

North Gower Farmers' Market

Vendor Guide

This guide is for vendors selling their self produced or grown items at the North Gower Farmers' Market. It is the responsibility of each vendor to become familiar with these rules and any updates or revisions made by the North Gower Farmers' Market Association. We have a long standing reputation for being the friendliest market in Eastern Ontario, and we encourage everyone to become involved in running the market.

Please note that all new vendors must be juried before acceptance.

Vendor Requirements (All Vendors)

1. Vendors must live within the Eastern Ontario and Western Quebec region.
2. Where applicable, the vendor is responsible to know and comply with any federal, provincial or local laws associated with their enterprise.
3. The North Gower Farmers' Market provides site liability insurance for our patrons but does not cover any product liability for vendor's products. Vendors are encouraged to discuss their insurance needs with a qualified insurance agent or broker.
4. Vendors, their family members or formal partnerships may operate as one booth at the farmers' market. Verification may be requested. There is absolutely no sub-letting.
5. Vendors are required to self-produce or grow a minimum of 90% of the items they sell at the Market. This does not include minimal packaging. The remaining 10% must be approved by the Board and must compliment a self-produced product offered for sale.
6. Exceptions to the self-produced rules can be made by a majority of the Board where the product is deemed to be of overall benefit to the Market.
7. All vendors selling at the Market must successfully pass a jury process to ensure items are self-produced, are suitable for farmers' market offerings for sale, and do not saturate by type or unfairly compete with other vendors.
8. All vendors must identify new items to be added to their approved sales list to the Board for juried approval and must abide by any decision of the Board, regarding the suitability of the item(s) and/or competition fairness, including a request to remove the item(s) from sale. A new item is one substantially different from those already approved. For example, a woodworker adding a new wooden box to his/her inventory does not need approval; however, a woodworker adding jewellery or pottery, etc. would.
9. Vendors must complete a weekly anonymous earnings slip and participate in periodic polling by the Board. This information is kept confidential

- except as a total of Market performance. We do not require an exact amount of sales, just an accurate average within general categories.
10. All items must have clearly marked prices that describe either a total cost, or "+tax/es", or price per kilogram.
 11. All vendors will be set up and ready to sell by 8:15 a.m. Repeated tardiness may result in the revocation of the booth rental and Market membership. All vendors must remain at the Market until closing at 1:00 p.m., regardless if they are sold out. Occasional exceptions will be provided for special needs.
 12. No vehicles are allowed in the outside sales areas between 8:15 a.m. and 1:00 p.m., when we are open to the public.
 13. All restocking must be done in a safe manner that does not interfere with either the public or other vendors. This is to be done by hand or cart.
 14. Heavy items or large orders sold during Market hours that cannot be removed from the barn safely or without disruption must be left until after closing.
 15. Vendors will not park in the nearest locations to the barn. Exceptions are for those holding valid handicap permits or for those who request permission for temporary needs.
 16. Vendors who will not be returning the following week must remove their products and display tables, etc. On site storage is sometimes available and exceptions may be granted at the discretion of the board.
 17. **No alcohol consumption or smoking is permitted anywhere on the Market property.**
 18. Vendors may not run lotteries or giveaways; samples may not be of such substance that they compete with any item for sale anywhere in the Market. For example, you may offer a slice of tomato but not a whole one.
 19. No high-pressure sales tactics will be tolerated, and all vendors should offer a warranty or refund policy to address customer complaints.
 20. No distress pricing or price changes throughout the sales day will be permitted.

Additional Requirements for Food Vendors

1. All vendors selling unpackaged foods (produce is exempt) must purchase a NGFM hand wash station.
2. All samples must be covered.
3. Where food is sold by weight, "legal for trade" scales must be used, or all weights described as "Approximate."
4. All foods must be sold in new containers or bags, unless provided by the customer for his/her own use.
5. Food items that are essentially the same are to be priced under a fair pricing policy where a price is agreeable to all vendors.

Sales Areas

1. All booth sizes are approximate and vary in size. Due to the configuration of the inside barn, spaces may be quite shallow and wider 6x12, or deeper and narrower 10x8. There are also some very odd shaped spaces that can be used. No one booth exceeds 150 sq. ft. Additional space may be rented; please discuss this with the Vendor Coordinator. We do not differentiate by cost either for size (under 150 sq. ft.) or shape. The purpose of these rules and procedures is to provide a guide to vendors selling their self-produced or grown items at the North Gower Farmers' Market. It is the responsibility of each vendor to become familiar with these requirements and any updates or revisions made by the North Gower Farmers' Market Association. It is the responsibility of the Market to lay out the barn to maximize its use. Vendors should make any special requests known at the time of application.
2. Electricity is available in some parts of the barn at a reasonable cost.
3. Vendors must provide their own tables and chairs. Tables must be covered with a cloth or decoration that conceals the underside and any stored items.
4. All fittings, products, cash, personal effects, vehicles and anything belonging to the vendor or his/her family are the responsibility of the owner and are left at his/her own risk. Please note that the Market venue, being a barn, is minimally secured, and there exists the possibility of damage from wind, rain, and wildlife.
5. Display tables, racking etc. should be of sound construction. The Market will ask to have removed anything considered unsafe, unsightly or inappropriate to the Market atmosphere. If it is not removed, the Market can have it removed.
6. No signs, products, displays or promotional activities (personal selling or sample offering) which narrow the aisle and/or impede pedestrian traffic are permitted.
7. No display, lighting or sound system that could be deemed objectionable to other vendors or Market visitors is permitted.
8. Vendors may not have pets at the Market, inside or outside their booth, or in a vehicle. Service animals are not considered pets.
9. Where animals are offered for sale or are present for special occasions, hand wash stations to be purchased from the Market must be provided by the vendor. Vendors will actively use and are responsible for encouraging their use by anyone touching the animals. All animals enter the North Gower Farmers' Market at the owner's risk and responsibility. All waste will be removed promptly and in a sanitary manner. Water, food, protection from the elements and constant supervision of all animals is the vendors' responsibility. Failure to provide for the animals' needs will result

- in their removal by City officials and the revocation of sales privileges and Market membership. Any animal deemed to be of a general nuisance or danger to the public must be removed immediately.
10. All booths are to be maintained in a clean and orderly condition. Stored items must be out of sight. Vendors are responsible for sweeping their booth areas and removing all garbage promptly.
 11. While normally the vendor's booth may be left set up *from* week to week, it may be required that all booths be removed for special events such as the barn being used for another purpose during the week.

Conduct and Dispute Resolution

As part of these rules, vendors agree to:

1. To work in a friendly and cooperative manner with the Board of Directors, fellow vendors and our patrons. As a member of the Association, we welcome input and suggestions and encourage you to become a member of the Board of Directors;
2. Make an effort to be respectful of others' sales activities (within these guidelines) and to not interfere with, demean or disrupt fellow vendors' sales or products;
3. In order to maintain one of the lowest fee structures, we do require volunteers from time to time. We would encourage everyone to seek out opportunities to help out and attend our pre-opening set up day and clean up day.
4. Vendors are expected to not only maintain the appearance of their own stalls, but that of the Market as a whole.
5. Bring all serious complaints to the Board of Directors for resolution and abide by the Board's decision.
6. Accept the decision of the Board of Directors should the Board determine that it is necessary to terminate the vendor's membership and sales privileges. Such termination will be without compensation or refunds of membership fees, where the member is in violation of these requirements.