

# Summer Market Series



## Policy – Vendor Rules/Regulations 2022

“Local” will be defined as:

Producers, farmers, artisans and other individuals/products from Oxford County and neighbouring counties.

*The Summer Market Series will be managed by the BIA Manager and Board of Management, under the direction of the Corporation of the City of Woodstock.*

The Summer Market Series will be a community-driven market committed to providing local products of Oxford County and Ontario.

# Vendor Fees, Rules and Regulations

## LOCATION

The **Summer Market Series** will be located in the heart of downtown Woodstock, on Museum Square and Market Street. There is ample parking at this location for both vendors and customers.

*There is absolutely **NO SMOKING/NO VAPING** allowed at the Market. By-law 8461-08 prohibits smoking in public places and any workplace. See Chapter 835 of the Municipal Code for more information. **The Summer Market Series will be compliant**, appropriate signage will be on site, and all vendors will be supplied with individual signage at your first market day.*

## DATES/HOURS

2022 Market will be open on **Thursday**  
The official advertised hours of the market will be from **12:00pm to 7:00pm**.

Vendors must be ready to sell at **12:00pm**.  
No early sales.

**The market will not open until all vehicles are removed from pedestrian walkways.** This is a public safety precaution.

**\*NO PARKING ON THE GRASS\***

**TEAR DOWN: PACKING UP IS NOT TO BEGIN BEFORE 6:50pm.**  
**No vehicles will be permitted back on the pedestrian walkway until 7:00pm.**  
**(Back entrance of walkway only!)**

## BIA MEMBER AND COMMUNITY BOOTH LOCATION AVAILABLE!

The "BIA Business Member Booth" will include 10'x10', with a table, 2 chairs and a tent provided by the BIA. BIA members can book this space to promote their business!  
This may include doing a demonstration. First come, first served. Book early!

## ALLOCATION OF VENDOR SPACE

Vendor spaces will be allocated by the BIA Market Manager or appointed Management.

## SPACE ALLOTMENT

Each vendor will be entitled to a minimum of a **10x10 space** within the Market site. Space allotment will be handled on a **first-come-first serve basis**. There will be limited access to hydro, which may be made available for those **vendors selling meats, cheeses, dairy products, and fish only**. Appropriate space and location for these vendors will be handled as a priority on a first-come-first serve basis.

## VENDOR FEES

**BIA Member: No Charge**

**Farmer, Producer,  
Artisan, or other: \$25 charge per week**

Vendor fees are payable upon booking space by cash or cheque only.

Cheques are to be made out to:

**Downtown Woodstock BIA.**

**No Refunds.**

## PRODUCT

There are to be no products offered for sale at the market that are in direct competition with our merchants in the Downtown unless the BIA member agrees. I.e. exactly/close to the same product. This will be at the discretion of the Market Manager.

*All vendors shall comply with the requirements of Provincial, Municipal and local Health Unit regulations, regarding the labeling of their produce by type, price, etc.*

Only vendors offering goods for sale which they have produced themselves/or sell for an approved local farmer/producer will be considered. **All applications will be juried before approval.**

As a general guideline, no produce may be sold at the market which has not been grown locally (within Ontario). Produce from the Food Terminal is not acceptable. All vendors are encouraged to indicate the source of the product. **However, anyone selling food products must be first approved through Southwestern Public Health.**

Vendors will not sell any flea market-type items. **Absolutely no peddlers will be allowed in the market.**

Home baked goods must be wrapped to prevent contamination.

*-The names of all approved vendors (excluding crafters/artisans) will be submitted to the Oxford County Board of Health. **Public Health Inspector at 519-539-9800 x3474***

## SET-UP

- Set-up time will begin at 11:00am.
- All vendors are **required to have** coverage (pop up tent/umbrella) over their appointed space.
- **ANCHOR WEIGHTS (NOT PEGS) ARE REQUIRED FOR ALL TENTS AND CANOPIES.**
- A vendor should not leave before **7:00pm** unless their products have been sold out or previous arrangements have been made with the Market Management.
- All vendors must be off the premises by **8:00pm**.
- Vendor Parking: Designated Parking. Please see Market Manager for details and permit.
- **ABSOLUTELY NO VEHICLES WILL BE PERMITTED IN THE MARKET AREA AFTER 11:50am.**  
THIS IS A PUBLIC SAFETY PRECAUTION.

## GARBAGE AND STORAGE

- Vendors must place their own refuse in a suitable container at their designated space and remove refuse when they leave.
- General garbage containers are for the use of customers only.

## OTHER VENDORS/ARTISANS/MUSICIANS/BUSKERS

- Other vendors, artisans, musicians, and buskers not covered under other areas, will be admitted at the discretion of the Market Management.
- In all instances, the mandate to highlight local products and services will be a priority.
- All artworks must be handmade at their home/studio.
- Musicians/Buskers will be admitted at the discretion of the Market Management
- Musicians/Buskers may collect donations from the public.

## **COMPLIANCE**

- a) All vendors must be familiar with the rules and regulations of the Summer Market Series and agree to comply with them.
- b) All vendors shall complete a vendor application form, which shall be accompanied by this Vendor Rules and Regulations package.
- c) Vendors making application to sell at the Summer Market Series agree to comply with the Rules and Regulations as set out in this document.
- d) Compliance with both provincial and federal sales tax regulations is the responsibility of the Vendor.
- e) Vendors shall comply with all federal, provincial and municipal regulations regarding the sale of their merchandise. The Summer Market Series shall not be held responsible for any noncompliance.
- f) Vendors who repeatedly violate any of the rules and regulations shall be informed in writing that their membership is under review and will be revoked if the situation persists.
- g) Any items not specifically covered by these rules and regulations shall be dealt with by the Market Management at the discretion of City Hall.
- h) All vendors must show proof of insurance (\$2 million liability) as the market will be held on municipal property.

# Summer Market Series



## Vendor Application / Agreement 2022 Season

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Municipality/Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Website: \_\_\_\_\_  
Social Media to follow/promote: \_\_\_\_\_

Please circle which kind of vendor you are:

Food/Baker      Farm/Producer/Grower      Specialty/Artisan      Non-Profit  
Service (i.e. police, fire, etc.)      Downtown BIA Member      Other \_\_\_\_\_

Please list all products to be offered for sale, or attach a list with your application:

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I /We hereby apply to rent ( \_\_\_ ) designated space(s) at the Summer Market Series on biweekly and agree to adhere to the rules and regulations set out by Market Management.

Total Number of weeks this year: 9

Circle Dates Attending:    June 2, 16 & 30    July 14 & 28    August 11 & 25    September 8 & 22

Copy of Insurance Included

Read and Understood Market Agreement

Farmer/Artisan/Service/Non-Member \_\_\_\_\_ \$25.00 X ( # of weeks ) \_\_\_\_\_ = \$ \_\_\_\_\_

BIA Member: \_\_\_\_\_ No Charge      Non-Profit Information Tent ONLY- No Charge

Please make cheques payable to: **Downtown Woodstock BIA.**

Please note: **No Refunds** for non-attendance.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Return Completed Applications to:



**Judith Fleming**

Assistant Manager I Downtown Woodstock BIA

Email: [info@downtownwoodstock.ca](mailto:info@downtownwoodstock.ca)

Phone: (519) 537-5721

Fax: (519) 537-3301

**Fan\$aves**



201-5 Graham Street, Woodstock ON, N4S 6J5

[www.downtownwoodstock.ca](http://www.downtownwoodstock.ca)



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