



**Minto Farmers' Market**

**Vendor's Handbook of Rules & Regulations**

**2017 Market Season**

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

## ORGANIZATION

### Minto Farmers' Market Committee

The mission of the Minto Farmers' Market Committee is to maintain Farmers' Market for the purpose of marketing local farm, agriculture and craft products and to improve production of, stimulate public interest in and increase consumption of local products. The Minto Farmers' Market is therefore open strictly to local and bona fide producer-vendors. All Vendors must sign that they have read and will abide by the rules of the Farmers' Market.

## MARKET LOCATION & SEASON

### Location

The Palmerston Farmers' Market is located at the Palmerston Railway Heritage Museum, 166 William St. Palmerston, Ontario.

### 2017 Dates & Hours

Palmerston Farmers' Market – Saturdays from June 3 – August 26 from 9:00 a.m. to 12:00 p.m.

## VENDORS

To become a vendor at the Palmerston Farmers' Market, persons must submit the proper application, be approved by the Minto Farmers' Market Committee and agree to abide by the Rules and Regulations. A breach of the Minto Farmers' Market Rules and Regulations shall be grounds for no longer being allowed to vend at the Market. If you are a vendor selling food products you must also complete the applications required by the Wellington Dufferin Guelph Public Health Unit.

### 25% Rule

The sale of items grown or produced by anyone other than the vendor is only permitted by special provision. Such items must be approved by the Committee. For approval, at least 75% of what is being sold is the vendor's own product and the resell items cannot be in competition with **locally grown** items for sale by other market vendors. ***And further to that, items grown or produced outside of the 50 km radius are identified as such and must be products of Ontario.***

### Residency

Applicants must be residents of Ontario and grow or produce the goods within a 50 km radius of Minto.

### Vendor Status

There are two types of Vendor status available at the Market:

- Daily Vendors attend the Market on a day-by-day basis
- Season Vendors attend the Market full time, and are:
  - Full season, attending for the entire summer season June to end of August

## APPLICATION AND SELECTION PROCESS

### Vendor Distribution

The percentage of primary producers/growers (product is grown or raised by the vendor) to non-growers shall be no less than 51% which qualifies the Minto Farmers' Market to be considered true "Farmers' Market" as defined by Farmers' Market of Ontario (FMO). The Wellington Dufferin Guelph Public Health Unit (WDGHU) is the body which verifies whether a vendor is a primary producer, and any determination of the WDGHU overrides the Minto Farmers' Market Committee classification of primary producer/grower or non-grower.

### Vendor Agreement

All applicants to be a vendor must complete a "Vendor Application" form annually. The purpose of the Vendor Application procedure is to maintain a high quality, producer-based market, to provide a variety of balance of products, to ensure fairness to all Vendors and to ensure that Vendors abide by the rules of the Market.

## Review & Jurying

The completed Vendor Application form is reviewed by the Minto Farmers' Market Committee. All products offered for sale must be juried by the Committee to ensure they are indeed produced by the applicant, are produced within the 50 km radius, are of high quality and are compatible with the other products sold at the market.

## BOOTH/STALL ALLOCATION

The Minto Farmers' Market Committee shall assign stall space on the first day of the season. The Minto Farmers' Market Committee may move a vendor for reasons of safety, health, product compatibility and any other valid reason at their discretion; however, the Minto Farmers' Market Committee will make every effort to keep a vendor close to their originally designated location to minimize disruption for customers.

## Space Limitations

Vendors may apply for multiple stalls but allocation depends on space availability at the time.

## FEES

**Booth/Stall Fees.** Fees are based on the size of the booth/stall.

- Daily. Payable each day of market on arrival.
- Season. Full Season fees are discounted from daily fees and payable in advance.

### 2017 Season Fees

Booth Size	Price	
	Daily	Full Season Rate
10 X 10	\$10	\$100 (13 weeks)

## Hydro Usage

If you require hydro at the Market the cost will be \$2 daily, or \$20 for the season.

## VENDOR RESPONSIBILITIES

### Compliance

Vendors must comply with the following; failure to do so shall be grounds for no longer being allowed to vend at the Market:

- The Minto Farmers' Market Rules and Regulations
- Municipal, Provincial and Federal Regulations regarding labeling, measures, health and safety etc. for all products offered for sale at the Market. Compliance is the responsibility of the individual Vendor and not the Minto Farmers' Market Committee.

### Punctuality

Vendors must arrive at the Market in time to unload, move products into the booth/stall, park vehicles, setup their booth/stall and open for business at the designated opening time (see article 6 for times). Vendors must keep their booth/stalls open for the entire Market day, and not begin to tear down before designated closing time.

### Displays

Vendors are responsible for providing all display materials (displays, tables, chairs etc.) and setting up and tearing down any displays. Booths should have an attractive and professional appearance, enhanced by good presentation and cleanliness.

### Parking

Vendors are required to park in the designated areas after unloading their products.

### Code of Conduct

Vendors must remain in their own booths/stalls when selling. Sales must be conducted in an orderly and business-like way, and no shouting or other objectionable means of soliciting trade are permitted. Vendors should be respectful to customers, vendors and committee members. No alcoholic beverages are permitted at the market (Exception: VQA wine samples provided by a vendor). **Smoking by vendors is not permitted at the market.**

## **Farm Products Grades and Sales Act**

Products should be sold by units or legal containers, such as bushel, 4-litre baskets, quart, etc.

