



VENDOR APPLICATION 2011



**Register by May 14, 2011
to receive the
Early Registration Discount**

Procedure for making an application to Vend

Step 1

- A. Carefully read the Vendors Rules and Regulations.
- B. Review the Procedure for making an application to Vend (this document)
- C. Review OSFP's Objectives, Vision, Goals and Values
(available at www.OSFP.ca – download Sustainable Food for Sustainable Communities and see page 20)
- D. Determine whether the Harbourside Organic Farmers' Market and the objectives of OSFP appeal to you and whether you think your product, business plan and personality would be a good fit
- E. Submit vendor application with list of products that will be for sale at the market for review by committee

Committee has reviewed criteria for Step 1

- Application Approved: continue on to Step 2
 Application Denied. Committee to provide written explanation.

Applicant may wish to correct deficiencies, amend the application and resubmit.

Step 2 – \$25 Processing Fee, Information Review and On-site Inspection

A. \$25 Processing Fee

Upon approval of the application the applicant must submit a non-refundable \$25 processing fee.

B. The following items will be reviewed by the Market Advisory Committee (may be concurrent with on-site inspection)

- samples of product line (one of each): may be provided at site inspection
 brief description and history of the business
 copy of certifications if organic, transitioning-to-organic, LFP certified or any other relevant classifications
 list of other markets attending, stores and places where products are currently sold
 photos of booth set up at other venues, if available

C. On-site Inspection

A site inspection at the farm/processing facility/kitchen will be arranged and performed by the Market Advisory Committee. Criteria the inspectors will be looking at include:

- complete Records of Purchase, authenticating source of ingredients and items used in production
- evidence that the applicant actually makes/grows the product that will be for sale
- workplace conditions
- walk-around inspection

- Information Review and Inspection Passed: continue on to Step 3
 Inspection Failed. Committee to provide written explanation.

Step 3 – Review of Vendor Rules and Regulations

The Market Advisory Committee will explain the importance of • regular attendance, • consequences of no show • arriving late, • selling of unapproved products, • plastic bag and zero waste policy, • health & fire department requirements (as applicable)

- Applicant has submitted payment.
 Step 4 Vendor Approved: Committee provides signed acceptance (below)

Approved by HOFM Advisory Committee:

Name and Position

Signature

Date

APPLICATION FORM 2010

Company/Farm Name _____

Telephone _____ Cell _____

Address _____

Contact Person _____

E-mail address _____ Web site _____

Returning Vendor

New Vendor

Number of Acres in production: _____ Market participation: full season half season other

Have you ever participated in other Farmers Market? Yes No

If so, Where? _____

Products to sell: fruits, vegetables non-food items value added food products (breads, jams, etc.)?
 If value-added food, do you prepare products in a regionally approved commercial kitchen? Yes No

Product Information : Please specify what you intend to sell at the Market. Specify types of vegetables, baked goods, non-food items etc. _____
 Attach separate list if necessary (not required for returning vendors unless product list has changed).

My company/farm has liability insurance for the period that I will participate in the market Yes No

Amount to be Paid \$ _____ (according to fee structure on next page).

Applicant Statement: I AGREE to abide by the Rules and Regulations of the Harbourside Organic Farmers' Market; TO TAKE RESPONSIBILITY FOR MY OWN LIABILITY INSURANCE and any and all PERMITS and LICENSES (where applicable); TO ASSIST in the inspection of my farm, market garden, and/or kitchen by agents of the HOFM; TO SELL only agricultural products produced on my farm or those approved by HOFM, and if I produce value-added products, to use ingredients harvested by myself or purchased from other vendors or local growers when possible, and if I produce non-food products to produce these products in the local area. I FURTHER AGREE NOT to hold the Harbourside Organic Farmers' Market or its representatives and employees responsible for any damages rising out of the sales of my products or from my presence on the Market site, and I agree to pay my fees in a timely manner. I FURTHER UNDERSTAND THAT ANY ATTEMPT TO SELL ANY PRODUCT NOT GROWN OR OTHERWISE PRODUCED BY ME IN ACCORDANCE WITH THESE RULES AND REGULATIONS WILL RESULT IN MY IMMEDIATE EXPULSION FROM THE HOFM.

CIRCLE MARKET WEEKS ATTENDING

JUNE 18 25 JULY 2 9 16 23 30 AUG 6 13 20 27 SEPT 3 10 17 24 OCT 1 8 15 22 29

**Please mail completed registration form along with payment by cheque to:
 OSFP, 2462 Hixon Street, Oakville, ON L6L 1V1**

Your Name _____ Signature _____

Date _____

FEE STRUCTURE 2011

All vendors, with the exception of full-season vendors, must pay an annual registration fee of \$25 – for new vendors, the application fee is accepted as credit for their annual registration. All vendors must pay an annual insurance fee of \$25. All fees stated below include PST/GST/HST.

The market operates Saturdays from June 18 - October 29, 2011 (20 weeks).

