary focus is agriculture, we welcome local arts and craft vendors to submit applications on an occasional basis. Preference will be given to local craft vendors using local materials when possible and/or environmentally sustainable products. Woodworkers, potters, textile artisans and painters are a few of the examples of this exciting category. Farmers may also display their hand-made works at their stall (as approved by Market Committee).

Waterdown Village BIA Businesses:

We may, at our discretion, allow local Waterdown Village merchants to showcase and sell items at the Market from their businesses. BIA Businesses who choose to sell products at the Market will be subject to the same fees and regulations as other vendors.

Performers:

Performers are welcomed to apply to perform at the Market. Scheduling in advance with the Market Manager is required. Performers may receive and retain their own tips and promote and sell their merchandise. Email farmersmarket@waterdownvillage.ca to apply, or for more information.

Sponsorship Tent:

Offered to local business organizations. Promotion of services is encouraged. Selling of goods or services is not permitted unless specific criteria are met and approved by Market Committee. Waterdown BIA businesses may participate in the Sponsorship Tent once per season free of charge on a first-come first-served basis. Non-BIA businesses are subject to a sponsorship fee. (see Sponsorship Tent application).

Community Tent:

The Community Tent is available at no cost to local not-for-profit organizations. Promotion of services is encouraged. Selling of goods or services is not permitted unless specific criteria are met and approved by Market Committee (see Community Tent application).

SET-UP & DAY OF OPERATIONS

Stalls:

- Stalls, as well as access to hydro, must be reserved at least one week in advance.
- Location of individual stalls will be based on the mix of vendors participating each week and may change throughout the season.

- Tents and tables are NOT supplied by the Market – vendors will be responsible for bringing their own 10' x 10' tent and tables as well as chairs and appropriate extension cords if using electricity. Connect with Market Management if you are a new grower looking to start-up and participate in our market on a trial basis. We may be able to assist with a loan or low cost rental of a tent and table (limited supplies – pending availability)
- Please allow sufficient time to set-up tents and your display prior to the market opening at 8 AM. **NOTE – for safety reasons and because of space limitations – ALL product offerings and display units must be contained WITHIN your assigned tent area.** Spilling into aisle space is not permitted.
- A vendor may rent up to two stalls. Additional space may be available if requested and available at the discretion of market management.
- Vendors may not sell, sublet or rent their market stall to other vendors.

Stall Signage:

- Your Farm/Business name and location **must** be clearly displayed on a large banner / sign, every Market day.
- We encourage all vendors to clearly communicate what they are selling, how it was grown/raised or created and where it originated from [i.e. These vegetables... This meat... This fruit was grown on (?) farm located at (?)].
- If a vendor is certified organic, a copy of the certification must be displayed within the stall.
- Prepared foods and handcrafts should list details of all ingredients and source of origin where possible.
- We understand that even though a vendor brings enough products for the day, a sell-out may occur. We require a 'Sold Out' sign be prominently displayed and a note as to what will be there next week.
- Vendors are responsible for their own display materials. We encourage displays that are visually expressive, interesting and creative. Vendors are responsible for the set-up, tear down and removal of their displays at end of market day.

Pricing:

All items offered for sale must have prices prominently and clearly displayed. Vendors must not practice distress pricing by undercutting other vendors or dumping products at bargain or sale prices. Where applicable, vendors are responsible for collecting applicable taxes.

Farm Products Grades & Sale Act:

Products should be sold by units or containers. If product is sold by weight, scales must be inspected with a valid sticker. All products must be correctly labelled and priced.

Transparency with Customers:

Verbal and written communications with customers regarding growing methods, ingredients, source of ingredients, must match information listed on the vendors' website and/or other related sites (i.e. MyPick) and on the Waterdown Farmers' Market application form and vendor profile page on the Markets' website.

Stall Sitters:

Vendors and/or their family or other qualified staff are expected to attend the Market in person to sell their products. Occasional use of booth sitters is permitted and vendors are encouraged to arrange a stall sitter rather than not open the stall for the day.

