



The Farmers Market at the Falls – Operational Policy and Procedures Manual for Vendors

10 Maple Ave. Smiths Falls, On.

www.thefallsmarket.ca

(613) 862-7230

Membership

- a. All vendors must be members of the Farmers Market at the Falls. Membership fee is \$25.00
- b. All vendors must live within 80 km of the market facility.
- c. All new vendors shall be juried. Vendors must supply a list of ALL items they will be selling and samples or photos where applicable, prior to their acceptance. New items added later may be subject to jurying and or exclusion.
- d. A waiting list of vendors may be created, from which new vendors can be selected according to our mandate of minimum 51% produce, 49% other.
- e. The Farmers Market at the Falls reserves the right to add other regulations as needed.
- f. Vendors who repeatedly violate the regulations will be informed in writing that their membership is under review and could be revoked if the situation remains unchanged.
- g. Seasonal vendors who miss 5 or more weeks each year will be under jeopardy of losing seasonal status for future years.
- h. All members must adhere to current Ontario Public Health guidelines.

Fees

- a. Seasonal vendors will pay their seasonal fee of \$300 plus \$25 application fee. Occasional Vendors will pay \$25 day plus \$25 application fee. Both are payable to the Farmers Market at the Falls by email or cheque.
- b. Yearly membership fee is \$25.00.
- c. The use of a vendor's stall space by another party without permission of the Farmers Market at the Falls is not permitted (Subletting).
- d. Daily stall fees must be paid to the Farmers Market the Friday prior to selected vendor date.

Setting Up

- a. Stall size is 10 ft by 10 ft. Each vendor is responsible for providing all items for their own set up (table, chair, canopy) Any canopies used must be securely anchored to the ground.
- b. Market hours are from 3pm to 7:30pm Fridays.
- c. Vendors may begin setting up at 2pm and must be off the premises by 8:30pm and may sell within the hours of tenancy only.

- d. Vendors are asked to contact the Farmers Market by the Falls by Wednesday of the week prior if they will be absent.
- e. Vendors must not block walkways or other vendors' stalls.
- f. Stall space will be allocated as follows:
- g. First choice will be given to seasonal vendors who pay for the full season. Occasional vendors will be assigned a location by the Farmers Market at the Falls with site preference in mind. The Farmers Market at the Falls will make it a priority to try to give occasional vendors the same spot as much as possible. Occasional vendors need to confirm their next attendance to reserve their stall space. The market reserves the right to allocate any vacant stall space while that vendor is absent.

Garbage

- a. All vendors must remove their own garbage after every Market Day. Vendors shall keep their leased space in a clean and orderly state during occupation and upon leaving shall remove all refuse and litter. Waste containers on/in the Farmers Market at the Falls are for the use of the general public and should not be used by vendors. Under NO circumstances should a vendor dispose of any by-product of operation (cooking waste, expired produce, product packaging etc.) in waste receptacles, drainage systems, or planting beds.

Parking

- a. Vendor parking will be available at the designated area to maximize space allocation to vendors. (see map)

Conducting Business

- a. Vendors must ensure their booth is properly always manned. Sales must be conducted in an orderly and business-like way. No shouting or other objectionable means of soliciting trade are permitted.
- b. The resale of purchased items without any "value added" is not permitted.
- c. No alcohol or illegal drugs will be used or sold at the Market. Wine/fruit wine vendors are permitted within the guidelines of selling at local markets in Ontario
- d. All stalls must be identified with the name and address of the vendor.
- e. Vendors are responsible for obtaining and displaying necessary permits or licenses, where applicable.
- f. Each vendor will be responsible for his or her own sales tax collection, where applicable.

Prohibited

- a. No smoking or vaping of either tobacco products or cannabis is permitted at vendors' stalls, on the Market grounds and public areas within 20 metres (65 feet) of those grounds.
- b. Vendors must not practice distress pricing by undercutting other vendors or dumping products at bargain or sale prices.

Permits

- a. Vendors are responsible for obtaining all necessary licenses, permits, inspections and certificates for the sale of their products.
- b. Items must conform to The Farm products grades and sales act. Produce should be sold by units or containers. If your product is sold by weight, the scale must be government inspected, with a valid sticker displayed. All produce should be correctly labeled and priced.
- c. The Farmers Market at the Falls has liability insurance but does not cover the vendor's liability. Vendors are strongly encouraged to obtain their own liability insurance, product, and supplies insurance. It is recommended by, Farmer's Market Ontario, that you contact DUUOCA for your insurance requirements <https://duuo.ca/>

The Farmers Market at the Falls Health Regulations, (from Lanark District Health Unit)

Any person who prepares and/or handles food that will be presented for sale or sample at the market must complete the "Food Vending Checklist". Please attach a copy with your application.

<https://healthunit.org/health-information/food-safety/special-events-farmers-markets/checklist-for-vendors/>

- b. All food for sale must be protected from contamination during preparation, transportation, and display.
- c. The term 'hazardous foods' describes foods which are capable of supporting the growth of bacteria or germs causing illness. These foods must be mechanically refrigerated during transport storage and display to 5°C or lower and frozen foods must be maintained at -18°C or lower until sold.
- d. Vendors must have accurate thermometers in all refrigeration units.
- e. All 'hazardous foods' must originate from an approved source. All meats offered for sale must be slaughtered in an approved slaughterhouse. Unless the Health Unit approves the facility, no on site cutting of meat is allowed.
- f. On site prepared foods must be cooked to these temperatures: Poultry: 74°C, Pork: 66°C
All others: 60°C
- g. Racks, shelves or pallets must be provided for food storage and shall be placed more than 15 cm above the floor or ground.
- h. Baking and processed food products must be packaged and/or covered.
- i. All food products which are canned (including jams, jellies etc.) must be packaged in new jars and must be sealed with new vacuum lids. Labels should include a list of ingredients and your name and contact information.
- j. Eggs must be kept refrigerated at 5°C or lower.
- k. No live animals or birds may be displayed or offered for sale.