



## COLLINGWOOD DOWNTOWN

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# 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 **2014** season on Saturday, May 17th. The Market will operate every Saturday from 8:30 AM until 1 PM through the Thanksgiving weekend, Saturday, October 11<sup>th</sup>, except for July 26, 2014.

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 [admin@collingwooddowntown.com](mailto:admin@collingwooddowntown.com).

- Annual vendor rate for the full 21-week season for each space up to 18' x 20' (two parking spaces) is \$295.00. There is an additional charge of \$25 for the season if hydro is required
- The four consecutive week seasonal produce seller rate for each space is \$95.00.
- A one-week seasonal produce seller rate for each space is \$35.00.
- Non-produce vendors are only accepted as seasonal vendors
- 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 26, 2014.
- Spaces are limited. Vendors are accepted on the basis of appropriateness to the integrity of the market mix.

All cheques are payable to "Collingwood Downtown BIA".

Payment must accompany application and be sent to the address indicated above.

Successful applicants will be notified by telephone or by email if selected.

Your payment will then be processed.

If you are NOT selected as a Farmers' Market Vendor you will receive a written notification, together with your payment and supporting documents returned to you by mail.



# COLLINGWOOD DOWNTOWN FARMERS' MARKET 2014 VENDOR APPLICATION

Name: \_\_\_\_\_

Name of Farm/Business: \_\_\_\_\_

Address: \_\_\_\_\_

City / Town \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website \_\_\_\_\_

Number of spaces (up to 18' x 20') required? Please circle choice.      1      2      3

Hydro required? Please circle choice. (Add \$25 to fee)                      YES      NO

Do you need parking in your space(s)? Please circle choice.              YES      NO

If YES, please circle choice: Pick-up Truck Van Car Other (Specify) \_\_\_\_\_

Annual 21 week Rental Fee @ \$295.00 per space (plus \$25 if hydro req.) . . = \$ \_\_\_\_\_

Produce seasonal seller Four Consecutive Weeks @ \$95.00/space . . . . . = \$ \_\_\_\_\_

Produce seasonal seller One Week @ \$35.00/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: . . . . . = \$ \_\_\_\_\_

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.

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

**List of Products/Produce to be sold:**

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**Origin of Produce/Products:** \_\_\_\_\_

*If you are a primary producer, the following section must be completed....*

**Type of Farming:**

- Non-Organic
- Organic
- Certified Organic
- Natural Grown

**Greenhoused/Field Combination:**     Yes     /     No

**If greenhoused / field combination please indicate % of each** \_\_\_\_\_

**List of crops being grown for the market:**

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**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. After this time, vendors will **NOT** be allowed to set up.
- There will be **ABSOLUTELY NO** vehicular traffic in the market area between 8 AM and 1 PM.
- If you arrive after 8 AM, you accept that the space you normally occupy may have been re-assigned.
- Vendors **MUST** let the market manager know whether they are **NOT** coming to the market for whatever reason. If they fail to do so, they will be given a warning. After one warning, they will lose their regular spot. After three warnings, they will be removed from the market without refund.
- The Market will be closed during the Collingwood Elvis Festival Weekend, July 26, 2014.

**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 2014**

- The annual fee of \$295.00 is for 21-weeks from May 17 through October 11, 2014, excluding July 26<sup>th</sup>. There is an additional fee of \$25.00 hydro (available to seasonal vendors only)
- There is a four consecutive week seasonal produce grower opportunity for \$95.00.
- There are also one-week seasonal produce grower opportunities for \$35.00.
- Fees will be paid in advance by cash or cheque to cover the term requested. Unpaid fees are subject to a late fee of 10% of the outstanding fee. Vendors with outstanding fees will not be allowed to set up until fees are paid in full.
- 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 1 PM.
- No vendor will leave the market before the allotted time. If this happens, the vendor will be given a warning. After three warnings, the vendor will be removed from the market without refund.
- Vendors must vacate the Market area by 2 PM.
- Vendors are required to assure their area is free from garbage and left clean.
- For health and safety reasons, Vendors *must* stay within the space(s) allocated to them; no display / merchandise is allowed in the public walkways
- For health and safety reasons, *no food products / produce may be displayed at ground level*
- 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. Every produce or food vendor is to list **EVERY PRODUCT** that is to be sold on the table. If there are additions, they **MUST** go through the market manager before they can be put onto the table. Said vendors should note that they may be subject to random checks of produce to ensure that there are no discrepancies between form and product.
- *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. Please note that a farm visit by the Market Manager/Designate may be required prior to vendor acceptance.*

#### **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.