Late Arrivals & Cancellations:

Vendors must notify the Market Manager **as soon as possible** of any changes to their attendance. A minimum 72 hours is preferred (for late, absent, stall sitter changes) in order to preserve stall location. Stall re-allocation will be at the sole discretion of the Market Manager. Vendors arriving late (past 7:45 AM on Market day) will

be fined \$25 and their vehicles will not be allowed within the Market footprint. Two or more infractions may result in the vendor being asked to leave the Market.

HEALTH & SAFETY

Parking:

All vehicles not remaining at stalls must be parked in the vendor/customer parking at the back of the Legion by 7:45 AM (at the latest). The Market area is accessible for setup from 6:30 to 7:45 AM. No selling of any goods will be allowed prior to 8am. The market area is closed to *all* vehicular traffic from 7:45 AM to 1:00 PM. Vendors must vacate the venue by 2:00 PM. No vehicles shall engage their engines until 1:15pm (15 minutes after market closing) to leave the premises.

Insurance, Incidents & Accidents:

Vendors are required to carry the necessary insurance to indemnify the Waterdown BIA as well as the Royal Canadian Legion. All vendors must immediately report any incidents or accidents that occur on the market day, to the Market Manager.

Permits:

Vendors are required to comply with all Market policies, as well as any Municipal, Provincial & Federal Regulations regarding labeling, measures, health and safety, etc., for all products offered for sale at the Market. Vendors are responsible for obtaining all necessary licenses, permits, inspections and certification for the sale of their products.

Food Safety:

All persons handling food products must maintain a high standard of personal hygiene. Vendors & staff must apply minimum food safety guidelines as set out by municipal, provincial and federal agencies. It is the vendor's responsibility to be familiar with the regulations. All foods offered for sale must be protected from contamination and must be stored and displayed off the ground. Baking and processed foods must be pre-packaged at the point of production or contained in a display case to protect them from contamination.

Clean Up / Recycling / Waste Removal:

Vendors are encouraged to use recycled and recyclable materials whenever possible and are responsible for removing their recyclables and waste at the end of the Market day. Stalls must be kept free from waste during the market day. The Market reserves the right to bill any Vendors for clean-up costs. Vendors are responsible for cleaning up their stall area after each Market day.

BBQ & Open Flame Burners:

Vendors using BBQ's or open flame burners or heaters must place the units on a non-flammable surface and have an inspected 5lb'ABC' rated fire extinguisher in the stall.

Severe Weather Policy:

The Waterdown Farmers' Market is a rain or shine event. We will only close during severe weather that poses safety risks. The Farmers' Market adheres to an Emergency Plan for severe weather, prepared by the Waterdown BIA following Environment Canada guidelines.

Unsettled weather situations can arise and pass quickly during hot summer months. If/when severe weather is imminent or active, we will attempt to open the Market for a portion of the market day if safe to do so.

Any decision regarding severe weather, will be made by the Market Manager and the Farmers' Market Committee.

Should severe weather conditions (high winds, or thunderstorms) arise during the course of the Market, vendors and guests will be advised to take immediate shelter in nearby buildings and/or your vehicles (please remember to bring easily handled valuables, such as cash boxes, with you). Tents and booth tables will remain set-up unless it is safe to cover or remove products and dismantle contents. The Market will remain temporarily closed up to 30 minutes after the last rumble of thunder, as per Environment Canada guidelines for lighting safety, or until other severe weather conditions subside.

Safety of vendors, staff and customers will always be our first priority. All other policies including parking remain in effect. DO NOT drive vehicles onto the Market lot during severe weather, until after it has passed, and/or the market is closed for the day. In the event of teardown during severe weather, please follow instructions from Market management and staff and take extra caution to adapt to rapidly changing conditions (reduced visibility, slippery pavement, heavy equipment due to water weight, etc.).

