



COLLINGWOOD DOWNTOWN

126 Hurontario Street, Suite 301, P.O. Box 23

Collingwood, ONL9Y 3Z4

Phone: 705-445-5595/ FAX: 705-445-5495

Email: info@collingwooddowntown.com

Collingwood Downtown Farmers' Market Vendor's Information Package

Welcome and thank you for considering participating in the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** (CDFM or the Market). It is the intent of the **MARKET** to provide residents and visitors with quality produce grown and products made by local farmers, caterers, crafters, and artisans.

The Collingwood Downtown Business Improvement Area (BIA) will manage the CDFM. The BIA will make all decisions concerning the activities at the Market, and who may participate as a vendor.

The **COLLINGWOOD DOWNTOWN FARMERS' MARKET** will be opening for its **2011** season on Saturday, May 21st. The Market will operate every Saturday from 8:30 AM until 12:30 PM through the Thanksgiving weekend, Saturday, October 8th, except for July 23, 2011.

The location will remain in the municipal parking lot on the southeast corner of Second Street and Pine Street. Inquiries, including consumer and vendor information, should be directed to the Collingwood Downtown BIA at: 705-445-5595 or info@collingwooddowntown.com.

- Annual vendor rate for the full 20-week season for each space up to 18' x 20' (two parking spaces) is \$250.00.
- Please note that this year this seasonal rate is composed of two parts; \$150 will be apportioned to rental of the space; \$100 will be dedicated to a fund to advertise and promote the market. Portions of the shorter rental times available will also be apportioned to this marketing fund
- The four consecutive week seasonal produce seller rate for each space is \$75.00.
- A one-week seasonal produce seller rate for each space is \$25.00.
- The above fees include insurance under the Town of Collingwood.
- The market will operate every Saturday, rain or shine, except during the Elvis Festival weekend, July 23, 2011.
- Spaces are limited.

With my signature, I acknowledge that I have read and understand the attached guidelines and regulations and do hereby agree to abide in good faith with the management of the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** and to co-operate with the other vendors.

Signature of responsible party

Date



COLLINGWOOD DOWNTOWN FARMERS' MARKET

2011 VENDOR APPLICATION

Name: _____ Name of Farm/Business: _____

Address: _____

City / Town _____ Postal Code: _____

Origin of Produce/Products: _____

Telephone: _____ Fax: _____ E-mail: _____

Number of spaces (up to 18' x 20') required? Please circle choice.	1	2	3
Hydro required? Please circle choice.	YES	NO	
Do you need parking in your space(s)? Please circle choice.	YES	NO	
If YES, please circle choice: <u>Pick-up Truck</u> <u>Van</u> <u>Car</u> <u>Other</u> (Specify)	_____		

Annual 20 week Rental Fee @ \$250.00 per space = \$ _____

Produce seasonal seller Four Consecutive Weeks @ \$75.00/space = \$ _____

Produce seasonal seller One Week @ \$25.00/space = \$ _____

Tent rental/week @ \$20.00 (Seasonal Pricing available on request) = \$ _____

Table Rental/week @ \$10.00: (Seasonal Pricing available on request) = \$ _____

Total Due on acceptance of application: = \$ _____

List Produce/Products to be sold: _____

List names of persons staffing your booth: _____

Having paid the appropriate space fees, and having read and understood the rules and regulations thoroughly, I hereby agree to comply fully with these and all other Federal, Provincial and Municipal rules and regulations that apply. I may forfeit my right to sell at the Collingwood Downtown Farmers' Market if am found to be in non-compliance.

Signature of Vendor

Date

All cheques are payable to "Collingwood Downtown BIA"

Two copies of this page will be mailed to you upon acceptance as a Vendor, as an invoice, with the amount due shown. To ensure your space is reserved please return one copy with your cheque to:

COLLINGWOOD DOWNTOWN
126 Hurontario Street, Suite 301, P.O. Box 23 Collingwood, ON, L9Y 3Z4

For further information call: 705-445-5595 / FAX: 705-445-5495

E-mail: info@collingwooddowntown.com

Thank you for participating in the Collingwood Downtown Farmers' Market

COLLINGWOOD DOWNTOWN FARMERS' MARKET (CDFM or the Market) GUIDELINES AND REGULATIONS

Location

The CDFM will be held outdoors, in the municipal parking lot located at the southeast corner of Second Street and Pine Street, in Collingwood's Downtown.

Market Operation

- It is important to be prompt in your arrival. Vendors **MUST** be set up by 8 AM.
- There will be **ABSOLUTELY NO** vehicular traffic in the market area between 8 AM and 12:30 PM.
- Therefore, if you arrive after 8 AM, you will have to move your items to your space without being able to have your vehicle within the designated market area.
- If you arrive after 8 AM, you accept that the space you normally occupy may have been re-assigned.
- After 8:45 AM, vendors will not be allowed to set up.
- The Market will be closed during the Collingwood Elvis Festival Weekend, July 23, 2011.

