



**Downtown Woodstock Outdoor Farmers' Market
Policy – Vendor Rules/Regulations
2019**

MANDATE OF THE FARMERS' MARKET



The Downtown Woodstock weekly Farmers' Market will be managed by the BIA Manager and Board of Management, under the direction of the Corporation of the City of Woodstock.

The Downtown Woodstock Farmers' Market will be a community-driven market committed to providing fresh products from local producers of Oxford County and Ontario.

“Local” will be defined as:

-Producers, farmers and artisans from Oxford County and neighbouring counties; including produce such as specialty soft fruits from Niagara Region.

Vendor Fees, Rules and Regulations

LOCATION

The Farmers’ Market location is 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 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 Downtown Woodstock Farmers Market 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

2019 Market will be open each **Thursday from May 16 to October 3**. The official advertised hours of the market will be from **11:00 am to 4:00 pm, Thursdays**.

Vendors must be ready to sell at **11:00 am**. No early sales.

The market will not open until all display items 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 3:50 pm.

NEW in 2019!

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 'pro bono' for one market day during the season to promote their business. First come, first served. Book early!

The "Community Booth" is available for not-for-profit organizations. A weekly vendor fee will apply but can be waived at the discretion of the Market Manager. Call the Market Manager for details.

ALLOCATION OF VENDOR SPACE

Vendor spaces will be allocated on a seasonal basis by the BIA Market Manager or appointed Management. The season is defined as: **May to October in any year**.

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.

There may be a surcharge for these spaces.

VENDOR FEES

Weekly Rate: **\$25.00/week/10x10 space**
 \$35.00/week/2 spaces
 \$45.00/week/3 spaces

Seasonal Rates: (21 weeks)
 \$400.00/one 10x10 space
 \$600.00/two spaces
 \$800.00/three spaces

Buy More and Save!

When paying seasonally, vendors receive 1 market-day free.

*Vendors that cannot afford the whole season can split the cost of a booth and then alternate weeks.

Vendor fees are payable by cash or cheque only. Cheques are to be made out to:

Downtown Woodstock BIA.

- a) All vendors must apply for vendor space.
- b) Renewing vendors will have the choice of the space they occupied at the end of the previous season.
- c) Renewing seasonal vendors who wish to change to a new, unreserved space will be given preference by the BIA in the process of selecting available space.
- d) New seasonal vendors have second choice of remaining spaces.
- e) Daily vendors will be assigned on a first-come first-serve basis and will be assigned by the BIA.
- f) No space is guaranteed weekly unless you have paid seasonal vendor fees.



PRODUCT

All vendors will be permitted to sell product at the Downtown Woodstock Outdoor Farmers' Market and be exempt from permits/license *providing that the produce, product, goods, or wares are grown or produced by a farmer/resident in Ontario.*

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.

****Products must be at least 75% hand produced and are subject to jury.***

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.

Vendors will not sell any flea market-type items. Third party products are not allowed.

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 10:00 am.
- ✦ 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.**

- ✦ The daily vendor fee must be paid to the Downtown Woodstock BIA at the start of each day either by cash or cheque.
- ✦ A vendor should not leave before **4:00 pm** 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 **6:00 pm**.
- ✦ Vendor Parking: Designated Parking. Please see Market Manager for details and permit.
- ✦ Vehicles are not allowed on the paved walkways.



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 art work must be handmade at their home/studio.
- ✦ Artisan vendors must complete a vendor application.
- ✦ Buskers playing acoustic music may apply to perform on market days.
- ✦ 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 Downtown Woodstock Farmers' Market 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 Downtown Woodstock Outdoor Farmers' Market agree to comply with the Rules and Regulations as set out in this document.
- d) **Reporting:** from time to time we may ask vendors to report their monthly gross sales to the Market Manager. All figures will be kept confidential and you are not required to record your name. This is to track and record our success.
- e) Compliance with both provincial and federal sales tax regulations is the responsibility of the Vendor.
- f) Vendors shall comply with all federal, provincial and municipal regulations regarding the sale of their merchandise. The Downtown Woodstock Outdoor Farmers' Market shall not be held responsible for any noncompliance.
- g) 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.
- h) Any items not specifically covered by these rules and regulations shall be dealt with by the Market Management at the discretion of City Hall.

Downtown Woodstock Farmers' Market Vendor Application / Agreement



2019 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/ Craft

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

I /We hereby apply to rent (__) designated space(s) at the Downtown Woodstock Farmers' Market during the 2019 season (May 16 to Oct. 3 2019) and agree to adhere to the rules and regulations set out by Market Management. **Total number of weeks this year is 21**

Seasonal: 1 Standard (10x10) @ \$400.00 / Double @ \$600.00 / Triple @ \$800.00 = \$ _____

Weekly: (# of spaces) _____ @ \$25.00/week x (# of weeks) _____ = \$ _____

Non- Profit: _____ \$25.00

BIA Member: _____ No Charge

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

Applicant Signature: _____ Date: _____

Please Return Completed Applications to:

Virginia Armstrong

Manager, Downtown Woodstock BIA

5 Graham Street, Suite 201
Woodstock, ON N4S 6J5
info@downtownwoodstock.ca
Tel 519-537-5721 Fax 519-
537-3301

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