

DOWNTOWN GEORGETOWN FARMERS' MARKET
Guidelines & Regulations
Sub-Committee of the Downtown Georgetown BIA
Downtown Georgetown BIA
66 Mill St, Georgetown, ON, L7G 2H7
905-873-4970 or manager@downtowngeorgetown.com
www.downtowngeorgetown.com

LOCATION AND HOURS:

- **MARKET LOCATION**
Main Street S between Church and James in Downtown Georgetown and in parking lot off Church St and Main St S.
- **MARKET DATES** - Saturdays from June to October. Specific dates set each year (subject to change).
- **MARKET HOURS - 8:00 a.m. to 12.30 p.m.** Vendors will be allowed to set-up beginning at **6:30 a.m.** and **must be off the street by 1:30 p.m.** **A \$25.00 fine will be enforced for any vendor late off the street** at the Market Manager's discretion. We have an agreement with the Town of Halton Hills and GO Transit Bus services. **THIS MUST BE ENFORCED!**

Overview:

The Georgetown Farmers' Market is a producer-based market, which means that vendors must grow or produce what they sell themselves, with few exceptions as listed below. We do not allow 'hucksters' or 're-sellers' at our market who solely buy food from the food terminal and offer it for re-sale at reduced prices, as this directly impacts the farmers that we are supporting.

VENDOR RESPONSIBILITIES:

1. The market will sell fresh 1st quality (unless specifically labeled) Ontario grown or manufactured product; produce, baked goods and hand-made crafts. Meat and dairy products will be allowed with appropriate refrigeration, subject to all health regulations. All bakery and prepared food products must be from a health department inspected kitchen or commercial bakery.
2. There is no re-selling at our market (with the exception of the rule below) meaning if you are not a legitimate Farmer with a farm address and business number who grows produce you cannot purchase produce for re-sale.
3. Farmers will produce minimum 70% of the product offered for sale. Resale produce (Ontario grown) can total maximum 30%, and it is strongly recommended to come from neighbouring farms. Vendors, if requested, must provide the Market Manager with verification that a minimum

of 70% of the produce is home produced. (% split subject to change). This is to accommodate for low produce availability at beginning and end of season. This rule applies to Farmers only and all other vendors must produce 100% of product unless otherwise agreed upon by Market Manager and/or Market committee.

4. There is no selling of produce from home gardens as this directly impacts farm businesses and undercuts their sales. See above rules.

5. The market is open to inspection by the Ontario Ministry of Agriculture & Food and the Regional Public Health Department. All produce must be labeled according to provincial and federal regulations. Meat/dairy/eggs/honey/maple products are subject to the guidelines as per Ministry of Agriculture and these guidelines are subject to change pending notification.

6. There will be no on street parking after set up. Vendors are expected to park at the Edith St Parking lot. Exceptions may be made for some vendors. Vendors are to contact Manager to apply for exemptions when they apply for their stalls. See map for parking locations.

7. Special Vendors are subject to approval by the Market board and allowed to sell only what is listed on their applications. This category is used mostly to allow health/education related businesses access to a market booth who do not directly create a tangible product for sale such as (but not limited to) yoga instructors, chiropractors, massage therapists, nutritionists, etc.

8. Vendors must be 18 years old to have a stall at the Market unless they are accompanied by a parent or guardian for the duration of their stay.

9. Weights are required for all vendors, regardless of length of stay, if they have a tent or cover of some sort. Main St S can get very windy and tents often get blown around. We do not want bodily injuries or damage to property. If you do not have proper weights you may be asked to take down your tent or leave.

10. Vendors are expected to conduct themselves in a professional and appropriate manner at all times with all individuals. Workplace violence/harassment is a crime. Please read Bill 168 for more detailed information. Any person not behaving in an appropriate manner will be asked to leave immediately and no refund will be given. If police are required, charges may be filed. This is a **zero tolerance** policy.

STALL REQUIREMENTS:

1. **STALL LEASE** - Vendors will lease stalls on a seasonal/monthly/weekly basis. The stall fees will be determined annually. Stall fees are non-refundable. Vendors **WILL NOT** allocate or sublet portions of their space to other growers/vendors for the purpose of selling goods, without express consent of the Market Manager/Committee.