Weekly fees:

Full-season or half-season (no power): \$20/week

Full-season or half-season (with power): \$30/week

Occasional vendor (no power): \$30/week

Occasional vendor (with power): \$40/week

Trial vendor (tent provided, no power): \$150/month

Trial vendor (tent provided, with power): \$200/month

Trial vendors receive the use of a canopy tent and 6' table (supplied by the Market), for 4 continuous weeks. Full and half-season vendors will receive a 10% discount on weekly fees if their complete application is submitted before May 14th, 2011. Returning vendors must submit an abbreviated application.

Vendor Rules and Regulations 2011

1. Location

The market is located at Centennial Square, 120 Navy Street, Oakville, ON L6J 2Z4.

2. Hours

In the year 2011 the market will be open from 9:00 a.m. to 1:00 p.m. on Saturday (June 18 to October 29). Producers/Vendors must arrive in time to ensure that their stall is open for business promptly at 9:00 a.m. Vendors must stay for the duration of the market and may not dismantle before the market closes, without prior approval from the Manager.

3. Application and Selection Process

Vendors should be located within 100 miles (approx. 160 km) of Oakville and have to produce the majority of what they sell. Their produce/products shall be wholesome and of high quality. Live animals cannot be sold at the market. Growers will not use Genetically Modified seeds. GMO ingredients in prepared foods will be unacceptable. Products/produce must be from farms that are organic, are in transition, or that use ecologically sustainable methods that meet the approval of market management. Farmers raising meat or poultry may sell it if it is free-range, and with minimum medication. For produce that is not organic, and has been approved by management, it must be clear to customers why it's not organic. For value-added food products, vendors must indicate clearly when they have not used organic ingredients. Vendors must be willing and able to verify the sources of their products and their production methods. Management must be allowed access to the place where a vendor's goods are produced, as well as to documents indicating the source of goods purchased for resale at the market. The Market Advisory Committee will determine the suitability of the product for the market.

Farmer Farmers are persons who raise Livestock or produce (fruit, vegetables, herbs, flowers, or nursery crops) from seeds or plants, and care for, cultivate, and harvest the crops offered for sale. No finished products may be bought and resold.

Processor Processors are persons offering fresh food products such as meat, fish, or baked goods that they have processed, creating or adding value to their product being offered for sale.

Crafter Handicrafts may be sold at the Market. The word handicraft is defined as a product in which the vendor has invested considerable skill, time and effort. The handicrafts sold at the market shall be of a type and nature to reflect the "hand-made, farm-based" atmosphere of the farmers' market. See item 'k' under Vendor Requirements for additional details about handicraft products.

Holistic Arts Holistic Practitioners are persons trained in a recognized healing arts program, also referred to as Alternative Medicine such as shiatsu massage, reflexology, homeopathy these practitioners provide a service rather than a product.

Non-Profit One stall space will also be available to non-profit community groups throughout the season at \$10.00 per market day. (see item 6 for clarification).

The Market Site Manager will assign the stall space.

In the year 2011, the Market Manager or his/her designate shall allocate vendor spaces as follows:

- Renewing seasonal vendors have first choice of the stall they would prefer. Priority of choice is given based on first paid-first choice, with those applying for full season given priority over occasional vendors.
- New seasonal vendors have second choice of remaining stalls.
- The Farmers' Market Manager will assign daily vendors on a first-come-first-served basis.

The final stall allocation will include an appropriate product mix, and will be at the discretion of the Farmers' Market Site Manager.

4. Vendor Requirements

a) When a farmer has home-grown produce to sell, other vendors are not permitted to sell the same produce if they have not grown it unless they have the consent of the farmer who has brought home-grown. Vendors will let the market manager know a week ahead of time what they are bringing, and in the case of conflict, the manager will mediate.

b) In order for the Market to ensure an appropriate product mix, vendors are permitted to sell only the items that are listed on their vendor application. Vendors who want to introduce new products must contact the Market Manager to make an amendment to their vendor application.

c) For farmers, no more than 30% of a vendor's produce can come from other than their own farm [or land directly under their management].

d) As a small market, we try to avoid destructive competition. No distress pricing will be allowed. When two or more vendors want to sell the same product, the manager will mediate.

e) All vendors must comply with the requirements set by Canadian Food Inspection Agency and local Health Units (labelling produce by type, quantity and price, cooling, sanitation, etc.)

f) All vendors must comply with the requirements of the Halton Public Health Department, and food producers must supply proof of health department inspected premises at the time of application. Meat sellers must have documentation of the abattoir in which the animals were slaughtered. All products sold at the market will comply with the applicable provincial and federal regulations regarding labelling, measuring, safety, etc. Compliance with these regulations is the responsibility of the vendor.

h) Vendors are responsible to obtain all necessary licenses, permits, inspections and certificates for the sale of their product.

i) Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the individual vendor.

j) A limited number of products that cannot be grown locally within approximately 100 miles of Halton will be considered for sale at the market, only if the vendor has considerable input into their preparation/creation. Ethically harvested wild foods will also be considered.

l) All craft vendors are responsible for following all federal, provincial, and municipal regulations regarding their products.

m) Vendors will agree to bring an adequate supply of their primary product to last the entire market day.