Membership Eligibility

- All vendors selling at the market must be paid-up and shall live and produce their goods within 100 km of the Town of Collingwood.
- Application by vendors shall be made to, and approved by, the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** management at least one week prior to setting up a stall at the market.
- A vendor is responsible for providing verification that all saleable products are made, produced, or grown by the vendor. Up to 30% of the produce may be resale of other local growers' produce or of a member of her/his immediate family; subject to the approval of the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** management.
- Arts and crafts items shall be 100% original and hand-produced. Craft vendors shall submit either a sample of their products, or photographs of them, for approval by the CDFM management.
- Vendors of prepared food must follow the Simcoe County Health Unit regulations.

Fees For 2011

- The annual fee of \$250.00 is for 20-weeks from May 21 through October 8, 2011, excluding July 23rd.
- There is a four consecutive week seasonal produce grower opportunity for \$75.00.
- There are also one-week seasonal produce grower opportunities for \$25.00.
- Fees will be paid in advance by cash or cheque to cover the term requested.
- Subletting of space is **NOT** permitted.

Allocation of Space

- Rental space will be a maximum two parking spaces measuring up to a total of 18' x 20'.
- Allocation of space is at the sole discretion of the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** management and vendors may be moved at any time to accommodate special activities. Although every effort will be made to ensure continuous placement of vendors, no vendor is assured the same space each week.
- Vendors anticipating not being able to attend the Market are requested to give prior notice early in the week of which they do not expect to be present.
- Washroom facilities are located in the Arena on Hurontario Street.

Setting Up

- Vendors must be set up before 8 AM.
- Reserved spaces not occupied by 8 AM may be re-assigned to other vendors.
- Vehicular traffic will not be permitted in the Market area between 8 AM and 12:30 PM.
- Vendors must vacate the Market area by 2 PM.
- Vendors are required to assure their area is free from garbage and left clean.
- Vendors must stay within the space(s) allocated to them.
- Vendors may be requested to re-locate vehicles not required in their display.
- No Vendor shall make any change or alteration to Town property.
- Vendors shall not block walkways, fire exits or other Vendors' spaces.
- Vendors will post their name and address in a prominent spot within their space.

- The **COLLINGWOOD DOWNTOWN FARMERS' MARKET** or management shall not be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- The CDFM Manager, or designate, shall have the right to approve or disapprove any signs, decorations, or displays in the Vendor's space and to request changes or removal.
- Canopies, tents, umbrellas, etc. must be anchored by weights to insure the safety of the public, as well as compliance with the fire and safety standards.
- Prepared Food Vendors must display their Simcoe County Health Unit approval certificate.

Range and Origin of Products

- The Vendor application must clearly signify what produce and/or products are intended to be sold.
- The Vendor shall sell from their space(s) only those produce and/or products, which have been pre-approved by the **COLLINGWOOD DOWNTOWN FARMERS' MARKET** management.
- Once approved, the Vendor must receive prior approval by CDFM's manager for any changes or additions.
- Produce and/or products not pre-approved must be removed as required.
- Produce coming directly, or indirectly, from a Food Terminal will not be approved and must be removed.
- Flea market or commercially manufactured items are not allowed and must be removed as required.
- All fruits and vegetables must be produced, grown, and processed within 100 km of the Town of Collingwood.

Acceptable Items & Produce

Garden Produce (locally grown vegetables and fruit of all kinds); Bedding plants, potted plants, house plants; Cut and dried flowers; Shrubs, trees, and firewood; Craft products 100% produced by Vendor; Jams, jellies, and preserves; Maple syrup, honey, and products; Baked goods

These are but a few of the produce items and products to be sold and the list should be looked upon only as a guideline. It is the intent of the Market to offer a diversified selection of commodities. Therefore, we invite prospective Vendors when making their application for space, to please list completely their produce and products, allowing the CDFM managers to select a broad range of Vendors to enhance the success of the market.

Vendor Responsibility

- Regulations are generally "common sense". Don't sell what you would not buy.
- Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the Market as a result of negligence or willful default on the part of the Vendor or their employees.
- The **COLLINGWOOD DOWNTOWN FARMERS' MARKET** will carry Public Liability Insurance on the Market area to protect the Market and participants, and to protect the BIA for their actions on behalf of the CDFM.
- Vendors should also contact their insurance agents relative to their participation in the Market.
- Vendors shall label their items and produce clearly by type and price.
- Vendors agree not to practice distress selling, as it is unfair to the balance of the Vendors.
- Vendors are responsible for keeping their space(s) neat and clean at all times.
- At Market close, Vendors are required to remove all items from their space(s) and leave the area clean and rubbish free. If a Vendor's area is not left clean, the manager will have the area cleaned at the Vendor's expense.

Regulatory Agencies

- Vendors are responsible for obtaining all permits required in the production and sale of their goods.
- Compliance with both Provincial and Federal Sales Tax Regulations is the responsibility of the Vendor.

Penalties

- Any Vendor who contravenes any of the provisions of these Guidelines and Regulations is subject to the cancellation of their permit without refund.

Managing the Market

- The **COLLINGWOOD DOWNTOWN FARMERS' MARKET** may employ or select a Market Manager whose duty will be to supervise the Market and carry out the above guidelines.