2. **STALL SIZE AND SET UP** - One stall will be 10' x 10' with a maximum number of stalls to be determined by the Market Manager and the Downtown Georgetown Farmers' Market committee. All vendors are responsible for providing their own tables, canopies, etc. Stalls are front of booth sales only.

3. **STALL LOCATION(S)** - A vendor who leases a stall on a seasonal basis will have an assigned space for the entire season. Non-seasonal stall spaces are assigned based on availability and are not guaranteed to be in the same location. Stall spaces may be re-assigned during any special events **or** to ensure compliance with fire and safety regulations. Notice of stall changes will be as generous as possible.

4. **STALL VACANCY** - If a seasonal stall space becomes vacant, the Market Manager will actively recruit a new vendor or notify vendors on a wait list.

5. **STALL CONDITION** - All vendors will be required to keep their stall space tidy and to clean up and **take away** all debris and garbage at the end of each market day.

6. **STALL SIGNAGE** - All vendors will display their farm name or business name and location with quality signage in a prominent place. Any signage is to remain inside the 10' x 10' booth so as not to block traffic flow. All out of booth signage must be approved by Market Manager and can be moved at any time if it becomes a problem for patrons or other vendors.

7. **RETAIL VENDORS** - B.I.A. retail merchants are welcome to be part of the market on the **sidewalk** in front of their establishments. B.I.A. retail merchants who want to participate as a "market vendor" are welcome to apply and are subject to Market rules just like any other vendor. Stall fees will apply and market rules and guidelines will be adhered to. Stall placement will depend on availability and cannot be directly in front of their store front just because they are a BIA member.

8. **HYDRO REQUIREMENTS** - To reduce malfunctions vendors *should not* connect more than one appliance to one electrical receptacle outlet. Vendors should supply their own electrical generators if more electrical power is required, pending Market approval. If hydro is required vendors are required to list how much power they will be using to see if it is available as poles have a max of 12 amps per pole. Vendors will supply their own extension cords and will tape them down for safety reasons. There is no use of retail outlets unless express consent of merchant is given before use.

Vendor Definitions:

Farmer – primary grower of 1st quality produce, unless otherwise specified. All produce sold will be as listed on application. Farmers will produce minimum 70% of the product offered for sale. Resale produce (only Ontario grown) can total maximum 30%, and it is strongly recommended to come from neighbouring farms. Vendors, if requested, must provide the Market Manager with verification that a minimum of 70% of the produce is home produced. This is to accommodate for low produce availability at beginning and end of season.

Crafter – A producer of hand crafted artisan products such as jewellery, pottery, clothing, bags, artwork, knitted material, etc. All goods must be made by the vendor unless otherwise approved by the Manager. No importing and re-selling of goods is allowed unless approved by the Manager for specific purpose ie; fundraising or funds donated to charity.

Food – Producer of processed foods ie; breads, desserts, cured meats, jams, sauces, pies, etc. Must comply with health inspection policies and produce foods in a Health Department approved kitchen or premise.

Busker – A space is provide free of charge each week for musicians. The musicians may accept free will donations or sell copies of their own music, or promote lesson programs or tickets to benefit performances. Buskers may attend multiple markets based on availability. Buskers must sign a waiver of liability before busking as they are not covered under our insurance and are not allowed to play otherwise. This is a mandate from the Town of Halton Hills. Location and duration of play is at the discretion by the Market Manager. Buskers may be asked to move at any time and must be flexible and understanding about this.

Non Profit/Local Group - Non Profit Community Groups are provided a space at no cost, for fund-raising, promotional and educational purposes. They can choose to pay if they wish to attend more than two dates per season, upon approval of the Manager and committee. A group may attend more than once per season based on availability.

GENERAL:

The general intent of the guidelines and regulations will be adhered to by the organization with respect to their intended use. The Georgetown Farmers' Market reserves the right to refuse any applicant. All guidelines and regulations are subject to change.