Please pay particular attention to tent safety during set-up and teardown on windy days. Due to the large surface area and relatively light weight of tents, wind can be a serious safety risk. Ask for help from the Market Manager, Market Crew, or a neighboring vendor to setup and teardown your tent. This extra care is needed to prevent damage to your tent, or injury to yourself or others around you. Make sure you have weights and/or stakes readily available to weight the tent immediately upon setup. Also leave weights and/or tethers on during teardown until you are ready to collapse the tent.

Infectious Illness & Public Health

COVID-19 and infectious disease policies will be regularly updated based on the most recent advice of public health. Any new policies will be emailed to accepted vendors as needed and uploaded to waterdownfarmersmarket.ca. **It is the responsibility of each vendor to ensure compliance with Safety Plans and all Public Health directives.**

MARKET MANAGEMENT

The Market is managed by the Market Manager hired by the Waterdown BIA.

Market Advisory Committee: Policy guidance for the Waterdown Farmers' Market is provided by representatives from our vendor community as well as the Waterdown BIA and the Market Manager.

Diversity and Inclusion: The Waterdown Farmers' Market strives to be a safe and supportive place for people regardless of their age, background, colour, religion, ability, and gender identity. Hate incidents, racism, discrimination and homophobia will not be tolerated at our Market. Please report any such incidents to Market Management.

Conduct: All vendors and market staff are expected to be courteous, professional and presentable at all times. This includes refraining from any negative comments regarding other businesses and personnel in communication with patrons and other vendors. Inappropriate language or behaviour, harassment or abuse towards anyone at market will not be tolerated and may be reason for expulsion. Vendors, staff, sponsors, and volunteers will be required to sign a Code of Conduct agreement to participate in market.

The Market Manager has the right to issue warnings and/or suspension and/or fines to any vendor violating market rules. Non-compliance of the market rules may result in forfeiture of the privilege of selling at market.

Conflict Resolution: Any grievance or concerns regarding actions of another vendor must be brought to the attention of the Market Manager. If the grievance cannot be settled directly, the Market Committee, Market Manager and/or Waterdown BIA will settle the grievance in a timely manner. All decisions made will be final.

Vendor Application & Selection Process: All vendors must submit an application to the Market for approval for each market season. Applications will not be processed prior to receipt of the appropriate registration fee. The Market Advisory Committee, led by the Market Manager and the Waterdown BIA Executive Director, will review all completed vendor application forms. The Market Advisory Committee reserves the right to accept or deny any application regardless of prior year's participation.

Submitted applications serve as a contract with the Waterdown Farmers' Market and the terms and conditions detailed in this Waterdown Farmers' Market Policies document.

Amendments to this Document: Changes to the market policies and application form are at the discretion of the Market Manager and the Waterdown BIA and will be communicated to any vendors affected.

Land Acknowledgment:

Located at the top of the escarpment, at the head of Lake Ontario, people have been born on, lived and died on this land for at least 15,000 years. Today Waterdown and Flamborough are still the home to many Indigenous people from across Turtle Island.

This land is the territory of the Chonnonton, Huron-Wendat, Haudenosaunee Confederacy, and most recently the Mississaugas of the Credit First Nation, and is subject to many treaties including the Dish With One Spoon Wampum, Treaty of Niagara (1764), Silver Covenant Chain of Friendship, and Treaty No. 3 (1792).

We are grateful to have the opportunity to live and work in this community, on this territory.

We welcome your feedback, questions, suggestions or comments.

Mailing Address:

Waterdown BIA/Waterdown Farmers' Market, 20 Main St N. , Unit 2, PO Box 954,
Waterdown, ON LOR 2H0

Contact: Adam Neumann, Market Manager farmersmarket@waterdownvillage.ca

Phone: 289-260-6841

Vendor application forms for the Market are available at:

www.waterdownfarmersmarket.ca

We look forward to a another successful season in 2024!

