



Gananoque Farmers' Market Rules and Guidelines 2018 Season

In order for the market to run well it is important for vendors to understand and adhere to a set of guidelines which are outlined below.

The Gananoque Farmers' Market operates with the goal of promoting local market growers and providing access to fresh local produce & local goods. The market is run by volunteers and the involvement of members to help contribute to the success of the market. The market is managed by a Market Coordinator and a volunteer board (known as the Board) composed of at least two vendors.

Market Schedule

The Market operates from the first Thursday in June through until the second Thursday in October, weekly from 4 p.m until 7 p.m. The market location is at the Gananoque Town Hall Park.

Membership and Fees

Prospective members must complete an application and submit it to the Market Coordinator outlining their products for sale. The Board has full discretion concerning the acceptance of all membership applications. There is a non-refundable annual vendor's fee which is set annually by the Board. This fee is to cover necessary market expenses and Farmers' Markets Ontario (FMO) membership. The fee is to be paid in full on or before the first market day.

New vendor application forms are reviewed by the Board as submitted. Approvals are subject to availability and compliance with FMO ratio requirements.

Eligibility

1. The Market is open to local producers whose products are wholly self-produced within a 100km radius of Gananoque. All products offered for sale must be grown or produced by the applying vendor. The vendor is defined as the invitee, their family members or employees, who are associated with the vendor on the application. The sale of items grown or produced by anyone other than the vendor, as defined above, shall not be permitted. However, to increase the variety of local products offered, a member may represent another local producer and sell local products. The additional products will be limited to 10% of the member's products on any given day. This will be at the sole discretion of the Board.
2. Residency: Vendors must reside and grow or produce the goods within a 100km radius of Gananoque. Exceptions may be made at the discretion of the Board.

3. Review and Jurying: Products to be offered for sale will be juried by the Board, if it is deemed necessary. This will ensure all products meet the requirements of eligibility and are compatible with the other products sold at the Market. For returning members with new products, the new products must meet the eligibility criteria. In the case of crafts, the following factors will be closely assessed:
 - quality & originality
 - value added to original or natural materials used in the finished product.
 - thematic relation to food, cooking, farming, market

In the case of Prepared/Baked foods, vendors must read the information provided by Leeds & Grenville Health Unit and use checklist(s) provided. Eater safety and satisfaction is paramount.

Stalls

Stalls will be assigned by the Market Coordinator taking into consideration the variety of products and specific vendor needs. Those vendors returning from the previous season will have the first choice of the general stall area they occupied in the previous season.

However, the Market Coordinator may need to make changes to ensure the market is represented by variety of products. There will be one stall assigned per vendor. Casual vendors will be assigned available space on a first-come basis.

Stall Cost

The stall cost for the season is \$200 to be paid by cheque on or before the first market day. Stalls may be available on a daily/weekly first-come basis, at a rate of \$20/day.

Market Day

Vendors are encouraged to arrive at least 30 minutes before the market opens. Vendors may begin setting up 1 hour prior to opening and must be set up for business at opening time. Vehicles should be unloaded promptly and moved to an available/legal parking spot *before* set-up begins.

Stalls are 10' X 10' (with greater depth available upon request and subject to availability). Vendors are responsible for providing all necessary materials (tables, chairs, canopy, displays, etc), and setting up and taking down any displays. Booths should have a safe, attractive and professional appearance, enhanced by good presentation and cleanliness. The Market Coordinator may ask that unsightly or unsafe materials be removed. Stalls must be kept tidy, safe and clean. The market site must be left clean at the end of each market day. Garbage/recycling is your responsibility – please do not leave items in/beside the public waste receptacles.

Pricing

All items offered for sale should have prices prominently and clearly displayed.

Signs

All Vendors are required to display an identification sign within their booth. Vendor identification must include farm/business name and may include the producer's name, address, website, slogan, product description etc.

Other Items

Vendors are not permitted to bring pets or live animals on the market site. No live animals are allowed for sale.

Members are encouraged to assist with tasks at the market and to contribute to and participate in any market events.

Regular attendance by full season vendors is integral to the success of the market. Also attendance by daily vendors on the dates they have indicated to the Market Coordinator is important to allow for coordination of stall locations. If, however, a vendor is unable to attend the market day they should notify the Market Coordinator, preferably, at least 48 hours in advance of their absence. Those who are absent one market day without notification, or three market days with notification, may risk the loss of their designated stall space.

Parking

All Vendors must park vehicles off-site (parking is available in the public lot to the north of the Library, to the west of the Info Centre, or to the east of the ball diamonds behind Town Hall – see map provided). Absolutely *no* parking on the grass.

Disclaimer

Gananoque Farmers' Market does not assume responsibility for loss or damage to any property of the vendor.

Revocation

Upon discretion of the Board any market vendor who is deemed in non-conformance with any of the above noted clauses or exhibits behavior not in keeping with the spirit of the Gananoque Farmers' Market will have all market and membership privileges revoked without recourse to the Market Coordinator or the Board and without financial remuneration.

Market Rules and Regulations will be reviewed on an annual basis.