## **Food Safety**

Every person handling food products must maintain a very high standard of personal hygiene and cleanliness. In fact, all Vendors and staff must practice these standards to prevent the transfer of pathogens between Vendors/staff and therefore to foods. Please adhere to the following guidelines:

- All foods offered for sale must be protected from contamination.
- Baking and processed foods must be pre-packaged at point of production, or contained in a display case to protect from airborne and human contamination.
- All persons handling food, must wear clean clothing, wash hands often, be free from infectious disease, NOT smoke, and avoid touching nose, mouth, hair and skin.
- All Vendors MUST wash hands thoroughly with warm water and soap after visiting the washroom
- Containers and wrappings must be single-use only
- Do not allow any unauthorized persons access to where food is being prepared.
- Racks, shelves or tables must be provided for food display, and all food must be at least 15 cm (6 in) off the floor/ground.
- All canned products must be packaged in new jars and sealed with vacuum lids.
- Personal effects should not be stored anywhere near food products.
- Sampling and condiments:
  - Do not allow customers to get hands anywhere near samples to be eaten by other customers; prepare individual samples that cannot be handled by more than one person; provide toothpicks or small paper containers, or pass out each sample.
  - Provide tongs, forks or spoons for each type of condiment being offered; no customer hands in the bowls.
  - Clean up the serving area often, being especially careful to pick up food scraps that fall onto the ground or floor.
  - Watch children very closely.

Please refer to the information provided by the Wellington Dufferin Guelph Public Health Unit.

## **Refuse**

Booth/stalls must be kept free from refuse during the Market day, and at the end of the day all refuse for removal must be placed in the bins provided, except cardboard boxes which must be broken down for recycling and placed beside garbage bins not in them. This is especially critical for any produce and food vendors, because of the risk of vermin, and scraps of any such material must be scrupulously cleaned up from the ground or floor.

## **In-booth Storage**

Storage containers and equipment shall be confined to one's Market space and kept out of sight.

## **Live Animals**

Live animals may not be sold at the Market. *Vendors are not permitted to have pets in the Market under any circumstances, guides dogs accepted.*

## **Insurance**

While the Minto Farmers' Market does carry basic Public Liability and Property Damage Insurance, any additional insurance coverage is the responsibility of the individual Vendor. The Minto Farmers' Market Committee bears no responsibility for any Vendor property at the Market. As the Town is just supplying the space, vendors are responsible for the sale of their products and are encouraged to have their own insurance for potential risks.

## **Removal of Persons**

Minto Farmers' Market Committee members have the authority, with cause, to request any Vendor or other persons to leave the Market operating area and, if necessary, to call the police for assistance.

## Community Table

A community table is available to charity and non-profit organizations, at no cost, for fund-raising, promotional and educational purposes. Any products to be offered for sale must not be in competition with the market Vendors, and all Minto Farmers' Market Committee rules and regulations will apply.

## Problem Resolution

Vendors are encouraged to approach any of the Minto Farmers' Market Committee Members if they encounter a problem. Any issue that requires further attention can be brought to a Committee meeting. Any discussion of the problems of the Market in front of customers is strongly discouraged.

## 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. The rule of thumb is no more than 20% difference between the high and low prices for like items between Vendors. Volume buying sales incentives such as "\$2 each - 3 for \$5" are permitted, but not incentives that present a flea market image; e.g. "Year-end Sale", "Buy Two Get One Free" or "discount".

## 2017 MINTO FARMERS' MARKET COMMITTEE

### PALMERSTON FARMERS' MARKET

Luke Hartung	Vendor	497-4559	<a href="mailto:luke.hartung@gmail.com">luke.hartung@gmail.com</a>
Crystal Hartung	Vendor	577-3635	<a href="mailto:crystal.fd.wilson@gmail.com">crystal.fd.wilson@gmail.com</a>
Katie Baarda	Vendor	343-4369	<a href="mailto:gandpbaarda@gmail.com">gandpbaarda@gmail.com</a>
Vince Tkaczuk	Vendor	991-0083	<a href="mailto:vince@bellsedgefarm.com">vince@bellsedgefarm.com</a>
Suelaine Poot	Vendor	343-3745	<a href="mailto:smpoot@hotmail.com">smpoot@hotmail.com</a>
Bob McEachern	Museum Rep.	343-3435	<a href="mailto:bobkathymc@sympatico.ca">bobkathymc@sympatico.ca</a>
Councillor Judy Dirksen	Council Rep.	338-3083	<a href="mailto:jdirksen@town.minto.on.ca">jdirksen@town.minto.on.ca</a>
Taylor Pridham	Market Manager	338-2511	<a href="mailto:taylor@town.minto.on.ca">taylor@town.minto.on.ca</a>

If you have any questions regarding the Minto Farmers' Market, please contact:



Taylor Pridham, Minto Farmers' Market Manager  
Economic Development Assistant  
Town of Minto  
T 519.338.2511 x 242  
F 519.338.2005  
E [taylor@town.minto.on.ca](mailto:taylor@town.minto.on.ca)

Stay up-to-date with weekly Minto Farmers' Market Events & Vendor Profiles  
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[www.mintofarmersmarket.ca](http://www.mintofarmersmarket.ca)