n) Vendors will provide their own tables and shelter. Vendors are responsible to ensure their canopies, tents, umbrellas and displays are of sturdy quality and are secured in place with weights. Preferred tents have steel frames, not aluminum, with grenade pin hardware on the lock joints. All vendors required to have at least 25 pounds of safe weight on each leg of the canopy, to protect against blow overs and aways. In the event of strong winds and inclement weather conditions management may request the removal of any structure or object that may pose a danger to the public.

p) All vendors must display a sign which clearly states the Farm or Business Name and location.

q) Vendors will post their product signage prominently on their stalls.

r) Vendors are encouraged to personalize their stalls with stories and pictures and to share their farming background with the customers.

s) Classification Signage: Additional stall signage will be Market Certified and Categorized to clearly indicate to the customer the practices of each vendor. Each vendor will fall into at least one of the following categories;

- Certified organic primary producer • Non certified organic primary producer
- Certified organic secondary producer • Non certified secondary producer
- Fair Trade products

t) Products designated as "organic" must be certified by a recognized certifying body. Vendors making claims of "organic" without certification acknowledge that they may be subject to investigation under Canada Organic Standards Act.

u) Smoking is not permitted at any vendor's stall.

v) Subletting of stalls is not permitted.

w) Vendors shall honour all Harbourside Organic Farmers' Market promotions.

x) Vendors must keep any of their own non-recyclable refuse in a suitable container of their own.

y) Market management will include vendor's contact information, including mailing address, email, and phone number on the vendor's list which will appear and on the web site and possibly other publicity.

5. Arrival, Departure and Selling Time

- Vendors are allowed a 90-minute set-up and one-hour take-down time before and after the scheduled market hours.
- Vendors are required to arrive at least 30 minutes prior to the start of the market or their assigned stall space may be reassigned; vendors are required to off load their products and remove any required vehicles vehicle at least 30 minutes prior to the market opening. Violators may be fined \$25.
- Vendors may leave only after the market has closed and a safe exit can be made.
- Vendors may not conduct sales after the market has closed.
- Vendors may not dismantle their stall before the market closes without approval from the Market Manager.
- Stall fees are payable one week in advance.

6. Cancellations

- Vendors are expected to attend confirmed markets each week throughout the market season.
- Confirmed stall reservations are considered commitments by Vendors to participate in the market on either a weekly or seasonal basis and a commitment by OSFP to provide a space for same.**
- In the event a vendor cannot attend a market day, he/she must contact the OSFP office or Market Manager atleast 72 hours prior to each Market day to cancel their stall reservation.
 - The Market Manager has the discretion to cancel a market in the event of dangerous or extreme weather conditions, with no refunds offered.
 - No Show: a pre-confirmed vendor that does not cancel at 72 hours before market setup.
 - Vendors who have two or more No Shows at a market during their designated season, may lose their stall space reservation and will be fined \$50.

7. Parking

Vehicles will be allowed in Centennial Square for the purpose of loading/unloading only before 8:30 and after 1:00.

8. Dispute

A demonstrated willingness on the part of all market participants to work cooperatively and to resolve conflicts as they arise is essential.

- In the event of dispute, the Market Managers decision at the time is deemed final.
- Grievances to decisions made by the Market Manager may be made in writing and submitted to the Market Advisory Committee within seven days, otherwise they shall be deemed invalid.

9. Non-Profits

The Market Advisory Committee will schedule the participation of non profit organizations with missions related to farming, gardening, conservation, education, youth and/or nutrition. If a non profit organization is scheduled for Harbourside Organic Farmers Market and the non profit plans to offer items or services for sale, it shall be subject to pay the same rate as the Farmers/Vendors on a per space basis.

10. Fee Schedule

Any fees collected by the Market are for the purpose of promoting and operating the Farmers' Market. All cheques are to be made payable to **OSFP** (Oakville Sustainable Food Partnership). N.S.F. cheques will be charged an administration fee of \$45.00.

The fees apply to a 10ft. x 10ft. stall space. All fees include GST/HST.

These fees are for stall rentals during the 2010 Farmers' Market season, and there is to be no carry over to fees incurred for other programs with the Organic Farmers' Market or OSFP. All payments are non-refundable. In order to secure space, seasonal vendors should have their **applications and fees (cheques) in no later than May 14, 2011.**

11. Cancellation of Application

Management reserves the right to: 1) cancel the approval of any vendor's application at any time if and when it finds said vendor in violation of any of the aforementioned guidelines and eligibility requirements, and 2) therefore ask a vendor to withdraw from the market.

The Board of Directors of OSFP reserves the right to revise the HOFM Rules and Regulations at any time and upon the recommendation of the Market Advisory Committee.

These are the rules established for 2011. HOFM Management reserves the right to reassign stall locations based on the expected increase in vendors in the year 2011 season, to achieve the most appropriate vendor mix and vendor locations. The Farmers' Market Manager shall deal with any items of business not specifically covered by these rules, at his/her discretion.

For further information please call **905.825.8966** or email **market@OSFP.ca**